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(Template Order Form and Template Call Off Terms) Part 1a

Direct Award Order Form

This Order Form must be used to place a Direct Award under the Network Services Agreement

Before completing this Order Form, please refer to the guidance provided (How to complete a direct award order form) which is available from the Crown Commercial Service (CCS) website on the agreement web page

Order Form completion

The Order Form consists of the following sections, please complete as follows:

Section A – General information

The Customer must complete this section for all Orders.

Section B – Direct Award information

The Customer must complete this section for all Orders.

Section C – Location details/requirements

The Customer must complete this section for all Orders.

Section D – Call Off Contract award (Direct Award)

The Customer must complete and sign this section for all Orders before sending the Order Form to the Supplier.

The Supplier must complete the grey boxes in this section and return a copy of the Order Form to the Customer. The Supplier may sign as acknowledgement of receipt of the Order.



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The Call off Contract Period will commence from the date of the Customer signature in section D of this Form

Section A General information

This Order Form is issued in accordance with the provisions of the Network Services Framework Agreement RM1045.

The Supplier shall supply the 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.

- For a Direct Award the following appendices may apply to the Call Off Contract

The Call off Terms that will apply to the Call off Contract are as specified in the Direct Award and Short Form Further Competition Call off Terms (Framework Schedule 4, part 2).

Customer details

Customer Organisation name

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Customer billing address

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

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Customer Representative:

The name of your point of contact for this requirement

REDACTED CONTENTS

Customer Representative contact details

Please provide full address details, email address and telephone number

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Supplier details

Supplier name

The Supplier organisation name. Call Off Contracts must be awarded to the Supplier name as it appears in the Supplier Framework Agreement.

These are available on the agreement webpage the documents tab, and refer to Suppliers by lot.

Please see

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Supplier address

The Supplier's registered address, please see the documents tab on the agreement webpage and refer to Suppliers by lot.

REDACTED CONTENTS



Section B Direct Award information

Customer Order reference number

Please provide a unique reference for this Call Off Contract.

Redacted Contents

Service Offer reference

The item number/s for the Service Offer/s (called Supplier item ID in the Catalogue Publication Portal) this can be confirmed by the Supplier if required.

Redacted Contents

Description of Services required

Please provide a description of Services required to enable the Supplier to ensure that the requirement is fully provided by the Service Offer selected. Please ensure all required options are listed.

Where additional Testing or Testing as an option is required, please ensure these requirements are clearly listed.

Please provide details of quantity required where this is relevant.

Redacted Contents

Lot or Lots covered by this requirement

Redacted Contents

Call Off Commencement Date

The Call Off Commencement Date is the date of dispatch of this signed Order Form. This date can be found in section D of this Order Form.

Call Off Initial Period

Any period in months, up to the maximum Call Off Initial Period of 36 Months

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Call Off Extension Period

The maximum Call Off Extension Period is 24 Months

Last price paid

Please provide the expenditure in the last full financial year by your organisation covering the services being replaced by this Call Off Contract (if applicable).

Please provide any relevant details to explain the figure.

N/A

Implementation Plan required?

A draft Implementation Plan will form part of the Service Offer, if you require the Supplier to provide a plan based on this draft, please select. See clause 6 of the Call Off Terms

Yes ☐ No ☒

Testing

Testing may be included in a Service Offer.

Options for additional Testing, or Testing as an option, may also be described in a Service Offer.

Please indicate if you require any of the described Testing options. These must be included in your 'Description of Services required' section of this form.

If testing is required the forms attached at appendix 1 (Call Off Schedule 4) will be used by both Parties throughout the life of the Call Off Contract.

Testing options are required ☐

Testing options are not required ☒



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Service Maintenance Level (SML) required

The Supplier's Service Offer will have a default Service Maintenance Level, options for other SMLs may be available and will be described in the Service Offer. Where options are provided, please indicate the required level. See clause 10 of the Call Off Terms and Schedule 6 of the Call Off Terms.

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Charges

These will either appear as an item price or will be derived from the Price Card attached to the Service Offer. Please note that if a Service Offer is indicated as 'free' this is due to the functionality of the software of the Catalogue Publication Portal. You must identify the relevant options and costs from the Price Card attached

Description	Qty	Install (£)	Monthly (£)
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Total contract value

Please provide the total contract value

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Scots Law required?

Tick as required.

See Call Off Schedule 13, clause 2.1.1

Yes ☐ No ☒

Northern Ireland Law required?

Tick as required.

See Call Off Schedule 13, clause 2.1.2

Yes ☐ No ☒

Non-Crown Body?

Please indicate if you are a Crown or non-Crown Body.

See Call Off Schedule 13, clause 2.1.3

Crown Body ☒ Non-Crown Body ☐

Non FOIA Public Body?

Please indicate if you are an FOIA Public Body or non-FOIA Public Body. See Call Off Schedule 13, clause 2.1.4

FOIA Public Body ☒ Non FOIA Public Body ☐

Dispute Resolution – role

Please provide details of the role within your organisation (if different from the contact provided in section A of this form) that would deal with Disputes.

Dispute Resolution - arbitration

The default location for arbitration under this framework is London. If you wish to identify a more convenient location (for you and the Supplier) you are able to do so.



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Section C

Location details/requirements

Please provide details of all the locations where the Supplier will be required to deliver the Services requested.

For each Site to be covered by this Order Form, please provide the full postal address, including postcode. If a postcode is not available please provide an appropriate reference such as a National Grid reference, which can be found using an internet search such as [Grid Reference Finder](#).

The required date of delivery of the Services must be in accordance with the Outline Implementation Plan described in the Service Offer.

Site address	Site postcode	Required service commencement date
Readacted Content	Readacted Content	

(Provide further Site details as required)



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Section D

Call Off Contract award (Direct Award)

This Call Off Contract is awarded in accordance with the provisions of the Network Services Framework Agreement RM1045.

The Supplier shall supply the Services specified in this Order Form to the Customer on and subject to the terms of this Order Form, the appendices to this Order Form, as completed by the Customer and the Call Off Terms (together referred to as the "Call Off Contract") for the duration of the Call Off Contract Period.

Unique Call Off Contract Identifier

A unique Order reference number provided by the Supplier for this Call Off Contract.

Redacted Content

Supplier Representative

The name of the Supplier point of contact for this requirement

Redacted Content

Supplier's Representative

The contact details of the Supplier's representative

Redacted Content

Dispute Resolution - Supplier

Please provide details of the role within your organisation that would deal with Disputes (if different from the contact given above). See Call Off Schedule 11, clause 3.1 for details.

Redacted Content

Call Off Contract Commencement Date

The commencement date of the Call Off Contract will be the date of dispatch of this signed Order Form by the Customer to the successful Supplier in accordance with Framework Schedule 5 (Call Off Procedures) paragraph 8 (Call Off Award Procedure).

SIGNATURES

For and on behalf of the Customer

Name	
Job role/title	
Signature	REDACTED CONTENTS
Date of dispatch	

Please note that if an Order Form is sent to a supplier by post, the postal address provided on the agreement webpage <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045> should be used.

Please see the documents tab, and refer to Suppliers by lot. This document also provides an email address for each supplier.

For and on behalf of the Supplier

Name	
Job role/title	REDACTED CONTENTS
Signature	
Date	

Direct Award Order Form

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