**Framework Schedule 6b Order Form Template Operating Lease Only**

**(*Leasing and/or Service Requirements under Lots 1 and 2*)**

**Order Form**

|  |  |
| --- | --- |
| CALL-OFF REFERENCE: |  |
| THE BUYER: | **Department of Energy Security and Net Zero** |
| BUYER ADDRESS | 10 Victoria Street, London SW1H 0NB |
| THE SUPPLIER: | Canon (UK) Limited |
| SUPPLIER ADDRESS: |  |
| REGISTRATION NUMBER: | 1264300 |
| DUNS NUMBER: |  |

**APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 31/1/2024

It’s issued under the Framework Contract with the reference number RM6174 for the provision of Multifunctional Devices (MFDs), Print and Digital Workflow Software Services and Managed Print Service Provision.

CALL-OFF LOT(S):

|  |  |  |
| --- | --- | --- |
| ***Lot Number*** | ***Lot Name*** | ***Relevant (Yes/No)*** |
| *1* | *Multifunctional Print Devices (MFDs) and Basic Print Management Software* |  |
| *2* | *Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services* | *Yes* |

**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) **RM6174**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6174**

|  |  |  |
| --- | --- | --- |
| Joint Schedule 1 | (Definitions) | **Buyer guidance:** This Schedule details all the defined terms stated within the Specification of Requirements for Lots 1, 2, 3 and 4. Shall be used if required.  [**https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-1-Definitions-v3.9-1.docx**](https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-1-Definitions-v3.9-1.docx) |
| Joint  Schedule  2 | (Variation Form) | **Buyer guidance:** This Schedule is to be used when either the Buyer and/or Supplier wants to change/update the deliverables of the original Call-Off Contract in accordance with Clause 24 (Changing the Contract) of the Core Terms  <https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-2-Variation-Form-v.3.1-1.docx> |
| Joint  Schedule  3 | (Insurance Requirements) | **Buyer guidance:** This Schedule definesthe standard insurance cover required by Suppliers at Framework level. If Buyers require Suppliers to obtain additional Insurance, this should be detailed in the ‘Additional Insurance’ section found further on in this form.  [*https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-3-Insurance-Requirements-V3.1-1.docx*](https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-3-Insurance-Requirements-V3.1-1.docx) |
| Joint Schedule  4 | (Commercially Sensitive Information) |  |
| Joint Schedule 5 | (Corporate Social Responsibility) | [**https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-5-Corporate-Social-Responsibility-V3.2.docx**](https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-5-Corporate-Social-Responsibility-V3.2.docx) |
| Joint Schedule 10 | (Rectification Plan) | **Buyer guidance:** This schedule is used when a supplier breaches any of their obligations and sets out the steps to be taken by Suppliers to rectify the Defaults. *The definition of Default can be found in Joint Schedule 1 – Definitions*  <https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-10-Rectification-Plan-v.3.0-1.docx> |
| Joint Schedule 11 | (Processing Data) | **Buyer guidance:** Annex 1 of Schedule 11 is to be completed by Buyer’s when Personal Data is processed by Supplier’s. Annex 2 of this Schedule should be considered when both parties agree to Joint Controller Status  <https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-11-Processing-Data-v4.3-1.docx> |

