

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

### Order Form

CALL-OFF REFERENCE:	CCOF21A04
THE BUYER:	Government Property Agency
BUYER ADDRESS	10 Victoria Street, London SW1H 0NN
THE SUPPLIER:	Senator International Limited
SUPPLIER ADDRESS:	Altham Business Park, Syke Side Drive, Accrington, BB5 5YE
REGISTRATION NUMBER:	01323955
DUNS NUMBER:	213239189

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 2<sup>nd</sup> December 2021.

It's issued under the Framework Contract with the reference number CCOF21A04 for the provision of Provision of Furniture & Associated Services.

CALL-OFF LOT(S):  
Lot 8 – Hubs 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) **RM6119**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6119
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - 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
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 2 (Staff Transfer)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 4 (Call-Off Tender)
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 9 (Security)
    - Call-Off Schedule 11 (Installation Works)
    - Call-Off Schedule 15 (Call-Off Contract Management)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119

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

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CALL-OFF START DATE: Thursday 2<sup>nd</sup> December 2021

CALL-OFF EXPIRY DATE: Thursday 31<sup>st</sup> March 2022

CALL-OFF INITIAL PERIOD: 4 months

### **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 £597,339.51

### **CALL-OFF CHARGES**

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)]

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:

- Indexation
- Specific Change in Law

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

Payment is to be made by BACS transfer within 14 days of receipt of a valid invoice. A valid invoice must include PO number specific to the goods and services delivered.

### **BUYER'S INVOICE ADDRESS:**

REDACTED FOIA Section 43, Commercial Interests

### **BUYER'S AUTHORISED REPRESENTATIVE**

REDACTED FOIA Section 40, Personal Information

### **BUYER'S ENVIRONMENTAL POLICY**

To be provided to Supplier Post-Contract Award.

### **BUYER'S SECURITY POLICY**

To be provided to Supplier Post-Contract Award.

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**SUPPLIER'S AUTHORISED REPRESENTATIVE**  
REDACTED FOIA Section 40, Personal Information

**SUPPLIER'S CONTRACT MANAGER**  
REDACTED FOIA Section 40, Personal Information

**PROGRESS REPORT FREQUENCY**  
To be confirmed with Supplier Post-Contract Award.

**PROGRESS MEETING FREQUENCY**  
To be confirmed with Supplier Post-Contract Award.

**KEY STAFF**  
See Call-Off Schedule 7 – Key Supplier Staff

**KEY SUBCONTRACTOR(S)**  
As confirmed in section 3.4 of the Qualification / Technical evaluations - Senator do not use any subcontractors

**COMMERCIALLY SENSITIVE INFORMATION**  
Please refer to Joint Schedule 4 – Commercially Sensitive Information

**SERVICE CREDITS**  
Not applicable

**ADDITIONAL INSURANCES**  
Not applicable

**GUARANTEE**  
There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract

**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 Call-Off Schedule 4 (Call-Off Tender)

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

