



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

[Redacted]
[Redacted]
[Redacted]

Customer representative name

[Redacted]

Customer representative contact details

[Redacted]

Supplier details

Supplier name

Bytes Software Services Ltd

Supplier address

[Redacted]
[Redacted]
[Redacted]

Supplier representative name

[Redacted]

Supplier representative contact details

[Redacted]

Order reference number

590051



Section B Overview of the requirement

Framework Lot under which this Order is being placed

- | | |
|---|-------------------------------------|
| 1. HARDWARE | <input type="checkbox"/> |
| 2. SOFTWARE | <input checked="" type="checkbox"/> |
| 3. COMBINED SOFTWARE AND HARDWARE REQUIREMENTS | <input type="checkbox"/> |
| 4. INFORMATION ASSURED PRODUCTS | <input type="checkbox"/> |
| 5. VOLUME HARDWARE REQUIREMENTS (DIRECT FROM OEM) | <input type="checkbox"/> |

Customer project reference

CCSO18B44

Call Off Commencement Date

07/12/2018

Call Off Contract Period (Term)

One (1) year to commence 07th December 2018 and expire 06th December 2019. There will be no options to extend the Contract.

Call Off Initial Period Months

One (1) Year

Call Off Extension Period (Optional) Months

Not Applicable

Specific Standards or compliance requirements

The specification for this requirement is outlined within the Appendix B – Statement of Requirements. The Customer's populated Schedule 5 in line with GDPR can be found under Annex A – Call-Off Schedule 5 Schedule of Processing, Personal Data and Data Subjects. By signing this contract the supplier has accepted the Customer's completed Annex A.



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

SKU	Description	Part #	Account #	Contract #	Term	Qty
0005050190 RH00002RN	Red Hat Enterprise Linux for Virtual Datacentres, Standard (Unlimited Virtual Guests Per Physical Socket Pair)	MISC-NonPhys-02	1228713	11551207	07/12/2018 – 06/12/2019	9
0005050190 RH00002RN	Red Hat Enterprise Linux for Virtual Datacentres, Standard (Unlimited Virtual Guests Per Physical Socket Pair)	MISC-NonPhys-02	1228713	11551207	07/12/2018 – 06/12/2019	1

- Support and Maintenance will be the standard offering that is provided with the licence agreements.
- The current contract will expire on the 6th December 2018. Therefore the vendor should be in the position to offer continuance of support whilst the purchase order is generated and full payment received via the Home Office's Adelphi purchasing system.
- The Authority requires continuity between the current service and any renewal..

KEY MILESTONES

- The Supplier should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Call-off Agreement signed	Within week one (1) of Contract Award
2	Commencement of Support (under new Contract)	7th December 2018



Warranty Period, if applicable

Not Applicable

Location/Site(s) for Delivery



Dates for Delivery of the Goods and/or the Services

07/12/2018

Software List product details under each relevant heading below

Supplier Software

Not applicable.

Third Party Software

Red Hat

Maintenance Agreement

Not applicable.

Additional Clauses (see Annex 3 of Framework Schedule 4)

Alternative Clauses

Scots Law
Or

Northern Ireland Law

Non-Crown Bodies

Non-FOIA Public
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
which should be appended to this
Order Form**

Optional Clauses

Tick any applicable boxes below

C: Due Diligence

D: Call Off Guarantee

E: NHS Coding
Requirements

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)

Not Applicable..

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)

£13,712.50 Excluding VAT.



Is a Financed Purchase Agreement being used?
Tick as required

Estimated Year 1 Call Off Contract Charges (£) £13,712.50 Excluding VAT
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

Appendix E - Price Schedule									
Renewal of Red Hat Licences for Virtual Datacentres									
CCSO18844									
FOR YOUR INFORMATION									
Please outline all costs associated with this contract in the space below.									
Any costs that have not been identified below will be deemed to be waived.									
All prices MUST be inclusive of expenses and exclusive of VAT.									
All prices MUST remain valid for 30 days following bid submission.									
Please also provide a written quote on your Company headed paper.									
Any additional costs (Such as delivery/admin) should be identified in the "Additional Costs" table below.									
Please enter information in the green cells									
Bytes Software Services Ltd									
Main Requirement									
Line	SKU	Description	Part #	Account #	Contract #	Term	Unit Price	Quantity	Total Cost
1	0003030190 RH00002RN	Red Hat Enterprise Linux for Virtual Datacentres, Standard (Unlimited Virtual Guests Per Physical Socket Pair)	MISC NonPhys 02	1228713	11551207	07/12/2018 - 06/12/2019		9	
2	0003030190 RH00002RN	Red Hat Enterprise Linux for Virtual Datacentres, Standard (Unlimited Virtual Guests Per Physical Socket Pair)	MISC NonPhys 02	1228713	11551207	07/12/2018 - 06/12/2019		1	
								Total Cost	
Additional Costs									
Line	SKU	Description	Additional Comments			Unit Price	Quantity	Total Cost	
1		Delivery					1		
2									
								Total Cost	£ 13,712.50
Comments									



Bytes Software Services - Official Quotation



End User Details		Bytes Details	
Company:	HM Passport Office	Quote No:	590051
Contact Name:		Date:	13 Nov 2018
Agreement Details:	HM Passport Office (160968)Not Applicable	Valid To:	30 Nov 2018 at 3:30pm(UK)
Budget Code:		Status:	New
Division/Directorate		Ref:	CCSO18B44

Summary

Part Code	Description	Qty	Unit Price (Customer) (£)	Total Price (Customer) (£)	Months
RH00002RN	Red Hat Enterprise Linux for Virtual Datacenters, Standard - 1 Year - Renewal	9			12
RH00002RN	Red Hat Enterprise Linux for Virtual Datacenters, Standard - 1 Year - Renewal	1			12
Total Price(£)					

Special Comments

Pricing is valid until the last working day of the calendar month unless stated otherwise.
Due to the fluctuations in exchange rates, pricing is likely to change. It is advised that you check current pricing prior to placing your order.
When purchasing an upgrade licence it is the customers responsibility to ensure that they own and retain proof of ownership of the original base licences

Terms & Conditions

This quotation is forwarded under the Standard Terms and Conditions of Bytes Software Services.
Pricing is exclusive of VAT,duties, taxes and delivery, E&OE.

Please note that In the event of a return being required, all packaging must be in pristine condition and un-opened to avoid your return being rejected.
Please also ensure that any return is reported within 7 days from receipt of delivery.
Prices are based on current Vendor License programs, which can be subject to change at any time.

To maximise the value from your software investments, talk to our Learning Solutions team today on 01372 418 536 or email training@bytes.co.uk. They can help with rollouts, IT training, eLearning plus a wide range of soft skills.

If you require any further information or have any queries, please do not hesitate to contact me directly on 01372 418 500



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	04/12/2018

For and on behalf of the Customer

Name	[REDACTED]
Job role/title	[REDACTED]
Signature	[REDACTED]
Date	04/12/2018



Annex A – Call Off Schedule 5

Description	Details
Subject matter of the processing	<i>Contract evaluation on Crown Commercial Services portal. Point of contact for delivery of goods and services procured under the contract.</i>
Duration of the processing	<i>For the duration of the licence agreement.</i>
Nature and purposes of the processing	Staff e-mail addresses are used as username on CCS portal.
Type of Personal Data	Staff e-mail addresses used for point of contact for delivery of goods and services.
Categories of Data Subject	E-mail address
Plan for return or destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	within standard retention policies