

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

## Order Form

CALL-OFF REFERENCE:	<b>Standard Office Furniture</b>
THE BUYER:	<b>Department for Work and Pensions</b>
BUYER ADDRESS	<b>5<sup>th</sup> Floor zone A, Caxton House, Tothill Street, London SW1H 9NA</b>
THE SUPPLIER:	<b>Southern's Broadstock Limited</b>
SUPPLIER ADDRESS:	<b>The Green Sand Foundry 99 Water Lane Leeds LS11 5QN</b>
REGISTRATION NUMBER:	<b>02752681</b>
DUNS NUMBER:	<b>346152549</b>
SID4GOV ID:	

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 6<sup>th</sup> November 2020.  
It's issued under the Framework Contract with the reference number RM6119 for the provision of Furniture & Associated Services.

CALL-OFF LOT(S):  
**Lot 1**

## 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) **RM6119**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6119
    - 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 8 (Guarantee)
    - 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 Call-Off reference **Standard Office Furniture**
    - 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 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 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119

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: 16<sup>th</sup> November 2020**

**CALL-OFF EXPIRY DATE: 25<sup>th</sup> April 2022**

**CALL-OFF INITIAL PERIOD: 18 Months**

**CALL-OFF DELIVERABLES**

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

**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 £3 Million.**

**CALL-OFF CHARGES**

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

**REIMBURSABLE EXPENSES**

**None**

**PAYMENT METHOD**

**Invoices are to be uploaded through the Premonition invoicing portal following approval of the application for payment by DWP. The payment method will be via BACS transfer.**

**BUYER'S INVOICE ADDRESS:**

**Estates Department,**

**The Department for Work and Pensions,**

**Ground Floor,**

**Caxton House,**

**Tothill Street,**

**London,**

**SW1H 9NA**

**BUYER'S AUTHORISED REPRESENTATIVE**  
**Sodexo, Integrator – Government & Agencies**

**One Southampton Row,**

**London.**

**WC1B 5HA**

**BUYER'S ENVIRONMENTAL POLICY**

Available online at: <https://www.gov.uk/government/collections/greening-government-commitments>

**BUYER'S SECURITY POLICY**

Available online at <https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**Redacted**

Managing Director

**Redacted**

The Green Sand Foundry - 99 Water Lane - Leeds - LS11 5QN

**SUPPLIER'S CONTRACT MANAGER**

**Redacted**

Contract Manager (Account Director)

**Redacted**

The Green Sand Foundry - 99 Water Lane - Leeds - LS11 5QN

**PROGRESS REPORT FREQUENCY**

**Every Monday for the previous week during weekly checkpoint calls for mobilisation progress.**

**PROGRESS MEETING FREQUENCY**

**Contract and performance monthly meeting (Supplier/DWP/Sodexo)**

**Monthly supplier meeting (Supplier/Sodexo)**

**Monthly PMS Mitigation / Challenge (Supplier/Sodexo)**

**Quarterly Leadership Meeting (Supplier/DWP/Sodexo)**

**Ad hoc meetings**

**KEY STAFF**

Please see Call-Off Schedule 7 - Key Supplier Staff

KEY SUBCONTRACTOR(S)  
**None**

COMMERCIALLY SENSITIVE INFORMATION  
**Appendix D – Pricing Schedule**

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).  
The Service Credit Cap is: **2.5% on all orders placed in the month's service period.**

The Service Period is: **One Month.**

A Critical Service Level Failure is: **Not Applied.**

ADDITIONAL INSURANCES  
**Not applicable**

GUARANTEE  
**Not applicable**

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<b>Redacted</b>	Signature:	<b>Redacted</b>
Name:	<b>Redacted</b>	Name:	<b>Redacted</b>
Role:	Managing Director	Role:	DWP Estate Projects &FFE Category Lead
Date:	13/11/21	Date:	16/11/21

