

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

## Order Form

CALL-OFF REFERENCE:	1.11.4.3581
THE BUYER:	Health and Safety Executive (HSE)
BUYER ADDRESS	Redgrave Court, Merton Road, Bootle L20 7HS
THE SUPPLIER:	Bytes Software Services Ltd
SUPPLIER ADDRESS:	Bytes House, Randalls Way, Leatherhead, Surrey KT22 7TW
REGISTRATION NUMBER:	01616977
DUNS NUMBER:	225273754
SID4GOV ID:	275915

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 18 March 2020.

It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

### CALL-OFF LOT:

- Lot 3 Software & Associated Services

### CALL-OFF INCORPORATED TERMS

The following documents are embedded into this Call-Off Contract at Annex A. 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)
  - Joint Schedule 4 (Commercially Sensitive Information)
- Call-Off Schedules for RM6068
  - Call-Off Schedule 6 (ICT Services) ]
  - Call-Off Schedule 8 (Business Continuity & Disaster Recovery)
  - Call-Off Schedule 9 (Security) Part A
  - Call-Off Schedule 10 (Exit Management)
  - Call-Off Schedule 18 (Background Checks)
  - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.6)

5. Joint Schedule 5 (Corporate Social Responsibility) RM6068

6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

7. Annexes A to E Call-Off Schedule 6 (ICT Services)

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:	01 April 2020
CALL-OFF EXPIRY DATE:	31 March 2023
CALL-OFF INITIAL PERIOD:	01 April 2020 to 31 March 2022
PERIOD:	2 years (plus 1 year extension)

#### CALL-OFF DELIVERABLES

The Contractor will provide the Services as detailed in their tender submission (hereinafter called the "Services") as detailed in Call Off Schedule 4 – Call Off Tender to this Contract.

The Contractor shall organise and conduct the entire Services in consultation with the HSE where appropriate, and provide all necessary resources of personnel, materials, Services and equipment, except for such resources that may be provided by the HSE at its discretion.

No undertaking shall be deemed to have been made by the HSE in respect of the total quantities or values of the Services to be ordered pursuant to this contract and the

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Contractor acknowledges and agrees that it has not entered into this contract on the basis of any such undertaking.

### LOCATION FOR DELIVERY

Health and Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

### DATES FOR DELIVERY OF THE DELIVERABLES

The Services shall be delivered between 01 April 2020 and shall be completed by 31 March 2023.

### TESTING OF DELIVERABLES

None

### CALL-OFF CHARGES

The cost for delivering the services will be as set out in the suppliers tender submission as detailed in Call Off Schedule 4 – Call Off Tender to this Contract - .Annex D Price Breakdown, exclusive of VAT. Any additional costs will be agreed in advance and in writing with the HSE Contract Manager.

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

All invoices raised must include the relevant Purchase Order number which will be issued by HSE Procurement Unit. Failure to include the Purchase Order Number may delay payment. Invoices should be submitted electronically in PDF format to [APinvoices-HAS-U@gov.sscl.com](mailto:APinvoices-HAS-U@gov.sscl.com). HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice. The Contractor shall send a copy invoice along with details of any work satisfactory carried out to the HSE Contract Manager below.

### BUYER'S INVOICE ADDRESS:

Newport SSCL - Health & Safety Executive  
PO Box 401  
Newport  
NP10 8FZ  
Email: [APinvoices-HAS-U@gov.sscl.com](mailto:APinvoices-HAS-U@gov.sscl.com)

**BUYER'S AUTHORISED REPRESENTATIVE**

IT Contract Manager  
Foundry House  
3 Millsands  
Sheffield  
S3 8NH

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

Account Manager  
Bytes Software Services Ltd  
Bytes House  
Randalls Way  
Leatherhead  
KT22 7TW

**SUPPLIER'S CONTRACT MANAGER**

As above

**PROGRESS REPORT FREQUENCY**

Quarterly on the first Working Day of each quarter

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**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

**For and on behalf of the Supplier: BYTES SOFTWARE LIMITED**

Signature:

Name:

Role:

Date:

**For and on behalf of the Buyer: HEALTH AND SAFETY EXECUTIVE**

Signature:

Name:

Role:






Date:

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### Annex A

CCS Core Terms (version 3.0.6)	 Core Terms 3.0.6.docx.docx
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<b>JOINT SCHEDULES</b>	
Joint Schedule 1 – Definitions v1.0	 Joint Schedule 1 - Definitions v1.0.doc
Joint Schedule 2 – Variation Form v1	 Joint Schedule 2 - Variation Form v1.doc
Joint Schedule 3 – Insurance Requirements v.1	 Joint Schedule 3 - Insurance Requirem
Joint Schedule 4 – Commercially Sensitive Information v.1	 Joint Schedule 4 - Commercially Sensiti
Joint Schedule 5 – Corporate Social Responsibility v1	 Joint Schedule 5 - Corporate Social Re:

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<b>CALL-OFF SCHEDULES</b>	
Call-Off Schedule 4 – Call-Off Tender v1.0	 Call-Off Schedule 4 - Call-Off Tender - T:
Call-Off Schedule 6 – ICT Services V3	 Call-Off%20Schedul e%206%20%20-%20I
Call-Off Schedule 8 - Business Continuity and Disaster Recovery v.0.1	 Call-Off Schedule 8 - Business Continuit
Call-Off Schedule 9 – Security v0.1	 Call-Off Schedule 9 - Security v0.1.docx
Call-Off Schedule 10 – Exit Management v2	 Call-Off Schedule 10 - Exit Managemer
Call-Off Schedule 18 – Background Checks v1.0	 Call-Off Schedule 18 - Background Ch
Call-Off Schedule 20 – Specification v1.0	 ITT - Microsoft ESA Tender 2020 - T3581.