

Order Form

Framework agreement reference: SBS/19/AB/WAB/9411

Date of order	26th May 2022	Order Number	DDaT22259 To be quoted on all correspondence relating to this Order
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FROM

Customer	UK Research and Innovation	"Customer"
Customer's Address	Science & Tech. Facilities Council STFC RAL Rutherford Appleton Lab Harwell Science & Innovation OX11 0QX Didcot Campus Oxfordshire United Kingdom	
Invoice Address	UK Research and Innovation Polaris House Swindon SN2 1FL	
Contact Ref:	Name: [REDACTED] Address: Science & Tech. Facilities Council (STFC) Rutherford Appleton Lab Harwell Science & Innovation Didcot Campus Oxfordshire OX11 0QX E-mail: [REDACTED]	

TO

Supplier	Switchshop Limited	"Supplier"
Supplier's Address	Switchshop House Enterprise Park Kimpton Hitchin SG4 8HP	
Account Manager	Name: [REDACTED] Address: Switchshop House Enterprise Park Kimpton Hitchin SG4 8HP Phone: [REDACTED]	

	e-mail:	
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GUARANTEE

Guarantee to be provided	No – Not Applicable
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Where a guarantee is to be provided then this Contract is conditional upon the provision of a Guarantee to the Customer from the Guarantor in respect of the Supplier. Details of the Guarantor (if any) are set out below:

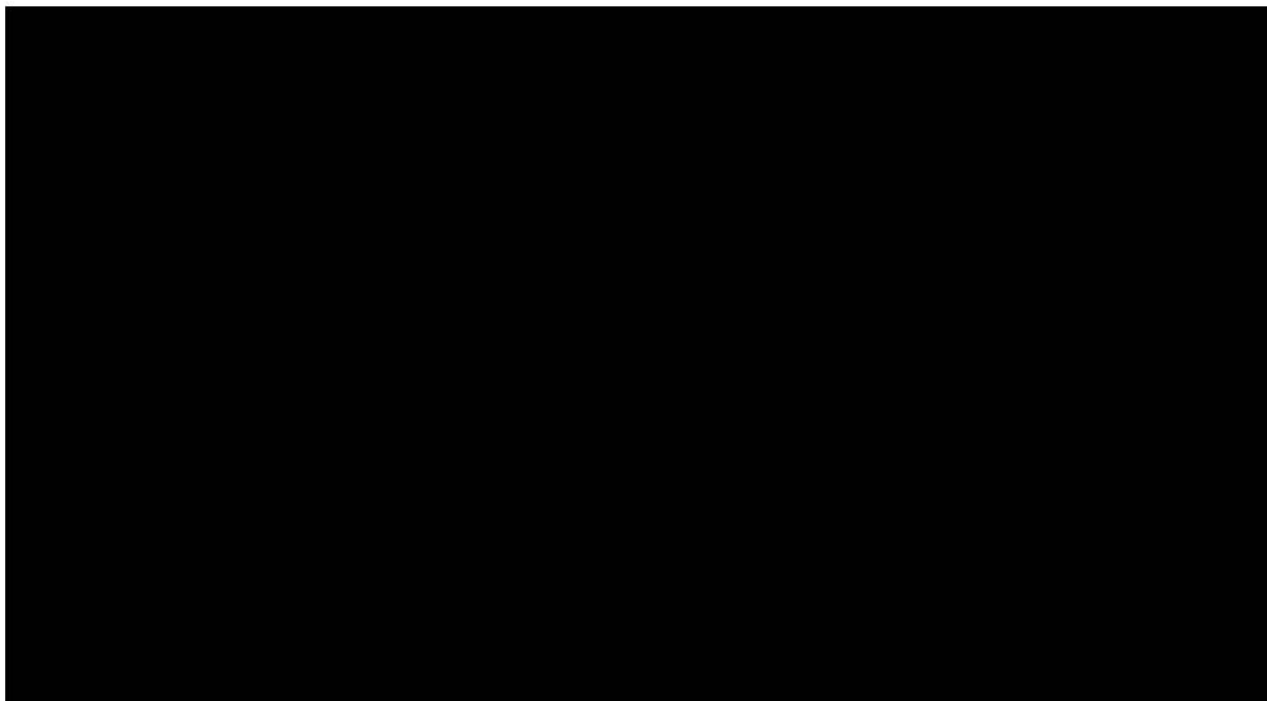
Parent Company	N/A	"Guarantor"
Parent Company address	N/A	
Account Manager	N/A	

