

Crown Commercial Service

Call Off Order Form and Lease Agreement Terms for the Provision of Goods and/or Services relating to Multifunctional Devices and Services, Managed Print Services and Print Audit Services.

FRAMEWORK SCHEDULE 4

CALL OFF ORDER FORM AND LEASE AGREEMENT TERMS

PART 1 – CALL OFF ORDER FORM

SECTION A

This Call Off Order Form is issued in accordance with the provisions of the Framework Agreement for the provision of Lease of 1 x Black & White Digital Printer and Booklet Maker dated 28 August 2019.

The Supplier agrees to supply the Goods and/or Services specified below on and subject to the terms of this Lease Agreement.

For the avoidance of doubt this Lease Agreement consists of the terms set out in this Call Off Order Form and the Lease Agreement Terms.

Order Number	700006721
From	Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland Navy Commercial Room 303, Building 1/080, Jago Road HM Naval Base Portsmouth PO1 3LU
To	Konica Minolta Business Solutions (UK) Ltd 90 Chancery Lane London WC2A 1EU

SECTION B

1. LEASE AGREEMENT PERIOD

1.1.	Commencement Date: 1 October 2019
1.2.	Expiry Date: End date of Lease Agreement Initial Period: 30 September 2022 End date of Lease Agreement Extension Period 1: 30 September 2023 End date of Lease Agreement Extension Period 2: 30 September 2024 Minimum written notice to Supplier in respect of extension: 90 days

2. GOODS AND/OR SERVICES

2.1	Goods and/or Services required: In Lease Agreement Schedule 2 (Goods and/or Services)
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3. IMPLEMENTATION PLAN

3.1.	Implementation Plan: Not applied
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4. CONTRACT PERFORMANCE

4.1.	Standards and Quality: As stated in the Statement of Requirements.
4.2	Service Levels/Service Credits: As stated in the Statement of Requirements. Service Credit Cap (Lease Agreement Schedule 1 (Definitions)): Not applied Customer periodic reviews of Service Levels (Clause Error! Reference source not found. of the Lease Agreement Terms): As stated in the Statement of Requirements
4.3	Critical Service Level Failure: As stated in the Statement of Requirements and to be incorporated on Contract Award.
4.4	Performance Monitoring: In Part B of Lease Agreement Schedule 6 (Service Levels, Service Credits and Performance Monitoring)
4.5	Period for providing Rectification Plan: In Clause Error! Reference source not found. of the Lease Agreement Terms
4.6	Supplier Software, Customer Software and Third Party Software In Lease Agreement Schedule 16 (Supplier Software, Customer Software and Third Party Software)

5. PERSONNEL

5.1	Key Personnel: As stated in the Statement of Requirements
5.2	Relevant Convictions (Clause Error! Reference source not found. of the Lease Agreement Terms):

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6. PAYMENT

6.1	Lease Agreement Charges (including any applicable discount(s), but excluding VAT): In Annex 1 of Lease Agreement Schedule 3 (Lease Agreement Charges, Payment and Invoicing)
6.2	Payment terms/profile (including method of payment e.g. Government Procurement Card (GPC) or BACS): In Annex 2 of Lease Agreement Schedule 3 (Lease Agreement Charges, Payment and Invoicing) All payments to be made via CP&F.
6.3	Reimbursable Expenses: Not permitted
6.4	Customer billing address (paragraph 7.6 of Lease Agreement Schedule 3 (Lease Agreement Charges, Payment and Invoicing)): As stated in the Statement of Requirements and to be incorporated on Contract Award. Payments to be invoiced on CP&F.
6.5	Lease Agreement Charges fixed for (paragraph Error! Reference source not found. of Schedule 3 (Lease Agreement Charges, Payment and Invoicing)): 5 Lease Agreement Years from the Lease Agreement Commencement Date
6.6	Supplier periodic assessment of Lease Agreement Charges (paragraph Error! Reference source not found. of Lease Agreement Schedule 3 (Lease Agreement Charges, Payment and Invoicing)) will be carried out on: 30 September each year of the contract.
6.7	Supplier request for increase in the Lease Agreement Charges (paragraph Error! Reference source not found. of Lease Agreement Schedule 3 (Lease Agreement Charges, Payment and Invoicing)): Not Permitted

7. LIABILITY AND INSURANCE

7.1	Estimated Year 1 Lease Agreement Charges:
7.2	Supplier's limitation of Liability (Clause Error! Reference source not found. of the Lease Agreement Terms); In Clause Error! Reference source not found. of the Lease Agreement Terms
7.3	Insurance (Clause Error! Reference source not found. of the Lease Agreement Terms): In Clause Error! Reference source not found. of the Lease Agreement Terms

