



**Network Services Agreement RM1045
Framework Schedule 4 (Template Order Form and Template Call Off Terms)
Part 1b**

Short Form Further Competition (SFFC) Order Form

In this Short Form Further Competition (SFFC) Order Form, capitalised expressions shall have the meanings set out in Call Off Schedule 1 (Definitions) or the relevant Call Off Schedule in which that capitalised expression appears.

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 Period.

This Order Form should be used by Customers running a SFFC under the Network Services Agreement.

Customer may use the Order Form for an SFFC through their own systems or through any of the Crown Commercial Service (CCS) supported procurement options. Please see our website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045> for details.

The Call Off Terms, referred to throughout this document, are available from the CCS website <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>.

When to run a Short Form Further Competition

A SFFC can be run when all of the following apply:

- the Customer requirement can be supplied through **one** Lot of the Network Services Agreement
- the Customer does not wish to amend any of the Call Off Terms, other than those allowed within this form (see section C)
- invitations to tender will be sent to all Suppliers who have been awarded in the Lot

If the Customer needs to amend the Call Off Terms, other than those allowed within this Order Form, they must use the General Further Competition Procedure

The Short Form Further Competition (SFFC) Procedure

Detailed guidance on the SFFC Procedure can be found at:

<http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>

Customers running a SFFC must complete this Order Form confirming their details and Service Requirements in sections A, B and C. The Customer may then proceed with the competition in accordance with the Short Form Further Competition Procedure as set out in Schedule 5 (Call Off Procedures) of the Call Off Terms.

The Supplier’s Short Form Tender Response shall comprise of the completed (section A and D) and signed (section E) Order Form.



The Customer may award the Call Off Contract by signing and returning the Order Form to the successful Supplier, by doing this the Customer is accepting the offer made by the Supplier in their Short Form Tender Response. The Supplier will acknowledge receipt of the signed Order 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.

Customer details

Customer/organisation name

The Department for Transport

Billing address

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

DfT Shared Service Centre, 5 Sandringham Park, Llansamlet, Swansea Vale, Swansea SA7 0EA

Customer contact:

The name of your point of contact for this requirement

To be confirmed

Customer contact details

Supplier details

Supplier name

The supplier organisation name, as it appears on the framework agreement

British Telecommunications Plc

Supplier address

The supplier's registered address

81 Newgate Street, London EC1A 7AJ

Supplier representative/contact name

The name of the supplier point of contact for this requirement

REDACTED

Supplier's representative/contact details

The contact details of the supplier's representative)

REDACTED@bt.com

Call Off order reference number

A unique number provided by the supplier at the time of quote.



[Click here to enter text.](#)

Section B

Details of the requirement

The following details form the basis of a request for a Short Form tender Response which will be used to award a Call Off Contract.

Suppliers must refer to the Annex A - Statement of Requirements (SOR) attached when preparing their Short Form Tender Response.

Lot covered by this requirement

Lot 6

Customer project reference

Please provide a project reference, this will be used in management information provided by suppliers to assist CCS with framework management.

SO17640

Closing date for supplier responses

14:00 20/04/2016.

Last price paid

Please provide the expenditure in the last full financial year by your organisation on like-for-like services to those detailed in your statement of requirements. Please provide any relevant details to explain the figure.

Unknown

Call Off Commencement Date

The Call Off contract commencement date is the date on which the Call Off Contract is formed.

09/05/2016

Call Off Initial Period

Any period in months, up to the maximum Call Off initial period of 60 months

48 months

Call Off Extension Period

The maximum Call Off extension period is 24 months

none

Implementation Plan required?

Tick as required. See clause 6 of the Call Off Terms

Yes ☐ No ☒

Quality Plan required?

Tick as required. See clause 8 of the Call Off Terms

Yes ☒ No ☐

Testing required?

Tick as required. See clause 9 of the Call Off Terms

Yes ☐ No ☒

Appointment of key personnel?

Tick as required. See clause 24 of the Call Off Terms

Yes ☐ No ☒

**Service Maintenance Level (SML) option**

Indicate required Service Maintenance Level (SML).

