

Framework Schedule 6b Order Form Template Operating Lease Only

(Leasing and/or Service Requirements under Lots 1 and 2)

Order Form

CALL-OFF REFERENCE:	Cabinet Office CCSRM6174 Lot2 1596481 03122021
THE BUYER:	The Cabinet Office
BUYER ADDRESS	
THE SUPPLIER:	Canon (UK) Limited
SUPPLIER ADDRESS:	
REGISTRATION NUMBER:	
DUNS NUMBER:	
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 08/02/2022

It's issued under the Framework Contract with the reference number RM6174 for the provision of Multifunctional Devices (MFDs), Print and Digital Workflow Software Services and Managed Print Service Provision.

CALL-OFF LOT(S):

Lot Number	Lot Name	Relevant (Yes/No)
1	Multifunctional Print Devices (MFDs) and Basic Print Management Software	
2	Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services	Yes

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) **RM6174**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 5. CCS Core Terms (version 3.0.11)
 6. Joint Schedule 5 (Corporate Social Responsibility)
 7. Call-Off Schedule 4 (Call-Off Tender) - Not required, this is a Direct Award

Buyers please note: 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.


- Joint Schedules for **RM6174**

Joint Schedule 1	(Definitions)	Buyer guidance: This Schedule details all the defined terms stated within the Specification of Requirements for Lots 1, 2, 3 and 4. Shall be used if required. https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-1-Definitions-v3.9-1.docx
Joint Schedule 2	(Variation Form)	Buyer guidance: This Schedule is to be used when either the Buyer and/or Supplier wants to change/update the deliverables of the original Call-Off Contract in accordance with Clause 24 (Changing the Contract) of the Core Terms https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-2-Variation-Form-v.3.1-1.docx
Joint Schedule 3	(Insurance Requirements)	Buyer guidance: This Schedule defines the standard insurance cover required by Suppliers at Framework level. If Buyers require Suppliers to obtain additional Insurance, this should be

		<p>detailed in the 'Additional Insurance' section found further on in this form.</p> <p>https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-3-Insurance-Requirements-V3.1-1.docx</p>			
Joint Schedule 4	(Commercially Sensitive Information)	1.	From acceptance of Terms and Conditions	The commercial pricing response contained in Call Off Schedule 5 – Pricing Details -containing our charges, payment and invoicing details	Up to the Agreement expiry date
		2.	From acceptance of Terms and Conditions	Call Off Schedule 20 (Call-Off Specification)	Up to the Agreement expiry date
Joint Schedule 10	(Rectification Plan)	<p>Buyer guidance: This schedule is used when a supplier breaches any of their obligations and sets out the steps to be taken by Suppliers to rectify the Defaults. <i>The definition of Default can be found in Joint Schedule 1 – Definitions</i></p> <p>https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-10-Rectification-Plan-v.3.0-1.docx</p>			
Joint Schedule 11	(Processing Data)	<p>Buyer guidance: Annex 1 of Schedule 11 is to be completed by Buyer's when Personal Data is processed by Supplier's. Annex 2 of this Schedule should be considered when both parties agree to Joint Controller Status</p> <p>https://assets.crowncommercial.gov.uk/wp-content/uploads/Joint-Schedule-11-Processing-Data-v4.3-1.docx</p>			

- Call-Off Schedules for **RM6174**

Call-Off Schedule 1	(Transparency Reports)	<p>Buyer guidance: This Schedule is to be populated by Buyer's and sets out the reporting requirements which the Supplier will comply with throughout the duration of the Call-Off Contract</p> <p>https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-1-Transparency-Reports-v3.0-1.docx</p>
Call-Off Schedule 2	(Staff Transfer)	<p>Buyer guidance: This schedule sets out the provisions of Staff transfer. Buyers will need to seek their own legal advice prior to completing Call-Off Schedule 2.</p> <p>https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-2-Staff-Transfer-v3.3-1.docx</p>
Call-Off Schedule 5	(Pricing Details)	<p>Buyer guidance: This schedule is to be populated by Buyers with the applicable Call-Off Contract Charges.</p> <p>Please see Appendix 1 [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

