

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:	CCSO20A38
THE BUYER:	Ministry of Defence
BUYER ADDRESS	REDACTED
THE SUPPLIER:	Software Box Limited
SUPPLIER ADDRESS:	REDACTED
REGISTRATION NUMBER:	REDACTED
DUNS NUMBER:	REDACTED
SID4GOV ID:	REDACTED

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 31/03/2020. It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

CALL-OFF LOT(S):

Lot 3 Software & 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
2. Joint Schedule 1(Definitions and Interpretation) RM6068
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6068
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)

4. CCS Core Terms (version 3.0.6)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6068

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: 31st March 2020

CALL-OFF EXPIRY DATE: 30th March 2021

CALL-OFF INITIAL PERIOD: 12 Months

CALL-OFF OPTIONAL EXTENSION PERIOD Optional 12 month period

CALL-OFF DELIVERABLES

Name of Deliverable: Provision of Licenses

Delivery date: 31/03/2020 – 30/03/2021

THE REQUIREMENT

To provide pricing for the renewal of existing licences, support and maintenance. The full requirement list is detailed in Attachment 4 – Pricing Schedule.

6.2.1 This Software Support and Maintenance contract is for a period of 12 months, to be effective from 31st March 2020.

6.3 Attachment 4 – Price Schedule lists the full requirement as follows:

6.3.1 Year One:

The licences and quantities that are to be renewed, including the software and support & maintenance that are due for renewal under these contracts. Included on this sheet are the expiry dates, also the level of support and maintenance required.

6.3.2 Year Two:

Requirements listed as for year one. The Supplier shall provide indicative pricing that will not form part of the evaluation. These figures will be used to benchmark any costs provided when considering the second year extension period.

6.3.3 The Authority require the following support and maintenance levels as outlined in the table below: REDACTED

KEY MILESTONES

- 7.1 The Authority will measure the quality of delivery against the following milestones:

Milestone	Description	Timeframe
1	Implementation of licences support and maintenance.	Within three (3) days of receipt of purchase order

VOLUMES

- 8.1 The volumes for this procurement are identified in Attachment 3 – Statement of Requirements.

CONTINUOUS IMPROVEMENT

- 9.1 The Supplier shall continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 9.2 The Supplier shall present new ways of working to the Authority during Contract review meetings where applicable.
- 9.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

QUALITY

- 10.1 Quality shall comply with those set out in this Bid Pack and in line with the Terms and Conditions of RM6068 Technology Products and Associated Services.

PRICE

- 11.1 Prices are to be submitted via the e-Sourcing Suite by completing the attachment 4 – Price Schedule excluding VAT.
- 11.2 The Supplier MUST provide a formal PDF quotation on their official company letter headed paper to reflect all licence numbers as well as support and maintenance in addition to the Appendix E – Price Schedule.
- 11.3 In line with the Terms and Conditions of the RM6068 Technology Products and Associated Services Framework, all prices are to remain FIRM and VALID for a period of ninety (90) days following the bid submission deadline.

STAFF AND CUSTOMER SERVICE

12.1 REDACTED

12.2 REDACTED

- 12.3 The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

SERVICE LEVELS AND PERFORMANCE

- 13.1 The Authority will measure the quality of the Supplier's delivery by:
REDACTED

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- 13.2 If the Supplier fails at any of the above KPI's, the Authority will, in the first instance, seek a mutually agreeable resolution with the Supplier. However, if this is not possible, the Authority reserves the right to cancel the agreement and seek alternative services from the next ranked Potential Provider during the procurement event.

PAYMENT

14.1 REDACTED

- 14.2 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

- 14.3 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

ADDITIONAL INFORMATION

- 15.1 The supplier shall submit a PDF version of their quotation outlining any licence numbers, and support and maintenance levels as part of their tender submission as well as an Attachment 4 – Price Schedule.

LOCATION FOR DELIVERY

REDACTED

DATES FOR DELIVERY OF THE DELIVERABLES

Delivery date details; Contract period 31/03/2020 to 30/03/2021 with and optional 12 months extension period.

MOD DEFCONS

See separate Call Off Schedule 17

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 days.

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 is. £752,307.00.

CALL-OFF CHARGES

REDACTED

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of a Specific Change in Law or Benchmarking using Call-Off Schedule 16 (Benchmarking) where this is used.

REIMBURSABLE EXPENSES

None Recoverable as stated in the Framework Contract

PAYMENT METHOD

REDACTED

BUYER'S INVOICE ADDRESS:

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

BUYER'S ENVIRONMENTAL POLICY

To be confirmed

BUYER'S SECURITY POLICY

REDACTED

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

KEY STAFF

Buyer details

REDACTED

Supplier details

REDACTED

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	30/04/2020	Date:	01/05/2020