

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

### Order Form

CALL-OFF REFERENCE: CCFR20A02

THE BUYER: HM Treasury

BUYER ADDRESS: HM Treasury, Rosebery Court, St Andrew's  
Business Park, Norwich, NR7 0HS

THE SUPPLIER: Senator

SUPPLIER ADDRESS: Syke Side Drive, Altham Business Park  
Accrington, Lancashire BB5 5YE

REGISTRATION NUMBER: Not applicable.

DUNS NUMBER: 213,239,189

SID4GOV ID: 01323955

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11/09/2020. It's issued under the Framework Contract with the reference number CCFR20A02 for the provision of Furniture Call-Off Contract via Framework - RM6119.

CALL-OFF LOT:  
Lot 1

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### 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. Joint Schedule 1(Definitions and Interpretation) RM6119
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6119
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 9 (Minimum Standards of Reliability)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for CCFR20A02
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 11 (Installation Works)
    - Call-Off Schedule 13 (Implementation Plan and Testing)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 18 (Background Checks)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119

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: 15/09/2020

CALL-OFF EXPIRY DATE: 14/09/2022

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CALL-OFF INITIAL PERIOD: 2 years

CALL-OFF DELIVERABLES:

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Deliveries of goods.	Received within 6 weeks of order (unless agreed in advance with the Authority)

**MAXIMUM LIABILITY**

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

REDACTED

**CALL-OFF CHARGES**

The total value of the call-off contract shall be up to a maximum £100,000 over a period of 2 years. There is no guarantee to the Supplier of any minimum spend.

**REIMBURSABLE EXPENSES**

Not applicable.

**PAYMENT METHOD:**

Invoices will be issued within 30 days of an order being received.

**BUYER'S INVOICE ADDRESS:**

REDACTED

REDACTED

Redacted

Accounts Payable to HM Treasury,

Rosebery Court,

St Andrew's Business Park,

Norwich,

NR7 0HS.

**BUYER'S AUTHORISED REPRESENTATIVE**

REDACTED

Redacted

1 Horseguards Road,

London

Greater London

Framework Ref: RM6119

Project Version: v1.0

Model Version: v3.5

SW1A 2HQ,  
England.

**BUYER'S ENVIRONMENTAL POLICY**  
Not applicable.

**BUYER'S SECURITY POLICY**  
CTC level Security Clearance is required for unescorted building access. The Supplier is required to advise the Contracting Authority of any staff who will Need escorting at least 48 hours in advance to enable escorting arrangements to be made.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**  
REDACTED  
Redacted  
Syke Side Drive, Altham Business Park,  
Accrington,  
Lancashire,  
BB5 5YE,  
England.

**SUPPLIER'S CONTRACT MANAGER**  
REDACTED  
Redacted  
Syke Side Drive, Altham Business Park,  
Accrington,  
Lancashire,  
BB5 5YE,  
England.

**PROGRESS REPORT FREQUENCY**  
Not applicable.

**PROGRESS MEETING FREQUENCY**  
Not applicable.

**KEY STAFF**  
REDACTED  
Redacted  
1 Horseguards Road,  
London,  
Greater London,  
SW1A 2HQ,  
England.

**KEY SUBCONTRACTOR(S)**

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Not applicable.

**COMMERCIALY SENSITIVE INFORMATION**

Not applicable.

**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).

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:	David Bevins	Name:	Tamsin Fendley
Role:	Central Government Sales Director	Role:	Commercial Lead
Date:	05/10/2020	Date:	05/10/2020

