

## **Order Form**

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

Date	28/05/2020	Order	TBA
of order		Number	To be quoted on all correspondence relating to this Order
oruei			

#### **FROM**

Customer	Public Health England	"Customer"
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	"Supplier"
Supplier's Address	Granite One Hund	dred Acton Gate Stafford Staffordshire ST18 9AA
Account Manager	Name: Address: Phone: e-mail:	REDACTED Granite One Hundred Acton Gate Stafford Staffordshire ST18 9AA REDACTED] REDACTED

#### **GUARANTEE**

Guarantee to be provided	No

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

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



[Guidance: Insert the date on which the Contract is to take effect.]
(1.2) Expiry Date
30/08/2021
2. GOODS AND SERVICES REQUIREMENTS
Goods and Services  Dynabook PORTEGE X30-F-1CQ 178,600.00 Specifications: 13.3" FHD Touchscreen AntiGlare - Capacitive Touch
Screen Technology - Intel Core i5-8265U - 8GB RAM (DDR4) - 256GB SSD (PCle) - Micro SD Card
Slot - USB Type-C (Thunderbolt) x 2, USB3.0 x 1, HDMI - TPM 2.0 - Smart Card - Backlit Tiled KB with Accupoint - HD Cam w/MIC w/IR - 1 Year Warranty &
Reliability Guarantee - Win10 Pro with 3 year Stone warranty @ £ REDACTED each
[Guidance: Insert details of the Goods which are the subject of the Contract]
The Customer agrees to purchase all of its requirements for the Goods or equivalent goods from the Supplier.
Service Profile - [
[Guidance: Insert details of the service profile agreed]



Minimum Order Value £446,500.00 Ex VAT (£535,800.00 inc VAT)			
Optional Services			
Collection and recycling			
Paper catalogue			
Secure Collection			
[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)			

Page 3 of 6



[NO]	
[Guidance: Customer to consider whether an Exit Plan is required for the	Services.]
(2.7) Environmental Plan	
[NO]	
[Guidance: If required by the Customer, the Supplier shall create an environment appropriate to this Contract.]	onmental plan

3. SUPPLIER SOLUTION
(3.1) Supplier Solution
'1
[Guidance: If there are particular aspects of the Goods and/or Services that have been offered
by the Supplier that you wish to record in the contract then these should be set out here.]
(3.2) Account structure including Key Personnel
Angela Banner Account Manager
Leon Jacobs Account Manager
[Guidance: Insert details of the Supplier's account structure. Also if there are any Key Personn
who you require to be involved in the ongoing relationship with the Supplier then insert detail
Insert "n/a" if not relevant.]
(3.3) Sub-contractors to be involved in the provision of the Services and/or Goods
None
[Guidance: Insert details of any Sub-contractors being used by the Supplier]
(3.4) Outline Security Management Plan
As set out below:
[Guidance: As part of the ordering process, Customers should require the Supplier to provide a
outline plan and policy and include this in the Order Form in this paragraph 3.4.]

Page 4 of 6



#### (3.5) Relevant Convictions

A Relevant Conviction is a Conviction that is relevant to the nature of the Services to be provided [Guidance: You may wish to specify a particular conviction(s) e.g. involving dishonesty, violence, sexual offence]

(3.6) Implementation Plan

NA

#### 4. PERFORMANCE QUALITY

#### (4.1) Key Performance Indicators

[NA]

[Guidance: Insert details of any specific KPI's applicable to the Supplier here.]

#### (4.2) Service Levels and Service Credits

When providing the Goods and/or Services, the Supplier shall as a minimum ensure that it achieves the following service levels:

NA

If the level of performance of the Supplier during the Contract Period:

- (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
- (ii) constitutes a Critical Service Failure, the Customer shall be entitled to terminate this Contract.

[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.]

#### **5. PRICE AND PAYMENT**

(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))

[Guidance: Insert details of any specific price arrangements.]

## (5.2) Invoicing and Payment

The Supplier shall issue invoices [monthly] in arrears. The Customer shall pay the

Page 5 of 6



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	

Page 6 of 6