



Crown
Commercial
Service

**Technology Products 2 Agreement RM3733
Framework Schedule 4 - Annex 1**

Order Form

In this Order Form, capitalised expressions shall have the meanings set out in Call Off Schedule 1 (Definitions), Framework Schedule 1 or the relevant Call Off Schedule in which that capitalised expression appears.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of the Call Off Contract for the duration of the Call Off Period.

This Order Form should be used by Customers post running a Further Competition Procedure under the Technology Products 2 Framework Agreement ref. RM3733.

The Call Off Terms, referred to throughout this document, are available from the Crown Commercial Service website at <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3733>



Section A

General information

This Order Form is issued in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

Customer details

Customer organisation name

Department for Education (DfE)

Billing address

Your organisation's billing address - please ensure you include a postcode

Invoices to: Sscl.poinvoicepayments@dwp.gsi.gov.uk or electronically to Shared Services Connected Ltd (SSCL) Accounts Payable Team, Room 6124 Tomlinson House, Norcross, Blackpool. FY5 3TA

Customer representative name

The name of your point of contact for this Order

REDACTED

Customer representative contact details

Email and telephone contact details for the Customer's representative

REDACTED

Supplier details

Supplier name

The Supplier organisation name, as it appears in the Framework Agreement

Insight Direct (UK) Ltd

Supplier address

Supplier's registered address

Technology Building, Insight Campus, Terry Street, Sheffield S9 2BU

Supplier representative name

The name of the Supplier point of contact for this Order

REDACTED

Supplier representative contact details

Email and telephone contact details of the supplier's representative

REDACTED

Order reference number

A unique number provided by the supplier at the time of quote

REDACTED



Section B

Overview of the requirement

Framework Lot under which this Order is being placed

Tick one box below as applicable

- | | |
|---|-------------------------------------|
| 1. HARDWARE | ☐ |
| 2. SOFTWARE | ☒ |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS | ☐ |
| 4. INFORMATION ASSURED PRODUCTS | ☐ |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | ☐ |

Customer project reference

Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management

CCSO18A12

Call Off Commencement Date

The Call Off Commencement Date is the date on which the Call Off Contract is formed – this should be the date of the last signature on Section E of this Order Form

31/03/2018

Call Off Contract Period (Term)

A period in Months which does not exceed 60 Months (5 years) - **leave blank if this is a simple transactional Goods purchase**. Where established as an initial and extension period complete the fields below

One (1) year with no option to extend.

Call Off Initial Period Months

[Click here to enter text.](#)

Call Off Extension Period (Optional) Months

[Click here to enter text.](#)

Specific Standards or compliance requirements

Include any conformance or compliance requirements with which the Goods and/or Services must meet

The specification of goods is outlined within the Statement of Requirements.



Section C

Customer Core Goods and/or Services Requirements

Please provide details of all Goods and/or Services required (including any items which are considered business critical) including the locations where the supplier will be required to deliver the service/s Ordered.

Goods and/or Services <i>To include where relevant Packing/Packaging</i> REDACTED		
Warranty Period, if applicable Click here to enter text		
Location/Site(s) for Delivery N/A - Electronic		
Dates for Delivery of the Goods and/or the Services Click here to enter a date.		
Software List product details under each relevant heading below		
Supplier Software Click here to enter text.	Third Party Software SolarWinds Licences Support Include license or link in Call Off Schedule 3	Maintenance Agreement Click here to enter text. Include terms or link in Call Off Schedule 3
Additional Clauses (see Annex 3 of Framework Schedule 4) Tick as required		
Alternative Clauses	Additional Clauses Tick one box below as applicable	Optional Clauses Tick any applicable boxes below
Scots Law Or ☐	A: Termed Delivery – Goods ☐	C: Due Diligence ☐
Northern Ireland Law ☐	B: Complex Delivery – Solutions (includes Termed Delivery – Goods) ☐	D: Call Off Guarantee ☐
Non-Crown Bodies ☐	NB Both of the above options require an Implementation Plan which should be appended to this Order Form	E: NHS Coding Requirements ☐
Non-FOIA Public Bodies ☐		F: Continuous Improvement & Benchmarking ☐
		G: Customer Premises ☐
		H: Customer Property ☐
		I: MOD Additional Clauses ☐



Items licensed by the Customer to the Supplier (including any Customer Software, Customer Background IPR and Customer Data)

List below

[Click here to enter text.](#)

Call Off Contract Charges payable by the Customer to the Supplier (including any applicable Milestone Payments and/or discount(s), but excluding VAT) and payment terms/profile including method of payment (e.g. Government Procurement Card (GPC) or BACS)

£14,515.81

Is a Financed Purchase Agreement being used?

Tick as required

☐

If so, append to Call Off Schedule 2 as Annex A

Estimated Year 1 Call Off Contract Charges (£)

For Orders with a defined Call Off Contract Period

[Click here to enter text.](#)

Section D

Supplier response

Suppliers - use this section to provide any details that may be relevant in the fulfilment of the Customer Order

Commercially Sensitive information

Any information that the Supplier considers sensitive for the duration of an awarded Call Off Contract

[Click here to enter text.](#)

Total contract value

Please provide the total contract value (for the Call Off Initial Period) as detailed in your response to the Customer's statement of requirements

£14,515.81



Section E

Call Off Contract award

This Call Off Contract is awarded in accordance with the provisions of the Technology Products 2 Framework Agreement RM3733.

The Supplier shall supply the Goods and/or Services specified in this Order Form to the Customer on and subject to the terms of this Order Form and the Call Off Terms (together referred to as “the Call Off Contract”) for the duration of the Call Off Contract Period.

SIGNATURES

For and on behalf of the Supplier

Name	REDACTED
Job role/title	REDACTED
Signature	REDACTED
Date	6 th March 2018

For and on behalf of the Customer

Name	REDACTED
Job role/title	REDACTED
Signature	REDACTED
Date	12 th March 2018