

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

Order Form

CALL-OFF REFERENCE: Atos Laptop Break fix service for Prison Establishments

THE BUYER: The Secretary of State for Justice

BUYER ADDRESS: 102 Petty France, London SW1H 9AJ

THE SUPPLIER: Atos IT Services UK Limited

SUPPLIER ADDRESS: Second Floor, MidCity Place, 71 High Holborn
London, WC1V 6EA

REGISTRATION NUMBER: 01245534

DUNS NUMBER: 229500657

SID4GOV ID:

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.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated July 2021
It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

CALL-OFF LOT(S):

- Lot 2 Hardware & Associated Services

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.

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

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2. Joint Schedule 1 (Definitions and Interpretation) RM6068
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6068
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for **prj_6866 – In Cell Technology Break Fix for laptops**
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.6)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6068

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

The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: 12 July 2021

CALL-OFF EXPIRY DATE: 11 July 2026

CALL-OFF INITIAL PERIOD: 5 Years, 0 Months

CALL-OFF OPTIONAL EXTENSION 0 Years, 0 Months

PERIOD

CALL-OFF DELIVERABLES

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

LOCATION FOR DELIVERY

England and Wales. Initial sites are listed in the table below. This list may expand as the programme is rolled out. The Buyer can, at its discretion, increase the number of sites within the scope of this Call-Off Contract and increase the number of devices set out in Call-Off Schedule 20 (Call-Off Specification).

Site Location	Site Address
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

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[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

DATES FOR DELIVERY OF THE DELIVERABLES

To be agreed with the Buyer

TESTING OF DELIVERABLES

None

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 12-month on Supplier labour performed on the repaired devices. Parts will be covered by manufacturer warranty should the device fall within the 12-month manufacturer warranty period (12 months from shipping date out of Tilberg storage facility).

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 £66,617.04

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CALL-OFF CHARGES

In the event of a request for break fix of a laptop device, a support charge of [REDACTED] for that request will apply. There will be no further charge for this work regardless of the outcome for that device. This charge covers all costs to the authority for any repair or disposal of the laptop device. A particular device may experience more than **one** break fix per year: each will incur the same support charge.

In the event that a service request for a laptop is made by the Authority, the charge for that call off will be [REDACTED], this is a one-off charge for each device requested.

The Authority will accept one invoice per month for these services supported by appropriate data. Payment will be due 30 days after the invoices is submitted in accordance with SSCL / SOP processes.

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of a Specific Change in Law or Benchmarking using Call-Off Schedule 16 (Benchmarking) where this is used.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment 30 days from receipt of invoices - BACS following Supplier Invoice.

BUYER'S INVOICE ADDRESS:

In accordance with SSCL instructions

BUYER'S AUTHORISED REPRESENTATIVE

Name [REDACTED]

Role [REDACTED]

Email address [REDACTED]

Address [REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Must align to the vision and objectives as set out in the Greening Government ICT and Digital Services Strategy: Greening government: ICT and digital services strategy 2020-2025 - GOV.UK (www.gov.uk)

BUYER'S SECURITY POLICY

Must align to NCSC best practice'. National Cyber Security Centre - NCSC.GOV.UK

Framework Ref: RM6068

Project Version: v0.1

Model Version: v3.2

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SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY SUBCONTRACTOR(S)

Tier 1 Asset Management

COMMERCIALLY SENSITIVE INFORMATION

All pricing information

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier consciously ensures that its activities have positive economic, social, and environmental benefits to its staff, customers, and wider communities. The Supplier is a public advocate of social value and take prides in embedding social value principles into its ways of working.

Its environmental protection programme is internationally recognised by organizations such as the CDP, Dow Jones Sustainability Index and Ecovadis where it has achieved the highest accolades. The Supplier will bring this sustainable IT expertise and commitment to the Buyer's In Cell Programme through:

1. Working in partnership with Tier 1, a Small-Medium Enterprise specialising in secure and ethical disposal of end of lifecycle IT equipment. As a zero-to-landfill IT decommissioning service, Tier 1 ensures sensitive data is wiped securely and the hardware is disposed of ethically. Tier 1 employs ex-offenders and long-term unemployed people to facilitate the recycling of end-of-cycle IT where they will receive a certification and accreditation for their work. The solution is sustainable as there is a great reduction in the amount of energy expended by the manufacturing process of every new item.
2. Repairing as many devices as possible.
3. Salvaging and reusing working device parts from damaged devices as often as the Supplier can.
4. Providing reusable packaging.

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5. Avoiding the courier travel of returning the torx screws since the Supplier is the hardware provider.
6. Utilising a swap-it approach as often as possible, where device deliveries and collections can take place at the same time, reducing unnecessary travel.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]