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

**Order Form**

CALL-OFF REFERENCE: SR889755862

THE BUYER: THE COMMISSIONERS FOR HER MAJESTY'S

                 REVENUE AND CUSTOMS

BUYER ADDRESS 100 Parliament Street, Westminster, London,

                                                       SW1A 2BQ

THE SUPPLIER: Posturite Ltd

SUPPLIER ADDRESS:Unit 2 Ontario Drive, New Rossington, Doncaster, England, DN11 0BF

REGISTRATION NUMBER:2574809

DUNS NUMBER: 769519539

**APPLICABLE FRAMEWORK CONTRACT**

This Order Form is for the provision of the Call-Off Deliverables and dated 17/03/2022.

It’s issued under the Framework Contract with the reference number [RM6119](https://www.crowncommercial.gov.uk/agreements/RM6119) for the provision of office furniture that meets the Government Hub Programme.

**CALL-OFF LOT(S):**

[Lot 8](https://www.crowncommercial.gov.uk/agreements/RM6119:8/lot-suppliers)

**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](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6119-Joint-Schedules.zip)
3. The following Schedules in equal order of precedence:

* **Joint Schedules for SR889755862**
  + Joint Schedule 1 (Definitions)
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 5 (Corporate Social Responsibility)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 12 (Supply Chain Visibility)

* **Call-Off Schedules for SR889755862.**
  + Call-Off Schedule 3 (Continuous Improvement)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  + Call-Off Schedule 11 (Installation Works)
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) [RM6119](https://assets.crowncommercial.gov.uk/wp-content/uploads/RM6119-Joint-Schedules.zip)

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:

Special Term 1: **HMRC Mandatory Terms**

CALL-OFF START DATE: **17/03/2022**

CALL-OFF EXPIRY DATE: **17/06/2022**

CALL-OFF INITIAL PERIOD:

**CALL-OFF DELIVERABLES**

Fit-out of the Manchester Regional Centre (Hub) as part of the Government Hubs HMRC Locations Programme. The requirement will include both task (desking, task chairs, monitor arms, storage and sundry items) and loose furniture (meeting room furniture, collaboration furniture including high benching, stools, booths, pods, acoustic and lounge chairs and sundry items).

See full 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 **£**15,221.85

**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)]

**REIMBURSABLE EXPENSES**

None.

**PAYMENT METHOD**

HMRC use an e-Trading Portal myBUY (provided by SAP Ariba) to manage all ongoing financial transactions with its suppliers.

HMRC has a “Purchase Order Mandatory Policy”, Suppliers are required to register on the SAP Ariba Network in order to transact with HMRC via the e-Trading system and to ensure that they will continue to be able to receive purchase orders from and issue invoices to HMRC.

**BUYER’S INVOICE ADDRESS**

In accordance with HMRC’s myBUY process

**BUYER’S AUTHORISED REPRESENTATIVE**

Name: Paul Driscoll

Role: Contracts Manager

E-mail: PaulDriscoll@posturite.co.uk

Address: Posturite Ltd, The Mill, Berwick, East Sussex, BN26 6SZ

**BUYER’S ENVIRONMENTAL POLICY**

# Available online at: <https://www.gov.uk/government/organisations/hm-revenue-customs/about/procurement#supplying-to-hmrc>

**BUYER’S SECURITY POLICY**

Available on request

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

Paul Driscoll / Posturite Ltd

**SUPPLIER’S CONTRACT MANAGER**

Paul Driscoll / Posturite Ltd

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month if required.

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter if required.

**KEY STAFF**

TBC - If Applicable

**KEY SUBCONTRACTOR(S)**

TBC – If Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier’s Commercially Sensitive Information

**SERVICE CREDITS**

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Period is: **One Month.**

A Critical Service Level Failure is: Failure to Supply, deliver and install furniture within agreed timeframes

**ADDITIONAL INSURANCES**

Specified in accordance with Joint Schedule 3 (Insurance Requirements) if applicable.

**GUARANTEE**

Not applicable

**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)]

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: |  |
| Name: | Paul Driscoll | Name: | Louise Atkinson |
| Role: |  | Role: |  |
| Date: |  | Date: |  |