

**Framework Award Form**

This Framework Award Form creates the Framework Contract RM6299 Office Solutions.

It summarises the main features of the procurement and includes CCS and the Supplier’s contact details.

|  | **CCS**  | The Minister for the Cabinet Office represented by its executive agency the Crown Commercial Service (CCS). Its offices are on: 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP. |
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|  | **Supplier** | Name: **[Supplier Name]**Address: **[Supplier Address]**Registration number: **[Supplier Registration]**SID4GOV ID: **[Supplier SID4GOV ID]** |
|  | **Framework Contract** | This framework contract between CCS and the Supplier allows the Supplier to be considered for Call-off Contracts to supply the Deliverables in **[Lot]**You cannot deliver in any other Lot under this contract. Any references made to other Lots in this contract do not apply. This opportunity is advertised in the Contract Notice in the Find a Tender Service reference 2023/S 000-035685 (FTS Contract Notice). |
|  | **Deliverables**  | See Framework Schedule 1 (Specification) for further details. |
|  | **Framework Start Date** | 23/04/2024 |
|  | **Framework Expiry Date** | 22/04/2027 |
|  | **Framework Optional Extension Period** | 12 Months |
|  | **Order Procedure** | Direct Award Further competition See Framework Schedule 7 (Call-off Award Procedure) |
|  | **Framework Incorporated Terms**(together these documents form the ‘the Framework Contract’) | The following documents are incorporated into the Framework Contract. Where numbers are missing we are not using these schedules. If the documents conflict, the following order of precedence applies:1. This Framework Award Form
2. Any Framework Special Terms (see Section 10 ‘Framework Special Terms’ in this Framework Award Form)
3. Joint Schedule 1 (Definitions) RM6299
4. Joint Schedule 11 (Processing Data) RM6299
5. The following Schedules for RM6299 (in equal order of precedence):
	* Framework Schedule 1 (Specification)
	* Framework Schedule 3 (Framework Prices)
	* Framework Schedule 4 (Framework Management)
	* Framework Schedule 5 (Management Charges and Information)
	* Framework Schedule 6 (Order Form Template and Call-Off Schedules) including the following template Call-Off Schedules:
		+ 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 6 (ICT Services)]
		+ Call-Off Schedule 7 (Key Supplier Staff)
		+ Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
		+ Call-Off Schedule 9 (Security)
		+ Call-Off Schedule 10 (Exit Management)
		+ Call-Off Schedule 11 (Installation Works)
		+ Call-Off Schedule 12 (Clustering)
		+ 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 17 (MOD Terms)
		+ Call-Off Schedule 18 (Background Checks)
		+ Call-Off Schedule 19 (Scottish Law)
		+ Call-Off Schedule 20 (Call-Off Specification)
		+ Call-Off Schedule 21 (Northern Ireland Law)
		+ Call-Off Schedule 23 (HMRC Terms)
		+ Call-Off Schedule 24 (Corporate Resolution Planning)
* Framework Schedule 7 (Call-Off Award Procedure)
* Framework Schedule 8 (Self Audit Certificate)
* Framework Schedule 9 (Cyber Essentials Scheme)
* 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 12 (Supply Chain Visibility)
* Joint Schedule 13 (Continuous Improvement)
* Joint Schedule 14 (Benchmarking) CCS Core Terms (version 3.0.11)
1. Joint Schedule 5 (Corporate Social Responsibility) RM6299
2. Framework Schedule 2 (Framework Tender) RM6299 as long as any part of the Framework Tender that offers a better commercial position for CCS or Buyers (as decided by CCS) take precedence over the documents above.
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|  | **Framework Special Terms** | N/A |
|  | **Framework Prices**  | Details in Framework Schedule 3 (Framework Prices) |
|  | **Insurance** | Details in Annex of Joint Schedule 3 (Insurance Requirements). |
|  | **Cyber Essentials Certification** | Cyber Essentials Scheme Basic Certificate Details in Framework Schedule 9 (Cyber Essentials Scheme) |
|  | **Management Charge** | The Supplier will pay, excluding VAT, 0.5% of all the Charges for the Deliverables invoiced to the Buyer under all Call-Off Contracts. |
|  | **Supplier Framework Manager** | **Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information** |
|  | **Supplier Authorised Representative** | **Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information** |
|  | **Supplier Compliance Officer** | **Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information** |
|  | **Supplier Data Protection Officer** | **Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information** |
|  | **Data Protection Liability Cap** | £10,000,000 |
|  | **Supplier Marketing Contact** | **Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information** |
|  | **Key Subcontractors** | Please see the embedded folder within the Framework Contract Documents folder. |
|  | **CCS Authorised Representative** | **Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information****Redacted under FOIA section 40, Personal Information** |

| **For and on behalf of the Supplier:** | **For and on behalf of CCS:** |
| --- | --- |
| Signature: | **Redacted under FOIA section 40, Personal Information** | Signature: | **Redacted under FOIA section 40, Personal Information** |
| Name: | **Redacted under FOIA section 40, Personal Information** | Name: | **Redacted under FOIA section 40, Personal Information** |
| Role: | **Redacted under FOIA section 40, Personal Information** | Role: | **Redacted under FOIA section 40, Personal Information** |
| Date: | **[Date]** | Date: | **[Date]** |