

# Order Form

## Framework agreement reference: NHS/16/CR/WAB/8723

<b>Date of order</b>	<b>28/05/2020</b>	<b>Order Number</b>	<b>TBA</b> To be quoted on all correspondence relating to this Order
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### FROM

Customer	Public Health England	<b>"Customer"</b>
Customer's Address	61 Colindale Avenue London NW9 5EQ	
Invoice Address	PHE PORTON DOWN, MANOR FARM ROAD SALISBURY, Wiltshire SP4 0JG	
Contact Ref:	Name: REDACTED Address: 61 Colindale Avenue, London, NW9 5EQ Phone: REDACTED e-mail: REDACTED	

### TO

Supplier	Stone Group	<b>"Supplier"</b>
Supplier's Address	Granite One Hundred Acton Gate Stafford Staffordshire ST18 9AA	
Account Manager	Name: REDACTED Address: Granite One Hundred Acton Gate Stafford Staffordshire ST18 9AA Phone: REDACTED e-mail: REDACTED	

### GUARANTEE

Guarantee to be provided	<b>No</b>
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Where a guarantee is to be provided then this Contract is conditional upon the provision of a Guarantee to the Customer from the Guarantor in respect of the Supplier. Details of the Guarantor (if any) are set out below:

[Parent Company]	[ ]	<b>"Guarantor"</b>
Parent Company address	[ ]	
Account Manager	Name: [ ] Address: [ ] Phone: [ ] e-mail: [ ] Fax: [ ]	

<b>1. TERM</b>
<b>(1.1) Commencement Date</b>
[31/10/2019]



<b>Minimum Order Value</b>	£446,500.00 Ex VAT (£535,800.00 inc VAT)
<b>Optional Services</b>	
Collection and recycling	<input type="checkbox"/>
Paper catalogue	<input type="checkbox"/>
Secure Collection	<input type="checkbox"/>

**[Guidance: Include a description of the core Services which are applicable to the Customer together with any specific Service requirements.]**

**(2.2) Premises**

[NA ]

**[Guidance: Insert details of any Premises where the Goods and/or Services are to be provided. It is not mandatory to include details. If none then insert "n/a".]**

**(2.3) Lease/ Licenses**

[NA ]

**[Guidance: Insert details of or reference to any lease or licence being granted by the Participating Authority to the Supplier to enable it to provide the Services]**

**(2.4) Standards**

[NA]

**[Guidance note: Insert details of any particular standards that will apply to the provision of the Goods and/or Services. Insert details of additional standards above. If none then insert "n/a".]**

**(2.5) Security Requirements**

**Security Policy**

[NA ]

**Additional Security Requirements**

[NA ]

**[Guidance: Include any information regarding Security Requirements that are appropriate to the Customer or the location where the Services are being provided. Consider if there are any other specific security requirements relating to the Customer and include details.]**

**Processing personal data under or in connection with this contract**

[NO]

**(2.6) Exit Plan (where required)**



<p><b>(3.5) Relevant Convictions</b></p> <p>A Relevant Conviction is a Conviction that is relevant to the nature of the Services to be provided  <b>[Guidance: You may wish to specify a particular conviction(s) e.g. involving dishonesty, violence, sexual offence]</b></p>
<p><b>(3.6) Implementation Plan</b></p> <p>NA</p>

<p><b>4. PERFORMANCE QUALITY</b></p>
<p><b>(4.1) Key Performance Indicators</b></p> <p>[NA ]</p> <p><b>[Guidance: Insert details of any specific KPI's applicable to the Supplier here.]</b></p>
<p><b>(4.2) Service Levels and Service Credits</b></p> <p>When providing the Goods and/or Services, the Supplier shall as a minimum ensure that it achieves the following service levels:</p> <p><b>NA</b></p>
<p>If the level of performance of the Supplier during the Contract Period:</p> <ul style="list-style-type: none"> <li>(i) fails to achieve a Service Level in respect of each element of the Service, then the Customer shall be entitled to deduct the Service Credits from the Contract Price; and/or</li> <li>(ii) constitutes a Critical Service Failure, the Customer shall be entitled to terminate this Contract.</li> </ul> <p><i>[Guidance: It is intended that the definition of critical service failure should link to a specified threshold of service level performance. The intention is to provide certainty over what level of service would trigger a termination right. If you wish to include such a concept then the definition above should be populated with relevant thresholds.]</i></p>

<p><b>5. PRICE AND PAYMENT</b></p>
<p><b>(5.1) Contract Price payable by the Customer in accordance with the commercial schedule set out in the framework agreement (including applicable discount but excluding VAT), payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))</b></p> <p><i>[Guidance: Insert details of any specific price arrangements.]</i></p>
<p><b>(5.2) Invoicing and Payment</b></p> <p><b>The Supplier shall issue invoices [monthly] in arrears. The Customer shall pay the</b></p>

**Supplier within [thirty (30) days] of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract.**

[Guidance: Also include any specific arrangements relating to method of payment.]

**6. SUPPLEMENTAL AND/OR ADDITIONAL CLAUSES**

**(6.1) Supplemental requirements**

Stone Group will place the order with Dynabook once a PHE p/o (with number) is transmitted by PHE and received by the Stone Group.

**BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES** to enter a legally binding contract with the Customer to provide the Goods and/or Services. The Parties hereby acknowledge and agree that they have read the **NHS Conditions of Contract for purchase of goods and/or Services** and by signing below agree to be bound by the terms of this Contract.

**For and on behalf of the Supplier:**

Name and Title	REDACTED
Signature	REDACTED
Date	28/05/2020

**For and on behalf of the Customer:**

Name and Title	REDACTED
Signature	REDACTED
Date	28-5-2020