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

# Order Form

CALL-OFF REFERENCE: CCTS23A02

THE BUYER: Cabinet Office

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information.**

THE SUPPLIER: XMA Limited

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information.**

REGISTRATION NUMBER: 02051703

DUNS NUMBER: 298484148

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **23rd March 2023**

It’s issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

## CALL-OFF LOT:

* Lot 1 Hardware & Software, & 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.
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 **RM6068**
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part [A/B]
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.6)
2. 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

None

CALL-OFF START DATE: **27th March 2023**

CALL-OFF EXPIRY DATE: **26th March 2026**

CALL-OFF INITIAL PERIOD: Three (3) years

CALL-OFF OPTIONAL EXTENSION No option for extension

PERIOD

## CALL-OFF DELIVERABLES

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

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

## LOCATION FOR DELIVERY

All items will be delivered to the Contracting Authority’s address:

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

## DATES FOR DELIVERY OF THE DELIVERABLES

TBC between the Supplier and the Buyer during initial meeting.

## TESTING OF DELIVERABLES

None

## WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 days.

## 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 **REDACTED TEXT under FOIA Section 43 Commercial Interests**

## CALL-OFF CHARGES

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

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.

## REIMBURSABLE EXPENSES

None

## PAYMENT METHOD

* Invoices should be submitted yearly in advance.
* Only invoices which state a valid purchase order number and appropriate description will be accepted.
* All unstructured e-invoices sent via email will also need to adhere to the following guidelines to ensure processing of your invoice:
  + All files/invoices must be in PDF format.
  + One PDF per invoice – all supporting documentation must be included within this PDF. Do not attach additional/separate supporting documentation as a separate file.
  + 1Multiple invoices can be attached to one email, but each invoice must be in a separate PDF (with no additional supporting files).
* Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

## BUYER’S INVOICE ADDRESS:

* All invoices must be sent to:
* **REDACTED TEXT under FOIA Section 40, Personal Information.**
* **REDACTED TEXT under FOIA Section 40, Personal Information.**
* **REDACTED TEXT under FOIA Section 40, Personal Information.**
* **REDACTED TEXT under FOIA Section 40, Personal Information.**

## BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

## BUYER’S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement>

## BUYER’S SECURITY POLICY

<https://www.gov.uk/government/publications/security-policy-framework>

## SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information**

## SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information**

## PROGRESS REPORT FREQUENCY

Monthly reporting of tickets raised, and consumption of professional services should be sent by email to the Authority’s nominated contacts

## PROGRESS MEETING FREQUENCY

Service management review meetings should occur every 6 months during the period of the contract.

## KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

## KEY SUBCONTRACTOR(S)

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

**REDACTED TEXT under FOIA Section 40, Personal Information.**

## COMMERCIALLY SENSITIVE INFORMATION

Not applicable

## SERVICE CREDITS

Not applicable

## ADDITIONAL INSURANCES

Not applicable

## GUARANTEE

Not applicable

## SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:

Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Role: **REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 28th March 2023

For and on behalf of Buyer:

Signature: **REDACTED TEXT under FOIA Section 40, Personal Information**

Name: **REDACTED TEXT under FOIA Section 40, Personal Information**

Role: **REDACTED TEXT under FOIA Section 40, Personal Information**

Date: 5th April 2023