

Order Form

Framework agreement reference: SBS/19/AB/WAB/9411

Date of order	25th Feb 2022	Order Number	DDaT22070 To be quoted on all correspondence relating to this Order
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FROM

Customer	UK Research and Innovation	"Customer"
Customer's Address	Science & Tech. Facilities Council STFC RAL Rutherford Appleton Lab Harwell Science & Innovation OX11 0QX Didcot Campus Oxfordshire United Kingdom	
Invoice Address	UK Research and Innovation Polaris House Swindon SN2 1FL	
Contact Ref:	Name: [REDACTED] Address: Science & Tech. Facilities Council STFC RAL Rutherford Appleton Lab Harwell Science & Innovation OX11 0QX Didcot Campus Oxfordshire United Kingdom Phone: [REDACTED] e-mail: [REDACTED]	

TO

Supplier	XMA Ltd	"Supplier"
Supplier's Address	XMA Ltd 7 Handley Page Way Colney Street, St Albans, Herts. AL2 2DQ	
Account Manager	Name: [REDACTED] Address: XMA Ltd 7 Handley Page Way Colney Street, St Albans, Herts. AL2 2DQ Phone: [REDACTED] e-mail: [REDACTED]	

GUARANTEE

Guarantee to be provided	No – Not applicable.
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Where a guarantee is to be provided then this Contract is conditional upon the provision of a Guarantee to the Customer from the Guarantor in respect of the Supplier. Details of the Guarantor (if any) are set out below:

Parent Company	N/A
Parent Company address	N/A
Account Manager	N/A

1. TERM**(1.1) Commencement Date**

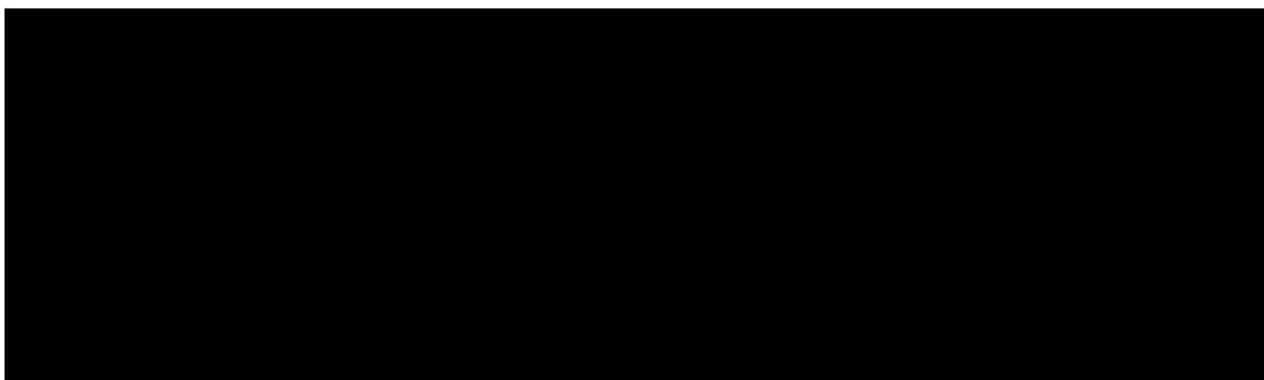
This Call off contract shall commence on 1st March 2022

(1.2) Expiry Date

The Contract shall expire on the date 1st March 2025 which is 36 Months after the Commencement Date including support service.

2. GOODS AND SERVICES REQUIREMENTS**(2.1) Goods and/or Services**


The total Call-Off Contract value shall be £18,241.82 excluding VAT.

