



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

## **Direct Award Order Form**

This Order Form must be used to place a Direct Award under the Network Services Agreement

Before completing this Order Form, please refer to the guidance provided (**How to complete a direct award order form**) which is available from the Crown Commercial Service (CCS) website on the agreement web page [http //ccs-agreements cabinetoffice gov uk/contracts/rm1045](http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045)

### **Order Form completion**

The Order Form consists of the following sections, please complete as follows

#### **Section A – General information**

The Customer must complete this section for all Orders

#### **Section B – Direct Award information**

The Customer must complete this section for all Orders

#### **Section C – Location details/requirements**

The Customer must complete this section for all Orders

#### **Section D – Call Off Contract award (Direct Award)**

The Customer must complete and sign this section for all Orders before sending the Order Form to the Supplier

The Supplier must complete the grey boxes in this section and return a copy of the Order Form to the Customer. The Supplier may sign as acknowledgement of receipt of the Order



## 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, the appendices to this Order Form, as completed by the Customer and the Call Off Terms (together referred to as the "Call Off Contract") for the duration of the Call Off Contract Period

For a Direct Award the following appendices may apply to the Call Off Contract

#### Appendix 1 - Testing

Annex 2 Test Certificate

Annex 3 Satisfaction Certificate

• to be completed by both Parties as required throughout the life of the Call Off Contract, where testing

has been requested in section B of this Order Form

Reference Direct Award and Short Form Further Competition Call Off Terms, Schedule 4

#### Appendix 2 - Variation Form

• to be used, if required, by both Parties throughout the life of the Call Off Contract

Reference Direct Award and Short Form Further Competition Call Off Terms, Schedule 12

The Call Off Terms that will apply to the Call Off Contract are as specified in the Direct Award and Short Form Further Competition Call Off Terms (Framework Schedule 4, part 2)

### Customer details

#### Customer Organisation name

Intellectual Property Office, CCS URN 10002281

#### Customer billing address

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

Concept House, Cardiff House, Newport, NP10 8QQ

#### Customer Representative

The name of your point of contact for this requirement

Sharon Duncombe

#### Customer Representative contact details

Please provide full address details, email address and telephone number

Concept House, Cardiff House, Newport, NP10 8QQ / Sharon.Duncombe@ipo.gov.uk / 01633 813824

### Supplier details

#### Supplier name

The Supplier organisation name Call Off Contracts must be awarded to the Supplier name as it appears in the Supplier Framework Agreement

These are available on the agreement webpage, <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045> Please see

the documents tab, and refer to Suppliers by lot

BRITISH TELECOMMUNICATIONS PLC

#### Supplier address

The Supplier's registered address, please see the documents tab on the agreement webpage and refer to Suppliers by lot

<http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045>  
81, NEWGATE STREET, LONDON, EC1A 7AJ



Crown  
Commercial  
Service  
**Section B**

**Direct Award information**

**Customer Order reference number**

Please provide a unique reference for this Call Off Contract  
PO-3002528

**Service Offer reference**

The item number/s for the Service Offer/s (called Supplier item ID in the Catalogue Publication Portal) this can be confirmed by the Supplier if required

**Description of Services required**

Please provide a description of Services required to enable the Supplier to ensure that the requirement is fully provided by the Service Offer selected. Please ensure all required options are listed. Where additional Testing or Testing as an option is required, please ensure these requirements are clearly listed. Please provide details of quantity required where this is relevant.

BT Service Order Reference Number	Volumes Required	Price Card Service Description
[REDACTED]	1	Etherway Fibre (Main Link 3 Km for A-End Access)
[REDACTED]	1	Etherway Fibre (Main Link 2 Km for B-End Access)
[REDACTED]	1	EVC E-Line Backhaul, 1,000 Mbit/s
[REDACTED]	1	EVC E-Line Core (Metro Area/Band 1), 1,000 Mbit/s

Other Information needed to process Customer order

Customer Onebill No	[REDACTED]
Customer VAT No	[REDACTED]

**Lot or Lots covered by this requirement**

Lot 1

**Call Off Commencement Date**

The Call Off Commencement Date is the date of dispatch of this signed Order Form. This date can be found in section D of this Order Form.

**Call Off Initial Period**

Any period in months, up to the maximum Call Off Initial Period of 36 Months  
12 months

**Call Off Extension Period**

The maximum Call Off Extension Period is 24 Months

N/A

**Last price paid**

Please provide the expenditure in the last full financial year by your organisation covering the services being replaced by this Call Off Contract (if applicable).

Please provide any relevant details to explain the figure

£41,797.50 P/A, based on 1yr contract term, on contract [REDACTED]

**Implementation Plan required?**



A draft Implementation Plan will form part of the Service Offer, if you require the Supplier to provide a plan based on this draft, please select. See clause 6 of the Call Off Terms

Yes  No

**Testing**

Testing may be included in a Service Offer. Options for additional Testing, or Testing as an option, may also be described in a Service Offer. Please indicate if you require any of the described Testing options. These must be included in your 'Description of Services' section of this form. If testing is required the forms attached at appendix 1 (Call Off Schedule 4) will be used by both Parties throughout the life of the Call Off Contract.

Testing options are required

Testing options are **not** required

**Service Maintenance Level (SML) required**

The Supplier's Service Offer will have a default Service Maintenance Level, options for other SMLs may be available and will be described in the Service Offer. Where options are provided, please indicate the required level. See clause 10 of the Call Off Terms and Schedule 6 of the Call Off Terms

N/A

**Charges**

These will either appear as an item price or will be derived from the Price Card attached to the Service Offer. Please note that if a Service Offer is indicated as 'free' this is due to the functionality of the software of the Catalogue Publication Portal. You must identify the relevant options and costs from the Price Card attached.



