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

**Order Form**

CALL-OFF REFERENCE: **Rapid Estate Expansion Programme (REEP)**

**Furniture**

THE BUYER: **Department for Works and Pensions**

BUYER ADDRESS **5th Floor zone A, Caxton House, Tothill Street,**

**London SW1H 9NA**

THE SUPPLIER: **Gresham Office Furniture Limited**

SUPPLIER ADDRESS: **Platinum Park, Lynstock Way, Horwich, Bolton, BL6 4SA**

REGISTRATION NUMBER: **5248728**

DUNS NUMBER: n/a

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **2nd April 2021**

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

CALL-OFF LOT(S):

**Lot 1**

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 **Rapid Estate Expansion Programme (REEP)**

**Furniture**

* + 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 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 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 16 (Benchmarking)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.7)
2. 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 SPECIAL TERMS

CALL-OFF START DATE: 6th April 2021

CALL-OFF EXPIRY DATE: 31st October 2021

CALL-OFF INITIAL PERIOD: 7 Months

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)]

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 **£9.9m**.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

NONE

PAYMENT METHOD

The payment method will be by BACS transfer

BUYER’S INVOICE ADDRESS:

**Estates Department,**

**The Department for Work and Pensions,**

**Ground Floor,**

**Caxton House,**

**Tothill Street,**

**London,**

**SW1H 9NA**

BUYER’S AUTHORISED REPRESENTATIVE

**Sodexo, Integrator – Government & Agencies**

**One Southampton Row,**

**London.**

**WC1B 5HA**

BUYER’S ENVIRONMENTAL POLICY

Available online at: <https://www.gov.uk/government/collections/greening-government-commitments>

BUYER’S SECURITY POLICY

Available online at <https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

SUPPLIER’S AUTHORISED REPRESENTATIVE

SUPPLIER’S CONTRACT MANAGER

PROGRESS REPORT FREQUENCY

**Every Monday for the previous week during weekly checkpoint calls for mobilisation progress.**

PROGRESS MEETING FREQUENCY

**TBA at mobilisation meeting**

KEY STAFF

KEY SUBCONTRACTOR(S)

**[Insert** name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

**Appendix D – Pricing Schedule**

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: **[Insert** £value].

The Service Period is: **[Insert duration:** one Month]

A Critical Service Level Failure is: [Buyer to define]

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: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |