

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

Order Form

CALL-OFF REFERENCE: **REDACTED** - Specialist Devices 24-25

THE BUYER: Department for Work and Pensions

BUYER ADDRESS Caxton House, Tothill Street, Westminster,
London SW1 9HA

THE SUPPLIER: CDW Limited

SUPPLIER ADDRESS: One New Change, London, EC4M 9AF

REGISTRATION NUMBER: **REDACTED**

DUNS NUMBER: **REDACTED**

SID4GOV ID: **REDACTED**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **REDACTED**

It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

CALL-OFF LOT(S):

Lot 2 Hardware

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) RM6098
3. Framework Special Terms

4. The following Schedules in equal order of precedence:

- Joint Schedules for RM6098
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for RM6098
 - Call-Off Schedule 1 (Transparency Reports)
5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098
7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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:

The Authority requires an initial order of 850 engineering devices, with an optional call off, of a further 644 engineering devices at the same fixed price. If a new iteration of the device is launched during the lifespan of this contract, pricing of the newer device, that is still in line with the specification laid out in Appendix A, must be agreed by both parties and the authority includes the right to benchmark pricing.

Final volumes shall be confirmed as part of contract finalisation. If the Supplier bids a different device to that currently used by the Customer, testing support costs shall form part of the supplier's pricing proposal and the pricing evaluation.

CALL-OFF START DATE: **01/07/2024**

CALL-OFF EXPIRY DATE: **31/03/2025**

CALL-OFF INITIAL PERIOD: **8 months**

EXTENSION PERIOD: **Not applicable**

CALL-OFF DELIVERABLES

[illegible]

Storage

The Supplier shall store the Authority's Goods in a secure and identifiable manner and be able to track Goods at the Supplier site (including any Third Parties) involved in delivering this service.

The Authority shall have the right to audit all of its Goods held at the Supplier's warehouse. Notice of 10 working days will be given ahead of any audit.

Availability

The Supplier shall confirm their ability to make all devices available to the Authority no later than 6 weeks from when the Authority provides a purchase order. Ownership of these devices shall be transferred to the Authority at the point of delivery to an Authority-designated UK address. Prior to transfer of ownership to the Customer, the Supplier shall ensure that the goods are appropriately insured by the Supplier.

Asset reporting

The Supplier must comply with DWP Device Asset Management policies and procedures by providing all asset details to DWP Asset Management team, within 24 hours upon receipt of device order(s)

A report must be provided and include:

- Asset Categorisation
- Manufacturer
- Model number
- Serial number
- Asset Cost
- Purchase Order Reference

For the avoidance of doubt, devices must be able to be tracked at all stages so DWP can account for every device it has purchased and know the status of that device in order to undertake effective demand management.

LOCATION FOR DELIVERY

Delivery will be to UK address specified by the Buyer at point of order. For the avoidance of doubt, the Buyer may request delivery of the devices in multiple batches.

Title to Goods is transferred to the Buyer on payment to the Supplier in full.

DATES FOR DELIVERY

All items to be delivered within 6 weeks of receipt of Purchase Order. The Buyer reserves the right to terminate the contract if this date cannot be met.

TESTING OF DELIVERABLES

Not applicable

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 12 (twelve) months manufacturer warranty as standard.

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:
Committed Value for initial order £1,470,330.00 excluding VAT
Total Contract Value £3,750,000 excluding VAT

CALL-OFF CHARGES

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of a Specific Change in Law or Benchmarking using Call-Off Schedule 16 (Benchmarking) where this is used.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment method BACS

BUYER'S INVOICE ADDRESS:

Department for Work and Pensions

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

REDACTED

BUYER'S ENVIRONMENTAL POLICY
Not applicable

BUYER'S SECURITY POLICY
DWP Information Security Policy version 1

DWP Acceptable Use Policy version 2.5

DWP Physical Security Policy version 2.0

DWP Information Management Policy version 4.1

Available at:

<https://www.gov.uk/government/publications/dwpprocurementsecurity>
<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY
On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY
Monthly on the first Working Day of each month

KEY STAFF
Not applicable

KEY SUBCONTRACTOR(S)
Not applicable

COMMERCIALLY SENSITIVE INFORMATION
Product unit pricing for the duration of this contract

SERVICE CREDITS
Not used

ADDITIONAL INSURANCES
Not required

GUARANTEE
Not required

SOCIAL VALUE COMMITMENT
Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	REDACTED	Date:	REDACTED