



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**

Ministry of Housing, Communities and Local Government (MHCLG)

**Billing address**

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

REDACTED

**Customer representative name**

The name of your point of contact for this Order

REDACTED

**Customer representative contact details**

Email and telephone contact details for the Customer's representative

REDACTED

### Supplier details

**Supplier name**

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

Bytes Software Services

**Supplier address**

Supplier's registered address

Bytes House, Randalls Way, Leatherhead, Surrey KT22 7TW

**Supplier representative name**

The name of the Supplier point of contact for this Order

REDACTED

**Supplier representative contact details**

Email and telephone contact details of the supplier's representative

REDACTED

**Order reference number**

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

TBA



## Section B

### Overview of the requirement

#### Framework Lot under which this Order is being placed

Tick one box below as applicable

- |   |                                     |
|---|-------------------------------------|
| 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

Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management

CPD4121123

#### 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

31/01/2021

#### 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

[Click here to enter text.](#)

**Call Off Initial Period** Months

12 months support to commence 1/3/21

**Call Off Extension Period (Optional)** Months

NA

#### Specific Standards or compliance requirements

Include any conformance or compliance requirements with which the Goods and/or Services must meet

NA.



## 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*

OpenText Records Management Software Support for 12 months, quantity 75, for the period 1/3/21 – 28/2/22 as per quote reference 901226 dated 07/10/2020.

#### Warranty Period, if applicable

NA

#### Location/Site(s) for Delivery

MHCLG, Fry Building, 2 Marsham Street, London SW1P 4DF

#### Dates for Delivery of the Goods and/or the Services

01/03/2021

#### Software

##### 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

☐

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

☐



**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 (£)**

For Orders with a defined Call Off Contract Period

[Click here to enter text.](#)

## 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

NA

**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

£20,951.83 excluding VAT



## 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	
Signature	
Date	23 <sup>rd</sup> November 2020

##### For and on behalf of the Customer

Name	REDACTED
Job role/title	
Signature	
Date	25 November 2020