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

**Order Form**

CALL-OFF REFERENCE: **715210450**

THE BUYER: **The Ministry of Defence**

BUYER ADDRESS **Defence Infrastructure Organisation, DIO Commercial Enabling Services, DIO HQ,**

 **Lichfield, Staffordshire, WS14 9PY**

 **DIOComrcl-EnSer@mod.gov.uk**

THE SUPPLIER: Wagstaff Brothers Limited

SUPPLIER ADDRESS:9 Brenthouse Yard

 Clerkenwell

 London

 EC1V 4JR

REGISTRATION NUMBER:00295393

DUNS NUMBER: 210307773

SID4GOV ID:210307773

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated see Purchase Order.

It’s issued under the Framework Contract with the reference number RM6308 for the provision of Furniture & Associated Services.

CALL-OFF LOT(S):

**Lot 2 MoD Office**

**As detailed in the Framework Contract and confirmed in CP&F**

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) **RM6308**
3. The following Schedules in equal order of precedence:
* Joint Schedules for RM6308
	+ 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 9 (Minimum Standards of Reliability)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ Joint Schedule 12 (Supply Chain Visibility)

* Call-Off Schedules for RM6308
	+ Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 2 (Staff Transfer)
	+ Call-Off Schedule 3 (Continuous Improvement)
	+ Call-Off Schedule 5 (Pricing Details)
	+ Call-Off Schedule 7 (Key Supplier Staff)
	+ Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
	+ Call-Off Schedule 9 (Security)
	+ Call-Off Schedule 11 (Installation Works)
	+ 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 16 (Benchmarking)
	+ Call-Off Schedule 17 (MOD Terms)
	+ Call-Off Schedule 18 (Background Checks)
	+ Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11-1)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6308
3. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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

The following Special Terms are incorporated into this Call-Off Contract:

1. Clause 4.3 of the Core Terms shall be amended as follows: -

*“All Charges and the Management Charges:*

* *exclude VAT, which is payable on provision of a valid VAT invoice*
* *include all costs connected with the supply of Deliverables, including any costs for using the Buyer’s e-commerce automated payment system as detailed in the Payment Method section of this Order Form.”*
1. Clause 4.12 shall be added to Clause 4 of the Core Terms as follows: -

*“Suppliers agree to sign up to and use the Basware Contracting, Purchasing and Finance and Exostar systems (the “Systems”).  The Systems hold product information and pricing. Orders will be received via the Exostar system. These Systems enable MOD end users to purchase via the procedure set out in Paragraph 2 (How a direct award works) of Framework Schedule 7 (Call-Off Award Procedure) based on price alone.”*

CALL-OFF START DATE: **29 September 2025**

CALL-OFF EXPIRY DATE: **31 March 2025**

CALL-OFF INITIAL PERIOD: **Not Applicable**

CALL-OFF DELIVERABLES

**Main Programme**: As detailed in Purchase Order applicable to this Call-Off Reference, as per Main Programme of Works for Kentigern House, Beith, Sandhurst, Wyton and Faslane. Price **£REDACTED** exclusive of vat.

**Option 1:** As detailed in Purchase Order applicable to this Call-Off Reference, for Lakenheath and Fairford. Price **£REDACTED** exclusive of vat.

**Option 2:** As detailed in Purchase Order applicable to this Call-Off Reference, for Mildenhall. Price **£REDACTED** exclusive of vat.

MAXIMUM LIABILITY

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is stated in Clause 11.2 of the Core Terms as may be amended by the Framework Award Form.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **As detailed in Purchase Order** applicable to this Call-Off Reference.

GUARANTEE PERIOD FOR DELIVERABLES

The Guarantee Period for Deliverables is as set out in Framework Schedule 1 (Specification) unless otherwise specified in this Order Form.

CALL-OFF CHARGES

**REDACTED**

REIMBURSABLE EXPENSES

NONE

PAYMENT METHOD

1. Buyer’s E-Commerce Automated Payment System
2. Invoices will be receipted on CP&F and payment of valid and undisputed invoices will be made through BACS.

BUYER’S INVOICE ADDRESS:

Ministry of Defence

DBS Finance

Walker House

Exchange Flags

Liverpool L2 3YL

BUYER’S AUTHORISED REPRESENTATIVE

**Defence Infrastructure Organisation,**

**DIO Commercial Enabling Services,**

**DIO HQ,**

**Lichfield, Staffordshire, WS14 9PY**

**DIOComrcl-EnSer@mod.gov.uk**

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED**

Bid Director

Email: **REDACTED**

SUPPLIER’S CONTRACT MANAGER

**REDACTED**

Account Manager

Email: **REDACTED**

PROGRESS REPORT FREQUENCY

**As and when required by the DIO Project Manager for Smarter Working.**

PROGRESS MEETING FREQUENCY

**As and when required by the DIO Project Manager for Smarter Working.**

KEY STAFF

**£REDACTED**

KEY SUBCONTRACTOR(S)

**TBC**

COMMERCIALLY SENSITIVE INFORMATION

Tender Response – including Pricing Schedule/commercial, technical response.

SERVICE CREDITS

As per Call Schedule 14 – Service Levels – Section 2 Service Credits & Annex A to Part A

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

As per Annex 1 to Framework Schedule 6 – Social Value:

* Slide 14 - 1.5 - SOCIAL VALUE - Social Value – MAC 8.1 - Title: Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities.
* Description: Social Value – MAC 8.1 - Title: Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities.



Measuring and Reporting in accordance with Annex 1 to Framework Schedule 6 – Social Value and to be accepted by the DIO Project Manager – Karen Townsley.

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