1. TERM**(1.1) Commencement Date**

The Call Off contract shall commence on Thursday 26th May 2022

(1.2) Expiry Date


The Contract shall expire on 14th October 2022 which is 20 weeks after the Commencement Date, however this is subject to supply chain issues, Switchshop shall inform and update delivery date to customer immediately upon noticing any delivery issue.

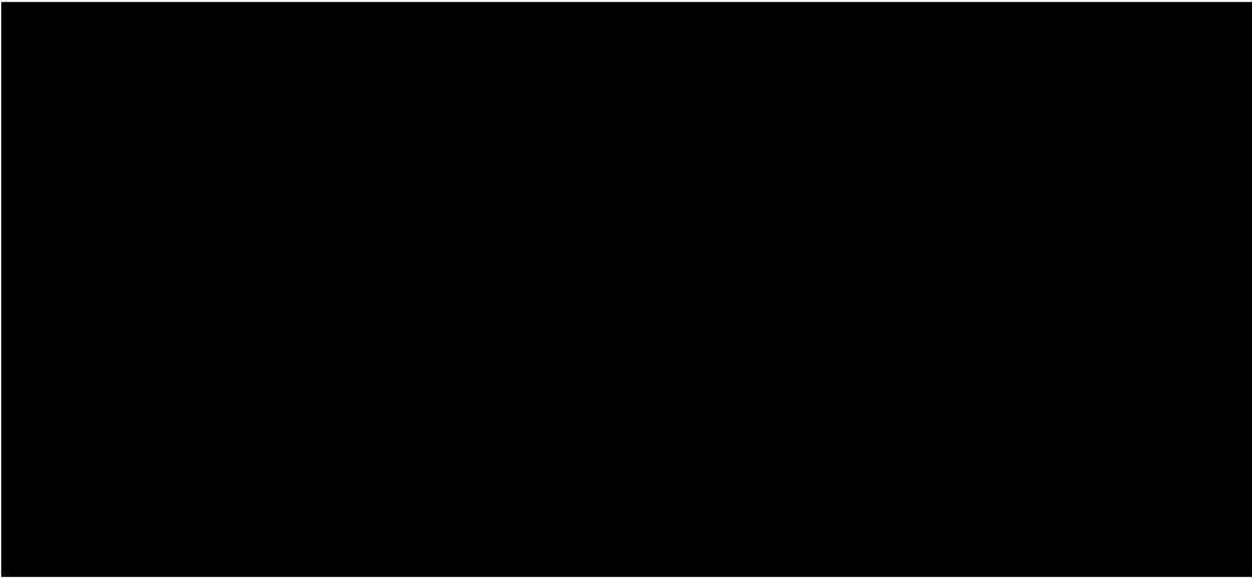


2. GOODS AND SERVICES REQUIREMENTS**(2.1) Goods and/or Services**

Minimum Order Value	£11,099.00 excluding VAT
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Optional Services**Collection and recycling**