* Call-Off Schedules for **RM6174**

|  |  |  |
| --- | --- | --- |
| Call-Off Schedule 1 | (Transparency Reports) | **Buyer guidance:** This Schedule is to be populated by Buyer’s and sets out the reporting requirements which the Supplier will comply with throughout the duration of the Call-Off Contract  <https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-1-Transparency-Reports-v3.0-1.docx> |
| Call-Off Schedule 2 | (Staff Transfer) | **Buyer guidance:** This schedule sets out the provisions of Staff transfer.  Buyers will need to seek their own legal advice prior to completing Call-Off Schedule 2.  <https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-2-Staff-Transfer-v3.3-1.docx> |
| Call-Off Schedule 5 | (Pricing Details) | **Buyer guidance:** This schedule is to be populated by Buyers with the applicable Call-Off Contract Charges.  See schedule 5 at the end of this document. |
| Call-Off Schedule 6 | (ICT Services) Section | **Buyer guidance:** This Schedule sets out the requirement to which theSupplier are to comply with the Buyer’s *ICT Policy (ensure it is handed over to the Supplier before the Commencement Date)*  **and / or**  The Buyer requires the supplier is tocreate and maintain a rolling schedule of planned maintenance to the ICT Environment.  <https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-6-ICT-Services-v3.4-1.docx> |
| Call-Off Schedule 8 | (Business Continuity and Disaster Recovery) | **Buyer guidance:** This schedule is to be considered if Buyer’s require Suppliers to prepare and deliver a Business Continuity and Disaster Recovery Plan in connection with providing the deliverables under this Call-Off Contract  [**https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-8-Business-Continuity-and-Disaster-Recovery-v.3.2.docx**](https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-8-Business-Continuity-and-Disaster-Recovery-v.3.2.docx) |
| Call-Off Schedule 9 | (Security) | **Buyer guidance:** Buyer’s need to consider and select either the short form (Part A of Schedule 9 (Security) or long form terms (Part B of Schedule 9).  Buyers can also choose to insert their Security Management Plan into Annex 2 of Call-Off Schedule 9 or provide details of where the Security Management Plan can be found.  <https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-9-Security-v3.4-1.docx> |
| Call-Off Schedule 10 | (Exit Management) | **Buyers Guidance:** (Exit Management). Call Off Schedule 10 is likely to be relevant in the context of procuring Services or Goods and Services rather than Goods only. Supports Buyers and Suppliers in devising and agreeing an exit strategy and Contract end.  [*https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-10-Exit-Management-v3.2-1.docx*](https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-10-Exit-Management-v3.2-1.docx) |
| Call-Off Schedule 11 | (Installation Works) | **Buyer Guidance Note:** This schedule defines the Installation Works (for definition of Installation Works see Joint Schedule 1 – Definitions) needed by Buyer’s during the Call-Off Contract term  <https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-11-Installation-Works-v3.0-1.docx> |
| Call-Off Schedule 20 | (Call-Off Specification) | **Buyer Guidance Note:** This schedule is to be populated by Buyers with the Deliverables applicable to this Call-Off Contract Charges.  DESNZ contracts with Canon for: leased Multifunctional Devices used for print, copy and scan capabilities, print and digital workflow software services and managed print service provision. This contract covers the rental MFD and associated services listed in the pricing schedule (annex 1). The location and model of the MFD devices are stipulated in ‘BEIS 2024 extension pricing appendix.’ This contract aims to create continuity of service until January 31st 2025. Canon will provide the services stipulated in Annex 1 “BEIS 2024 extension pricing appendix’” |
| Call-Off Schedule 24 | (Operating Lease) | **Buyer Guidance Note:** This schedule should be incorporated when an Operating Lease is required. |

**CALL-OFF SPECIAL TERMS**

The following Special Terms are incorporated into this Call-Off Contract:

The Buyer reserves the right to reduce the number of multi-functional devices deployed throughout the contract period. The Parties agree to reconcile the number of multi-functional devices deployed on a quarterly basis, following which costs will be reduced to reflect the actual number of devices.

**SECTION B**

**1. Call-Off Contract Period**

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| --- | --- |
| CALL-OFF START DATE:  (The initial contract period excluding extension options) | **01 February 2024 for one year** |
| CALL-OFF EXTENSION PERIOD OPTIONS:  (State the options to extend) | **N/A** |
| CALL-OFF EXPIRY DATE: | **31 January 2025** |
| MINIMUM WRITTEN NOTICE TO SUPPLIER  IN RESPECT OF EXTENSION: | **N/A** |

**2. Contract Performance**

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| --- |
| STANDARDS AND QUALITY  The standards that shall apply to this Call-Off Contract are as follow:   * Cyber Essentials Basic * ISO 27001 * ISO 9001 * BS 7858 (Code of Practice), * ISO29412 (Statement of Applicability) * ISO15408   Quality Plans must be developed by the Supplier within 30 working days of the Call-Off start date |

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| SERVICE CREDITS  Not applicable |

**3. Liability and Insurance**

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| MAXIMUM LIABILITY  The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms. |

**4. Buyer Information**

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| --- |
| BUYER’S INVOICE ADDRESS  10 Victoria Street, London SW1H 0NB |

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| BUYER’S AUTHORISED REPRESENTATIVE |

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| --- |
| PAYMENT METHOD  BACS Invoice, quarterly in arrears. |

**5. Supplier Information**

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| SUPPLIER’S AUTHORISED REPRESENTATIVE |

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| --- |
| SUPPLIER’S CONTRACT MANAGER |

|  |
| --- |
| SUPPLIER REQUIREMENTS  **Supplier's inspection of Sites, Customer Property and Customer Assets.** |

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| FAILURE OF SUPPLIER EQUIPMENT  **Not applied** |

**6. Other Call-Off Requirements**

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| TERMINATION WITHOUT CAUSE NOTICE PERIOD  As per Clause 10.2.2 of the Core Terms, within 30 days |

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| TRAINING  Not applicable |

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| SOCIAL VALUE COMMITMENT  Not applicable |

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

**Call-Off-Schedule 5 (Pricing Details)**

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| PLEASE RETAIN A COPY OF THIS SCHEDULE AS THIS FORMS PART OF YOUR CALL-OFF CONTRACT |

**Call-Off Schedule 5 (Pricing Details)**

|  |  |
| --- | --- |
| **All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4 and 5 in Framework Schedule 3 (Framework Prices)** |  |

Summary of agreed charges below.

**Annex 1**

**“BEIS 2024 Extension Pricing Appendix”**

Summary

Device rental