Worksheet in RM1045 - Customer I

**Total contract value**

Please provide the total contract value  
£41,797.50

**Scots Law required?**

Tick as required  
See Call Off Schedule 13, clause 2.1.1  
Yes  No

**Non-Crown Body?**

Please indicate if you are a Crown or non-Crown Body  
See Call Off Schedule 13, clause 2.1.3  
Crown Body  Non-Crown Body

**Northern Ireland Law required?**

Tick as required  
See Call Off Schedule 13, clause 2.1.2  
Yes  No

**Non FOIA Public Body?**

Please indicate if you are an FOIA Public Body or non-FOIA Public Body. See Call Off Schedule 13, clause 2.1.4  
FOIA Public Body  Non FOIA Public Body

**Dispute Resolution – role**

Please provide details of the role within your organisation (if different from the contact provided in section A of this form) that would deal with Disputes.  
See Call Off Schedule 11, clause 3.1 for details.  
BT Regional Sales Director  
c/o BT Frameworks Helpdesk 0800 328 8077 or  
ccsframeworks@bt.com

**Dispute Resolution - arbitration**

The default location for arbitration under this framework is London. If you wish to identify a more convenient location (for you and the Supplier) you are able to do so.  
See Call Off Schedule 11, clause 6.4.6  
London



## Section C Location details/requirements

Please provide details of all the locations where the Supplier will be required to deliver the Services requested

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

Site address	Site postcode	Required service commencement date
██████████ Cardiff House, Newport	██████████	Existing Service
██████████ Abbey Orchard Street, London	██████████	Existing Service

(Provide further Site details as required)



**Section D**

**Call Off Contract award (Direct 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, the appendices to this Order Form, as completed by the Customer and the Call Off Terms (together referred to as the "Call Off Contract") for the duration of the Call Off Contract Period

**Unique Call Off Contract identifier**

A unique Order reference number provided by the Supplier for this Call Off Contract



**Supplier Representative**

The name of the Supplier point of contact for this requirement



**Supplier's Representative**

The contact details of the Supplier's representative  
0800 032 0025 / charles tack@bt.com

**Dispute Resolution - Supplier**

Please provide details of the role within your organisation that would deal with Disputes (if different from the contact given above) See Call Off Schedule 11, clause 3 1 for details

BT Regional Sales Director, c/o BT Frameworks Helpdesk 0800 328 8077 or ccstrameworks@bt.com

**Call Off Contract Commencement Date**

The commencement date of the Call Off Contract will be the date of dispatch of this signed Order Form by the Customer to the successful Supplier in accordance with Framework Schedule 5 (Call Off Procedures) paragraph 8 (Call Off Award Procedure)



**SIGNATURES**

**For and on behalf of the Customer**

The Service Description, Conditions on the Customer, Outline Implementation Plan & Service Level Agreement applicable to the delivery of the Service and the associated pricing are as set out in the Supplier's SSO (standard service offer) with reference code RM1045-L1-BT0011-B

Name	[REDACTED]
Job role/title	Procurement Officer
Signature	[REDACTED]
Date of dispatch	04/09/2017

Please note that if an Order Form is sent to a supplier by post, the postal address provided on the agreement webpage [http //ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045](http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm1045) should be used.

Please see the documents tab, and refer to Suppliers by lot. This document also provides an email address for each supplier.

**For and on behalf of the Supplier**

Name	[REDACTED]
Job role/title	ACCOUNT MANAGER
Signature	[REDACTED]
Date	04/09/17.





Intellectual  
Property  
Office

# Purchase Order

<b>Purchase Order Number:</b>	PO-3002528
<b>Order Revision Number</b>	0
<b>Date</b>	04/09/2017

<b>Supplier</b>
British Telecom [Redacted]

<b>Delivery Address</b>
IPO Purchasing Dept Intellectual Property Office Purchasing Dept Concept House Newport South Wales NP10 8QQ

<b>Invoice Address</b>
IPO Accounts Payable Intellectual Property Office Concept House Newport South Wales NP10 8QQ

<b>Contact Details</b>
<b>Contact for Enquiries</b> [Redacted] <b>Contact Telephone:</b> [Redacted] <b>Contact Email</b> [Redacted]

Line No.	Quantity Ordered	Item Number and Description	Unit Price £	Line Value £
1		Concept House to Abbey Orchard Street [Redacted] Etherway Fibre [Redacted] Etherway Fibre [Redacted] EVC E-Line Backhaul [Redacted] EVC E-Line Core Service offer ref [Redacted] 12 months 09/09/2017 - 08/09/2018	[Redacted]	

Please quote the Purchase Order number above (including the prefix) on your invoice

**Total Order Value £ (exc VAT)**

**41,797.50**

For payment by BACS please state on your invoice your bank name, sort code, account number and account name

Intellectual Property Office Terms and Conditions indicated below will apply to this procurement and are attached / available upon request from the contact number as above

Supplementary Conditions agreed as part of this order

Please be advised that this purchase order and any contractual documentation related to it may be published and made available to the public. The IPO's policy in relation to this subject can be seen at [http://www.ipo.gov.uk/about/supply/supply\\_transparency.htm](http://www.ipo.gov.uk/about/supply/supply_transparency.htm)