**Optional Services**

Collection and recycling

Paper catalogue

Secure Collection

(2.2) Premises Delivery Address: Science & Tech. Facilities Council STFC RAL Rutherford Appleton Lab Harwell Science & Innovation OX11 0QX Didcot Campus Oxfordshire United Kingdom
(2.3) Lease/ Licenses N/A
(2.4) Standards  Call off terms and conditions DWS.docx
(2.5) Security Requirements Security Policy N/A Additional Security Requirements N/A Processing personal data under or in connection with this contract NO
(2.6) Exit Plan (where required) NO
(2.7) Environmental Plan NO

3. SUPPLIER SOLUTION			
(3.1) Supplier Solution			
(3.2) Account structure including Key Personnel			
Supplier (XMA Limited)			
UK Research and Innovation – STFC			
(3.3) Sub-contractors to be involved in the provision of the Services and/or Goods			
N/A			
(3.4) Outline Security Management Plan			
As set out below:			
N/A			
(3.5) Relevant Convictions			
N/A			
(3.6) Implementation Plan			
N/A			
4. PERFORMANCE QUALITY			
(4.1) Key Performance Indicators			
N/A			
(4.2) Service Levels and Service Credits			
When providing the Goods and/or Services, the Supplier shall as a minimum ensure that it achieves the following service levels:			
Service Level	Description	Service Credit Calculation	Critical Service Failure

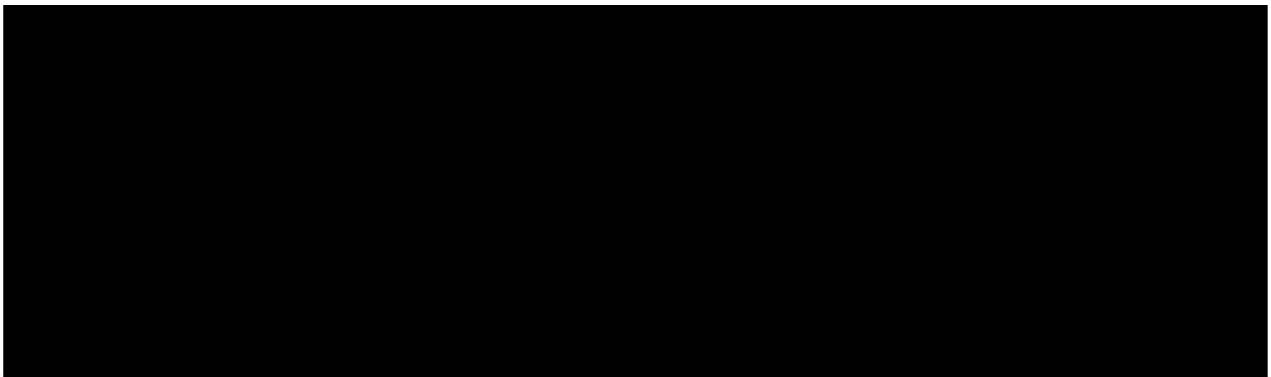
N/A			
<p>If the level of performance of the Supplier during the Contract Period:</p> <p>(i) fails to achieve a Service Level in respect of each element of the Service, then the Customer shall be entitled to deduct the Service Credits from the Contract Price; and/or</p> <p>(ii) constitutes a Critical Service Failure, the Customer shall be entitled to terminate this Contract.</p> <p><i>[Guidance: It is intended that the definition of critical service failure should link to a specified threshold of service level performance. The intention is to provide certainty over what level of service would trigger a termination right. If you wish to include such a concept then the definition above should be populated with relevant thresholds.]</i></p>			

5. PRICE AND PAYMENT

(5.1) Contract Price payable by the Customer in accordance with the commercial schedule set out in the framework agreement (including applicable discount but excluding VAT), payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))

Call-Off Contract Value and Breakdown:

The total Call-Off Contract value shall not exceed £18,241.82 excluding VAT as per breakdown below



(5.2) Invoicing and Payment

The Customer shall pay the Supplier within thirty 30 days of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract

6. SUPPLEMENTAL AND/OR ADDITIONAL CLAUSES

(6.1) Supplemental requirements

N/A

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Goods and/or Services. The Parties hereby acknowledge and agree that they have read the NHS Conditions of Contract for purchase of goods and/or Services and by signing below agree to be bound by the terms of this Contract.

For and on behalf of the XMA Ltd:

Name and Title	Ann O'Shaughnessy	Contracts Director	
Signature			
Date	25 February 2022		

For and on behalf of the UK Research and Innovation

Name and Title		- DDaT Category Manager	
Signature			
Date	03/03/2022		