See clause 13 of the Call Off Terms and paragraph 3 of Call Off schedule 6 of the Call Off Terms

Service Maintenance Level 1

Bespoke service period

The standard period is one month.

Please specify any different requirement here. See paragraph 4 of Call Off schedule 6 of the Call Off Terms.

Standard Period

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?

Tick as required.

See Call Off schedule 13, clause 2.1.3

Yes ☐ No ☒

Non FOIA public body?

Tick as required.

See Call Off schedule 13, clause 2.1.4

Yes ☐ No ☒

Additional clause "Security Measures" required?

See Call Off schedule 13, clause 2.2.1

No x

Additional clause "Access to MOD Sites" required?

See Call Off schedule 13, clause 2.2.2

No x



Crown
Commercial
Service

Section C

Location details/requirements

Please provide details of all the locations where the supplier will be required to deliver the service/s requested (this will be necessary for suppliers to provide accurate quotations).

Please clearly indicate where any Site is an indirect Customer.

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.

As set out in Annex B – ATC Network Site List.



Section D Supplier response

Suppliers - use this section to provide any details that may be relevant to the Short Form Tender Response.

Please ensure that you attach the detailed response is attached as required.

See:

Annex C – Response to DfT

Annex D – Conditions for Machine to Machine

Annex E – Service Schedule

Annex F – Charging Schedule

Commercially sensitive information

Any information that the Supplier considers sensitive for the duration of an awarded Call Off Contract

[Click here to enter text.](#)

Information Class	Exemption (section of the Act)	Detailed Reason for Application of Exemption	No. of Years Exemption to Last
Technical & Financial	Section 41 & 43	<p>BT is providing information in commercial confidence and considers that the information would be exempt from disclosure under the FOIA. BT expects the Customer Authority to respect that confidence. Section 41 of the FOIA exempts the Customer Authority from disclosing that information as the disclosure (otherwise than under the FOIA) would constitute an actionable breach of confidence.</p> <p>Disclosure of the information would also be commercially prejudicial to BT's interests and accordingly exempt from disclosure by virtue of section 43 of the FOIA</p> <p>BT believes that the public interest in maintaining the confidentiality of the information outweighs the public interest in its disclosure for the following reason:</p> <p>If the information was disclosed this would undermine competition in the markets in which these services are offered. The interests of consumers would not be best served by such a development. It is in the public interest to ensure that competition in the market is not distorted by competitors having access to commercially sensitive information about each other. Placing one company at a disadvantage to another by commercially prejudicing its position in the market place is contrary to the public policy goal of maintaining and encouraging competition</p>	7 Years from end of Agreement



in the market.

Key personnel

Please see Customer details in section B to confirm if required. See clause 24 of the Call Off Terms for details

There are no Key Persons for the purpose of clause 24 (Key Personnel)

Role	Name

Complaint handling

Please provide details of a single contact who will be responsible for complaint handling as detailed in clause 53 of the Call Off Terms.

Name of key contact	REDACTED
Job role	Frameworks Contract Manager
Telephone number	(0800) 328 8077
Email address	ccsframeworks@bt.com
Postal address	pp 5.15, Telephone House, 104 Newhall Street, Birmingham, B3 1JX

Supplier Equipment

Please detail any equipment that will be necessary to provide the services requested by the Customer. See clause 29 of the Call Off Terms



Performance Monitoring & reporting

Please provide details (3.1.1 to 3.1.5) as required in part B of Call Off schedule 6, paragraph 1.2.

Not applicable

Total contract value

Please provide the total contract value (for the Call Off Initial Period) as detailed in your attached response to the Customer's statement of requirements.

£90,000.00.

See Annex G – Pricing Matrix

If you wish to provide a summary breakdown of the total contract value, please add details.



Section E

Call Off Contract 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 and the Call Off Terms (together referred to as “the Call Off Contract”) for the duration of the Call Off Contract Period.

Call Off Contract Commencement Date

The commencement date of the Call Off Contract will be the date of the Customer signature below.

SIGNATURES

For and on behalf of the Supplier

Name	REDACTED
Job role/title	
Signature	
Date	

For and on behalf of the Customer

Name	REDACTED
Job role/title	
Signature	
Date	