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

**Order Form**

CALL-OFF REFERENCE: **SR2278268607**

THE BUYER: **THE COMMISSIONERS FOR HIS MAJESTY’S REVENUE AND CUSTOMS**

BUYER ADDRESS 100 Parliament Street, Westminster, London,

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THE SUPPLIER: The Senator Group

SUPPLIER ADDRESS:Syke Side Drive, Altham Business Park, Accrington, BB5 5YE

REGISTRATION NUMBER:1323955

DUNS NUMBER: 213239189

SID4GOV ID: **n/k**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11/12/2024

It’s issued under the Framework Contract with the reference number **RM6308** for the provision of Lot 1 office furniture.

CALL-OFF LOT(S):

**Lot 1 Office Furniture.**

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. Framework Special Terms
4. 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 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 **SR1789619164** 
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 11 (Installation Works)
  + Call-Off Schedule 20 (Call-Off Specification)
  + Call-Off Schedule 23 (HMRC Terms)

1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6308**

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:

None

CALL-OFF START DATE: 13/12/2024

CALL-OFF EXPIRY DATE: **12/12/2025**

CALL-OFF INITIAL PERIOD: **1** Year

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 **£55,000**

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

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

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

HMRC use an e-Trading Portal myBUY (provided by SAP Ariba) to manage all ongoing financial transactions with its suppliers.

HMRC has a “Purchase Order Mandatory Policy”, Suppliers are required to register on the SAP Ariba Network in order to transact with HMRC via the e-Trading system and to ensure that they will continue to be able to receive purchase orders from and issue invoices to HMRC.

BUYER’S INVOICE ADDRESS:

In accordance with HMRC’s myBUY process

Accounts Payable

B Spur, South Block

Barrington Road

Worthing

West Sussex

BN12 4XH

BUYER’S ENVIRONMENTAL POLICY

**Available online at:** <https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement#supplying-to-hmrc>

BUYER’S SECURITY POLICY

**Available on request**

SUPPLIER’S AUTHORISED REPRESENTATIVE

TBC If Required

SUPPLIER’S CONTRACT MANAGER

TBC If Required

PROGRESS REPORT FREQUENCY

TBC if required.

PROGRESS MEETING FREQUENCY

TBC if required

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information

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 Joint Schedule 5.

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