		
Call-Off Schedule 6	(ICT Services) Section	<p>Buyer guidance: This Schedule sets out the requirement to which the Supplier are to comply with the Buyer's <i>ICT Policy (ensure it is handed over to the Supplier before the Commencement Date)</i></p> <p>and / or</p> <p>The Buyer requires the supplier is to create and maintain a rolling schedule of planned maintenance to the ICT Environment.</p> <p>https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-6-ICT-Services-v3.4-1.docx</p>
Call-Off Schedule 9	(Security)	<p>Buyer guidance: Buyer's need to consider and select either the short form (Part A of Schedule 9 (Security)) or long form terms (Part B of Schedule 9).</p> <p>Buyers can also choose to insert their Security Management Plan into Annex 2 of Call-Off Schedule 9 or provide details of where the Security Management Plan can be found.</p> <p>https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-9-Security-v3.4-1.docx</p>
Call-Off Schedule 10	(Exit Management)	<p>Buyers Guidance: (Exit Management). Call Off Schedule 10 is likely to be relevant in the context of procuring Services or Goods and Services rather than Goods only. Supports Buyers and Suppliers in devising and agreeing an exit strategy and Contract end.</p> <p>https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-10-Exit-Management-v3.2-1.docx</p>

Call-Off Schedule 11	(Installation Works)	Buyer Guidance Note: This schedule defines the Installation Works (for definition of Installation Works see Joint Schedule 1 – Definitions) needed by Buyer's during the Call-Off Contract term https://assets.crowncommercial.gov.uk/wp-content/uploads/Call-Off-Schedule-11-Installation-Works-v3.0-1.docx
Call-Off Schedule 20	(Call-Off Specification)	Buyer Guidance Note: This schedule is to be populated by Buyers with the Deliverables applicable to this Call-Off Contract Charges. Please see Appendix 1 – Cabinet Office_CCSRM6174_Lot2_1596481 _08/02/2022
Call-Off Schedule 24	(Operating Lease)	Buyer Guidance Note: This schedule should be incorporated when an Operating Lease is required. Note from Canon: This can be requested from CCS directly, if required.

CALL-OFF SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:

- None

SECTION B

1. Call-Off Contract Period

CALL-OFF START DATE: (The initial contract period excluding extension options)	01 March 2022, for an initial term of Two Years. This however will be taken on a 1+1 year option. Therefore, the core initial term will be 1year + a 1year option – all subject to review annually by both parties.
CALL-OFF EXTENSION PERIOD OPTIONS: (State the options to extend)	Two-year option to extend, which takes this up to Four-year contract term e.g. 1+1+ 1 + 1 – Again, subject to review by both contracting parties on an annual basis
CALL-OFF EXPIRY DATE:	February/2026

MINIMUM WRITTEN NOTICE TO SUPPLIER IN RESPECT OF EXTENSION:	3 Months
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2. Contract Performance

<p>STANDARDS AND QUALITY</p> <p>Cyber Essentials Basic, ISO 27001, ISO 9001, BS 7858 (Code of Practice), ISO29412 (Statement of Applicability) and ISO15408</p> <p>AND</p> <p>30 working days within which Quality Plans must be developed by the Supplier</p>
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<p>SERVICE CREDITS</p> <p>Not applicable</p>
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3. Liability and Insurance

<p>MAXIMUM LIABILITY</p> <p>The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.</p> <p>The Estimated Year 1 Charges used to calculate liability in the first Contract Year is [REDACTED]</p>

<p>ADDITIONAL INSURANCES</p> <p>Not applicable</p>
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4. Buyer Information

BUYER'S INVOICE ADDRESS

Cabinet Office
SSCL, Phoenix House
PO BOX 405, Celtic Springs Business Park Newport NP10 8FZ
UNITED KINGDOM

BUYER'S AUTHORISED REPRESENTATIVE

Oladipo Olabisi – Commercial Manager

PAYMENT METHOD

Invoice

5. Supplier Information

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

SUPPLIER REQUIREMENTS

Supplier's inspection of Sites, Customer Property and Customer Assets:

Acceptance will be deemed to have been given on completion of delivery, installation and green button tests having been completed.

FAILURE OF SUPPLIER EQUIPMENT

Not applied

6. Other Call-Off Requirements

TERMINATION WITHOUT CAUSE NOTICE PERIOD

as per Clause 10.2.2 of the Core Terms

UNDISPUTED SUMS LIMIT






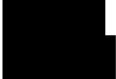
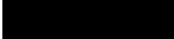

as per Clause 10.5 of the Core Terms

TRAINING

Not applicable

SOCIAL VALUE COMMITMENT

TBC

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	 
Date:		Date:	