



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

Her Majesty's Passport Office (HMPO)

Billing address

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

[Redacted Text]

Customer representative name

The name of your point of contact for this Order

[Redacted Text]

Customer representative contact details

Email and telephone contact details for the Customer's representative

[Redacted Text]

Supplier details

Supplier name

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

Softcat Plc

Supplier address

Supplier's registered address

[Redacted Text]

Supplier representative name

The name of the Supplier point of contact for this Order

[Redacted Text]

Supplier representative contact details

Email and telephone contact details of the supplier's representative

[Redacted Text]

Order reference number

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

REDACTED TEXT



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

CCIH19A38

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

14/12/2019

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 Year from Contract award for service element only.

Call Off Initial Period Months

One Year from Contract award for service element only.

Call Off Extension Period (Optional) Months

Two additional Years in annual increments (1+1+1).

Specific Standards or compliance requirements

Include any conformance or compliance requirements with which the Goods and/or Services must meet SLA requirements, fully outlined in Attachment 3 – 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

To include where relevant Packing/Packaging

Please see Annex A

Warranty Period, if applicable

[Click here to enter text](#)

Location/Site(s) for Delivery

Contact Name:	Contact Name:	Contact Name:
Address: [Redacted Text]	Address: [Redacted Text]	Address: [Redacted Text]

Dates for Delivery of the Goods and/or the Services

14/12/2019

Software List product details under each relevant heading below

Supplier Software

[Click here to enter text.](#)

Third Party Software

[Click here to enter text.](#)

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

Scots Law
Or

☐

Northern Ireland Law

☐

Non-Crown Bodies

☐

Additional Clauses

Tick one box below as applicable

A: Termed Delivery – Goods

☐

B: Complex Delivery – Solutions
(includes Termed Delivery – Goods)

☐

**NB Both of the above options
require an Implementation Plan**

Optional Clauses

Tick any applicable boxes below

C: Due Diligence

☐

D: Call Off Guarantee

☐

E: NHS Coding
Requirements

☐



Non-FOIA Public Bodies	☐	which should be appended to this Order Form	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)
[Click here to enter text.](#)

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 (£) [Click here to enter text.](#)
For Orders with a defined Call Off Contract Period

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

£99,207.94



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 Text]
Job role/title	[Redacted Text]
Signature	[Redacted Text]
Date	10/12/19

For and on behalf of the Customer

Name	[Redacted Text]
Job role/title	[Redacted Text]
Signature	[Redacted Text]
Date	10/12/2019