**Framework**

**Award Form**

This Framework Award Form creates the Framework Contract. It summarises the main features of the procurement and includes UKEF and the Supplier’s contact details.

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| --- | --- | --- |
|  | UKEF  | [ insert ] (UKEF). Its offices are on: [insert]. |
|  | Supplier |

|  |  |
| --- | --- |
| Name:  | **[Insert** name (registered name if registered)] |
| Address:  | [**Insert** address registered address if registered] |
| Registration number:  | [**Insert** registration number if registered] |
|  |  |
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 |
|  | Framework Contract | This framework contract between UKEF and the Supplier allows the Supplier to be considered for Call-off Contracts to supply the Deliverables. This opportunity is advertised in the Contract Notice in the Find a Tender Service reference [Insert reference number] (FTS Contract Notice). |
|  | Deliverables  | [Insert general description of the Deliverables]See Framework Schedule 1 (Specification) for further details. |
|  | Framework Start Date | [**Insert** Day Month Year] |
|  | Framework Expiry Date | [**Insert** Day Month Year] |
|  | FrameworkOptionalExtensionPeriod | There will be no option to extend this Framework.  |
|  | OrderProcedure | 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)
4. Joint Schedule 11 (Processing Data)
5. The following Schedules (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 14 (Service Levels)
		+ Call-Off Schedule 15 (Call-Off Contract Management)
		+ Call-Off Schedule 20 (Call-Off Specification)
		+ Call-Off Schedule 24( Affiliate Firms)
* Framework Schedule 7 (Call-Off Award Procedure)
* 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 10 (Rectification Plan)
* Joint Schedule 12 (Supply Chain Visibility)
1. Core Terms
2. Joint Schedule 5 (Corporate Social Responsibility)
3. Framework Schedule 2 (Framework Tender) as long as any part of the Framework Tender that offers a better commercial position for UKEF (as decided by UKEF) take precedence over the documents above
 |
|  | Framework Special Terms | Special Term 1 - [**Insert** terms to revise or supplement Core Terms or Schedules, or **enter** ‘N/A’ and delete the extra rows below |
| [Special Term 2 - ] |
| [Special Term 3 - ] |
|  | Framework Prices  | [Insert information about the prices]Details in Framework Schedule 3 (Framework Prices) |
|  | Insurance | Details in Annex of Joint Schedule 3 (Insurance Requirements). |
|  | Cyber Essentials Certification | [Delete if not required]* [Not required]
* [Cyber Essentials Scheme [Basic / Plus] Certificate (or equivalent). Details in Framework Schedule 9 (Cyber Essentials Scheme)]
 |
|  | Supplier FrameworkManager | [**Insert** name][**Insert** job title][**Insert** email address]**[Insert** phone number] |
|  | Supplier Authorised Representative | [**Insert** name][**Insert** job title][**Insert** email address]**[Insert** phone number] |
|  | Supplier Compliance Officer | [**Insert** name][**Insert** job title][**Insert** email address][**Insert** phone number] |
|  | Supplier Data Protection Officer | [**Insert** name][**Insert** job title][**Insert** email address][**Insert** phone number] |
|  | Data Protection Liability Cap | [£10,000,000] |
|  | Supplier Marketing Contact | [**Insert** name][**Insert** job title][**Insert** email address][**Insert** phone number] |
|  | Key Subcontractors | **Key Subcontractor 1**Name (Registered name if registered) [**insert** name]Registration number (if registered) [**insert** number]Role of Subcontractor [**insert** role]**[Guidance:** copy above lines as needed] |
|  | UKEF Authorised Representative | **[Insert** name]**[Insert** job title]**[Insert** email address]**[Insert** phone number] |

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of UKEF:** |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |