

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

## Order Form

CALL-OFF REFERENCE:	<b>HOJ Project_760 – Cisco Catalyst C9407R Switches</b>
THE BUYER:	<b>The Secretary of State for the Home Department</b>
BUYER ADDRESS	2 Marsham Street, London, SW1P 4DF
THE SUPPLIER:	Ultima Business Solutions LTD
SUPPLIER ADDRESS:	Gainsborough House, Manor Park, Reading, RG2 0NA
REGISTRATION NUMBER:	2521249
DUNS NUMBER:	505734145
SID4GOV ID:	505734145

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated the last date of the last signature.

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

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. The following Schedules in equal order of precedence:
  - Joint Schedules for Framework reference RM6098
    - Joint Schedule 2 (Variation Form)

- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Call-Off Schedules for RM6098:
  - Call-Off Schedule 20 (Specification). (For the purposes of this Call-Off Schedule 20 – Specification, Annex A (Statement of Requirements), B (Further Competition Questionnaire) and C (Supplier Response) are attached as Annexes to this Order Form where applicable
- 4. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
- 5. Joint Schedule 5 (Corporate Social Responsibility) Framework reference RM6098

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**

None

CALL-OFF START DATE: 10 January 2024

CALL-OFF EXPIRY DATE: 9 January 2025

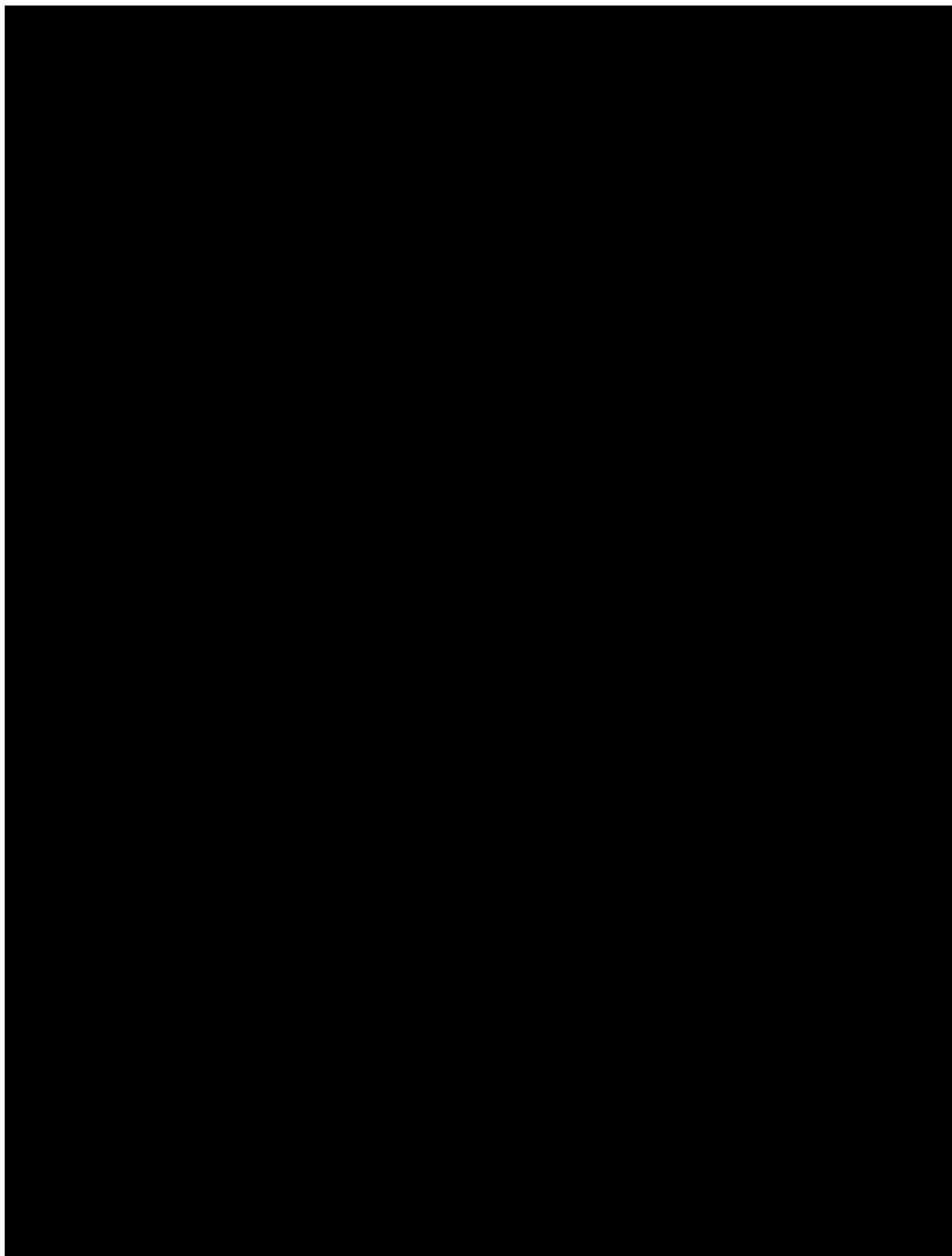
CALL-OFF INITIAL PERIOD: 1 year

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

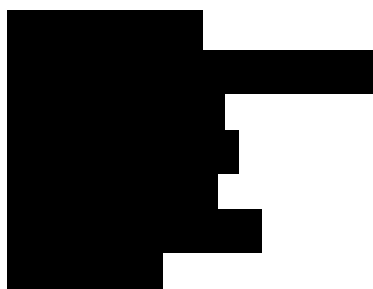
The goods detailed in Table A are to be delivered within the below prescribed number of days from the contract start date in line with the Supplier bid response and/or no later than 15 March 2024, whichever is the earliest.



**TABLE A:**



## **LOCATION FOR DELIVERY**



## **DATES FOR DELIVERY**

To be delivered within the below prescribed number of days from the contract start date in line with the Supplier bid response and/or no later than 15 March 2024, whichever is the earliest.



## **TESTING OF DELIVERABLES**

Not applicable

## **WARRANTY PERIOD**

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

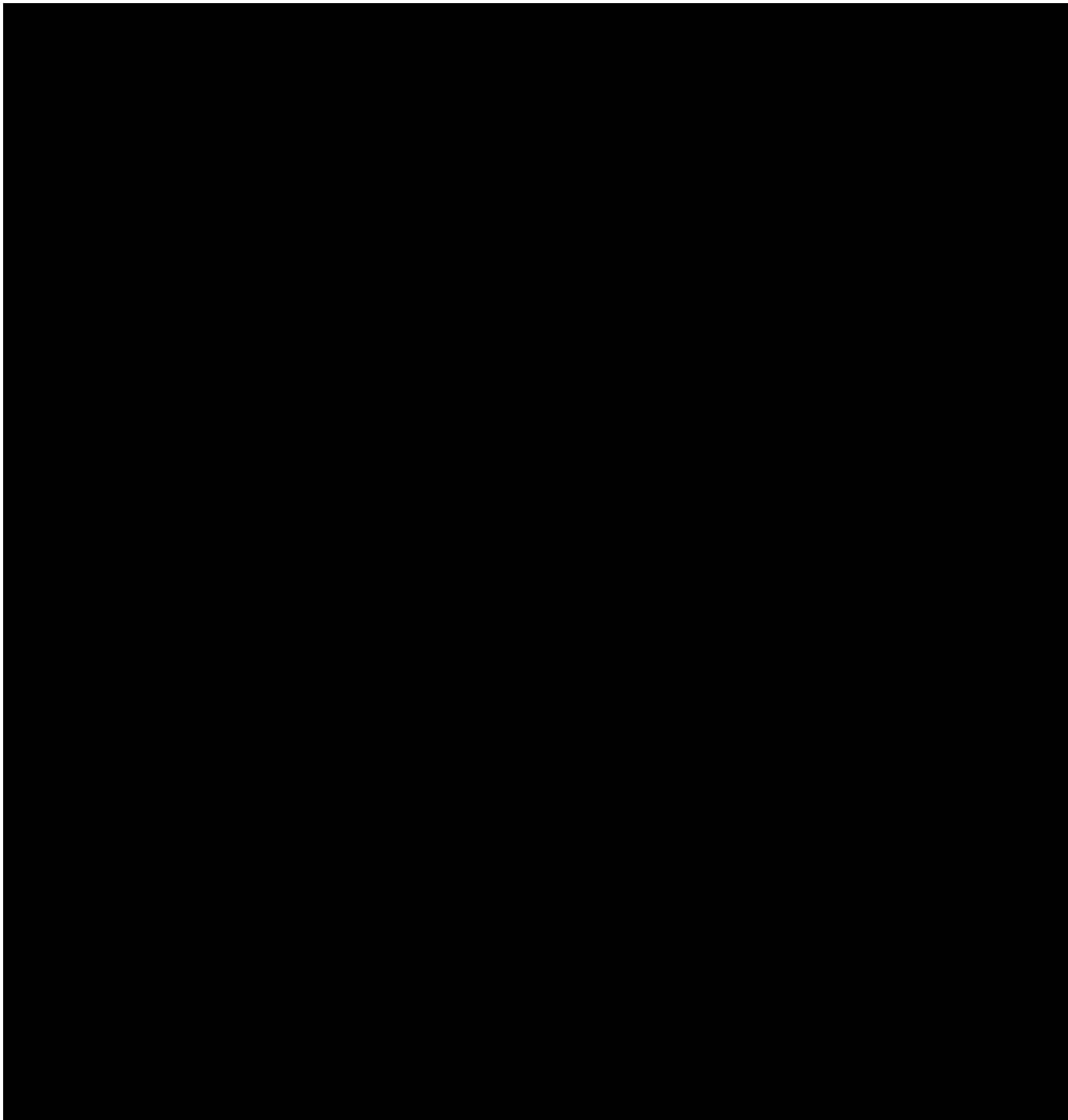
## **MAXIMUM LIABILITY**

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

## **CALL-OFF CHARGES**

The maximum Call-Off contract value is up to £718,373.72 excl VAT.

The charges are as detailed in the supplier's ITT response and below:



**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Invoicing will be as follows:

Suppliers will invoice in a timely manner in accordance with Call-Off Framework Terms and Conditions.

The Supplier shall not include any adjustment to the bid price when invoicing.

The Supplier must state the Contract Reference Number HOJ Project\_760, the Purchase Order (PO) Number on each invoice and invoice descriptions must be aligned with descriptions on PO.

The Supplier shall submit invoices directly to the billing address as per the Buyer's order.

The Supplier shall invoice the Buyer for Goods on despatch and for Services as per Supplier's quotation.

Payment to be made by BACS payment.

**BUYER'S INVOICE ADDRESS:**

Invoices will be sent via email as the primary method for delivery to the address below:

[HOSupplierInvoices@homeoffice.gov.uk](mailto:HOSupplierInvoices@homeoffice.gov.uk)

Invoices can be submitted in hard copy via post to the address below, however this will significantly delay the processing of the payment to the supplier.

Home Office Shared Service Centre HO Box 5015 Newport, Gwent NP20 9BB  
United Kingdom

Tel: 08450 100125

Fax: 01633 581514

**BUYER'S AUTHORISED REPRESENTATIVE**

Not applicable for standard supply transactions

**BUYER'S ENVIRONMENTAL POLICY**

Not applicable for standard supply transactions.

**BUYER'S SECURITY POLICY**

Not applicable for standard supply transactions.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**





## **SUPPLIER'S CONTRACT MANAGER**



## **PROGRESS REPORT FREQUENCY**

Where applicable on the first Working Day of each calendar month.

## **PROGRESS MEETING FREQUENCY**

Where applicable on the first Working Day of each calendar month.

## **KEY STAFF**

Not applicable for standard supply transactions.

## **KEY SUBCONTRACTOR(S)**

Not applicable for standard supply transactions.

## **COMMERCIALLY SENSITIVE INFORMATION**

Supplier's pricing and/or any Supplier specific solution(s) for the period of the Call-Off Term

## **SERVICE CREDITS**

Not applicable

## **ADDITIONAL INSURANCES**

Not applicable

## **GUARANTEE**

Not applicable

## **SOCIAL VALUE COMMITMENT**

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
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Date:	19 Jan 2024	Date:	30/1/24