8. TERMINATION AND EXIT

8.1	Termination on material Default (Clause Error! Reference source not found. of the Lease Agreement Terms): In Clause Error! Reference source not found. of the Lease Agreement Terms
8.2	Termination without cause notice period (Clause Error! Reference source not found. of the Lease Agreement Terms): In Clause Error! Reference source not found. of the Lease Agreement Terms
8.3	Undisputed Sums Limit: In Clause Error! Reference source not found. of the Lease Agreement Terms
8.4	Exit Management: Not applied

9. SUPPLIER INFORMATION

9.1	Supplier's inspection of Sites, Customer Property and Customer Assets: As stated in the Statement of Requirements
9.2	Commercially Sensitive Information: Supplier's full response
9.3	Maintenance of the ICT Environment As stated in the Statement of Requirements

10. OTHER CALL OFF REQUIREMENTS

10.1	Recitals (in preamble to the Lease Agreement Terms): Recitals B to E Recital C - date of issue of the Statement of Requirements: 6 August 2019 Recital D - date of receipt of Lease Agreement Tender: 14 August 2019
10.2	Guarantee (Clause Error! Reference source not found. of the Lease Agreement Terms): Not required
10.3	Security: Security Policy As stated in the Statement of Requirements and to be incorporated on Contract Award.

10.4	ICT Policy: Not applied
10.5	Testing: In Lease Agreement Schedule 5 (Testing)
10.6	Business Continuity & Disaster Recovery: Not applied
10.7	Failure of Supplier Equipment (Clause 32.8 of the Lease Agreement Terms: As stated in statement of requirements
10.8	Protection of Customer Data (Clause Error! Reference source not found. of the Lease Agreement Terms): As stated in the Statement of Requirements and to be incorporated on Contract Award.
10.9	Notices (Clause Error! Reference source not found. of the Lease Agreement Terms): Customer's postal address and email address: As stated in Section A Supplier's postal address and email address: As stated in Section A
10.10	Transparency Reports In Lease Agreement Schedule 13 (Transparency Reports)
10.11	Alternative and/or additional provisions (including any Alternative and/or Additional Clauses under Lease Agreement Schedule 14):
10.12	Lease Agreement Tender: In Schedule 15 (Lease Agreement Tender)
10.13	Training As stated in the Statement of Requirements and to be incorporated on Contract Award.

FORMATION OF LEASE AGREEMENT

BY SIGNING AND RETURNING THIS CALL OFF ORDER FORM (which may be done by electronic means) the Supplier agrees to enter a Lease Agreement with the Customer to provide the Goods and/or Services in accordance with the terms set out in the Call Off Order Form and the Lease Agreement Terms.

The Parties hereby acknowledge and agree that they have read the Call Off Order Form and the Lease Agreement Terms and by signing below agree to be bound by this Lease Agreement.

In accordance with paragraph 7 of Framework Schedule 5 (Call Off Procedure), the Parties hereby acknowledge and agree that this Lease Agreement shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of the Call Off Order Form from the Supplier within two (2) Working Days from such receipt.

For and on behalf of the Supplier:

Name and Title	
Signature	
Date	

For and on behalf of the Customer:

Name and Title	
Signature	
Date	

ANNEX 1: LEASE AGREEMENT CHARGES

As stated in tender and set out in Schedule of Requirements below.

Deliverables									
Item Number	MOD Stock Reference No.	Part No. (where applicable)	Specification	Consignee Address Code	Packaging Requirements inc. PPQ and DofQ	Delivery Date (estimated dates to be confirmed on contract award)	Total Qty	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery)
1			Lease of 1 black and white digital printer and 1 x booklet maker to include servicing, maintenance and consumables.	XY	00	Year 1 – July 2019 to June 2020			
2			Click charge	XY	00	Year 1 – July 2019 to June 2020			
3			Lease of 1 black and white digital printer and 1 x booklet maker to include servicing, maintenance and consumables	XY	00	Year 2 – July 2020 to June 2021			
4			Click charge	XY	00	Year 2 – July 2020 to June 2021			
5			Lease of 1 black and white digital printer and 1 x booklet maker to include servicing, maintenance and consumables	XY	00	Year 3 – July 2021 to June 2022			
6			Click charge	XY	00	Year 3 – July 2021 to June 2022			
7			Lease of 1 black and white digital printer, 1 x Morgana FRN and 1 x booklet maker to include servicing, maintenance and consumables	XY	00	Year 4 – July 2022 to June 2023			

8			Click charge	XY	00	Year 4 – July 2022 to June 2023			
9			Lease of 1 black and white digital printer, 1 x Morgana FRN and 1 x booklet maker to include servicing, maintenance and consumables	XY	00	Year 5 – July 2023 to June 2024			
10			Click charge	XY	00	Year 5 – July 2023 to June 2024			
								Total Firm Price	