

# Framework Schedule 6 (Order Form Template and CallOff Schedules)

## Order Form

CALL-OFF REFERENCE: Project\_24777 DWP Desktop Securitisation

THE BUYER: **Department for Work and Pensions**

BUYER ADDRESS REDACTED

THE SUPPLIER: Computacenter Ltd

THE SUPPLIER: Computacenter (UK) Limited

SUPPLIER ADDRESS: REDACTED

REGISTRATION NUMBER: 01584718

DUNS NUMBER: 22-602-3463

SID4GOV ID: Not applicable

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 15<sup>th</sup> February 2022 It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

CALL-OFF LOT(S):  
Lot 2 Hardware & Associated Services

### 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) RM6068
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6068

- Joint Schedule 2 (Variation Form) ○ Joint  
Schedule 3 (Insurance Requirements)
- Call-Off Schedules for Project\_24777 Desktop Securitisation ○ Call-Off  
Schedule 9 (Security) Part A

4. CCS Core Terms (version 3.0.6)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6068

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 START DATE:** 10<sup>th</sup> February 2022

**CALL-OFF EXPIRY DATE:** 10<sup>th</sup> August 2022

**CALL-OFF INITIAL PERIOD:** 6 months

**CALL-OFF OPTIONAL EXTENSION** N/A **PERIOD**

#### **CALL-OFF DELIVERABLES**

REDACTED TABLE

#### **LOCATION FOR DELIVERY**

REDACTED

#### **DATES FOR DELIVERY OF THE DELIVERABLES**

In line with the requirement for this tender, delivery must be made to REDACTED

The Authority requires the right to cancel without charge for any items or costs incurred, where delivery of the goods contained within this Call Off Order Form is not completed before 5pm 30/03/2022.

#### **WARRANTY PERIOD**

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 days.

All devices will be provided with the manufacturer's warranty as standard

#### **MAXIMUM LIABILITY**

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

#### **CALL-OFF CHARGES**

The total value for this Call Off Agreement is: REDACTED including VAT

Delivery will be to the Buyer's nominated site at:

REDACTED

Framework Ref: RM6068

Project Version: v0.1

Model Version: v3.2

Storage of the goods will be as per the Buy and Store Agreement set out in Annex 1.

Onward Delivery will then be provided by the Supplier Free of Charge to DWP storage at:  
REDACTED

The onward delivery will not exceed three (3) single delivery events.

The Buyer shall separately send an electronic purchase order to the Supplier referencing and/or attaching this order form and the Supplier shall invoice against that electronic purchase order. However the obligations on the Parties shall be created by this order form.

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 BACS**

**BUYER'S INVOICE ADDRESS:**

REDACTED

**BUYER'S AUTHORISED REPRESENTATIVE**

REDACTED

**BUYER'S ENVIRONMENTAL POLICY**

Not applicable in this instance.

**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/dwp-procurement-security-policies-andstandards>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

REDACTED

**SUPPLIER'S CONTRACT MANAGER**

REDACTED

**PROGRESS REPORT FREQUENCY**

Not applicable

**PROGRESS MEETING FREQUENCY**

Not applicable

**KEY STAFF**

Not applicable

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

REDACTED Signature table

Annex 1 Buy and Store Terms

**“Authority Nominated Site”** means a Site nominated by the Authority for Delivery of the Goods.  
**“Inventory”** means an inventory of Goods provided by the Supplier to the Authority containing the information set out in clause 6 (Inventory).

**1. Receipt of Goods by Supplier and invoicing**

1.1. The Supplier shall buy and take receipt of the Goods upon receipt of acceptance of or on request by the Authority in relation to Authority’s purchase order (“PO”). The Authority shall ensure that the PO contains a request for the Goods detailed therein to receive and hold the same on behalf of the Authority for a period which shall not exceed six months.

1.2. Once accepted by Supplier, the PO may not be cancelled without cause and the Price agreed shall not be subject to change.

1.3. Subject to the prior written consent of the Authority, the Supplier may invoice the Authority for the Call Off Contract Charges in respect of Goods that have been bought and received by the Supplier on or at any time after receipt by the Supplier of those Goods. Payment of invoices will against standard payment terms whether goods are stored at Supplier site or delivered to Authority site.

**2. Supplier’s obligations**

2.1. The Supplier shall: 2.1.1. securely store and correctly handle the Goods in compliance with all relevant statutory and regulatory requirements;

2.1.2. insure all Goods to the lesser of the cost of repair or replacement of the Goods at current market value for a maximum period of three (3) months from receipt of Goods;

2.1.3. provide the Authority with Inventories in accordance with clause 6 below (Inventory);

2.1.4. clearly identify and mark all Goods owned by the Authority as being Goods owned by the Authority; and

2.1.5. procure that all manufacturer’s warranties in respect of the Goods take effect from the date the Goods are Delivered to the Authority Nominated Site.

**3. Authority’s right of inspection**

3.1. The Authority may inspect the Goods at the Supplier Sites, and may carry out the inspection during normal business hours and on reasonable notice.

**4. Risk and title to Goods**

4.1. In accordance with clause 2.7 of the Call Off Contract General Terms and Conditions, risk in the Goods shall pass to the Authority on Delivery to the Authority Nominated Site which in the case of Buy & Store shall be the Supplier’s warehouse in Hatfield UK.

4.2. In accordance with clause 2.8 of the Call Off Contract General Terms and Conditions of the Call Off Contract, ownership to the Goods shall pass to the Authority on the earlier of full payment for the Goods or Delivery of the Goods to a Authority Nominated Site (which in the case of Buy & Store shall be the Supplier’s warehouse in Hatfield UK).

**5. Inventory**

5.1. The Supplier shall provide the Authority with:

5.1.1. an Inventory of all Goods that it receives at a site within twenty-four (24) hours of such receipt;

5.1.2. an Inventory of all Goods that it delivers to a Authority Nominated Site at the time of such Delivery; and

5.1.3. an Inventory of all Goods that it holds at a site on the first (1st) day of each calendar month.

5.2. Each Inventory shall contain any pre-agreed information in relation to the Goods but in any event as a minimum will include without limitation the following:

5.2.1. asset categorisation; 5.2.2. manufacturer;

5.2.3. model number; 5.2.4.

serial number; and

5.2.5. asset cost.