

**Order Form**

**The Provision of Government Property Agency Short Term Furniture Requirement**

CALL-OFF REFERENCE: CCFR22A02

THE BUYER: Government Property Agency

BUYER ADDRESS 23 Stephenson Street, Birmingham, B2 4BJ

THE SUPPLIER: Wagstaff Bros Limited

SUPPLIER ADDRESS: 9 Brewhouse Yard, Clerkenwell, London, EC1V 4JR

tenders@wagstaffgroup.co.uk

REGISTRATION NUMBER: 00295393

DUNS NUMBER: 210,307,773

SID4GOV ID: n/a

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 18/07/2022.

It’s issued under the Framework Contract with the reference number RM6119 for the provision of Furniture and Associated Services.

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. The following Schedules in equal order of precedence:

* Joint Schedules for RM6119
  + Joint Schedule 1 (Definitions and Interpretation)
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 5 (Corporate Social Responsibility)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for CCFR22A02
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 4 (Call-off Tender)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 11 (Installation Works)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 16 (Benchmarking)
  + Call-Off Schedule 20 (Specification)

1. CCS Core Terms (version 3.0.7)
2. Annex 5b - Memorandum of Understanding

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF START DATE: Wednesday 27th July 2022

CALL-OFF EXPIRY DATE: Wednesday 26th July 2023

CALL-OFF INITIAL PERIOD: 12 Months

CALL-OFF DELIVERABLES

The supplier is required to supply, deliver and install furniture items at GPA sites.

Deliverables for individual projects will be agreed at the time of task order.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year are £2,666,666.66 per Supplier.

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)**.**

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Invoices to be raised as laid out below and payment to be made by BACS.

Payment can only be made following satisfactory delivery of pre-agreed

certified products and deliverables.

Before payment can be considered, each invoice must include a detailed

elemental breakdown of work completed and the associated costs.

BUYER’S INVOICE ADDRESS:

GPA Finance Operations\*

Redacted – FOI Section 40 Personal Information

Accounts payable (send invoices/statements to this email): Redacted – FOI Section 40 Personal Information

Within 7 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager).

Each invoice to outline works carried out, detailing associated work packages and to include a spend to date. Non-compliant invoices will be sent back to you, which may lead to a delay in payment. 10 If you have a query regarding an outstanding payment please contact our Accounts Payable section by email between 09:00- 17:00 Monday to Friday. E: Redacted – FOI Section 40 Personal Information . Please also add project & contract reference

BUYER’S AUTHORISED REPRESENTATIVE

Ruth Cowley

Commercial Lead

[Ruth.cowley@gpa.gov.uk](mailto:Ruth.cowley@gpa.gov.uk)

BUYER’S SECURITY POLICY

Available upon request

SUPPLIER’S AUTHORISED REPRESENTATIVE

Redacted – FOI Section 40 Personal Information

SUPPLIER’S CONTRACT MANAGER

Redacted – FOI Section 40 Personal Information

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month.

PROGRESS MEETING FREQUENCY

Once per calendar month. Date to be decided post award.

KEY STAFF

Redacted – FOI Section 40 Personal Information

KEY SUBCONTRACTOR(S)

Redacted – FOI Section 40 Personal Information

COMMERCIALLY SENSITIVE INFORMATION

Suppliers Bid Submission.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| --- | --- | --- | --- |
| Signature: | Redacted – FOI Section 40 Personal Information | Signature: | Redacted – FOI Section 40 Personal Information |
| Name: | Redacted – FOI Section 40 Personal Information | Name: | Redacted – FOI Section 40 Personal Information |
| Role: | Redacted – FOI Section 40 Personal Information | Role: | Redacted – FOI Section 40 Personal Information |
| Date: | Redacted – FOI Section 40 Personal Information | Date: | Redacted – FOI Section 40 Personal Information |