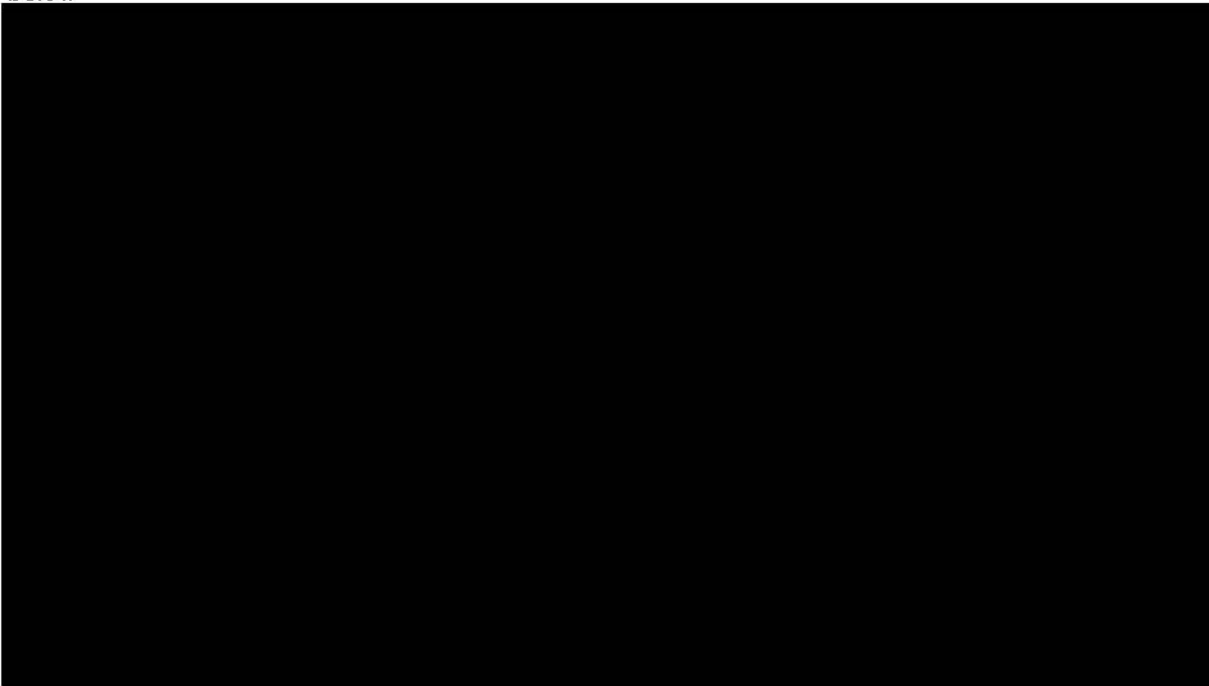
N/A	
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Paper catalogue	<input type="text" value="N/A"/>
Secure Collection	<input type="text" value="N/A"/>
(2.2) Premises	
FAO: [REDACTED]	
Science & Tech. Facilities Council STFC RAL Rutherford Appleton Lab Harwell Science & Innovation Didcot Campus Oxfordshire OX11 0QX	
(2.3) Lease/ Licenses	
N/A	
(2.4) Standards	
	
Call off terms and conditions DWS.docx	
(2.5) Security Requirements	
Security Policy	
N/A	
Additional Security Requirements	
N/A	
Processing personal data under or in connection with this contract	
NO	
(2.6) Exit Plan (where required)	
NO	
(2.7) Environmental Plan	
NO	

3. SUPPLIER SOLUTION
(3.1) Supplier Solution 
(3.2) Account structure including Key Personnel Supplier (SwitchShop Limited)  UK Research and Innovation – STFC 
(3.4) Outline Security Management Plan As set out below: N/A
(3.5) Relevant Convictions N/A
(3.6) Implementation Plan N/A

4. PERFORMANCE QUALITY										
(4.1) Key Performance Indicators Switchshop agrees to deliver all items within 20 weeks upon receiving a formal PO, this is subject to supply chain issues, any delays shall be notified to customer immediately.										
(4.2) Service Levels and Service Credits When providing the Goods and/or Services, the Supplier shall as a minimum ensure that it achieves the following service levels:										
<table border="1"><thead><tr><th>Service Level</th><th>Description</th><th>Service Credit Calculation</th><th>Critical Failure</th><th>Service</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Service Level	Description	Service Credit Calculation	Critical Failure	Service					
Service Level	Description	Service Credit Calculation	Critical Failure	Service						

N/A			
If the level of performance of the Supplier during the Contract Period:			
(i) fails to achieve a Service Level in respect of each element of the Service, then the Customer shall be entitled to deduct the Service Credits from the Contract Price; and/or			
(ii) constitutes a Critical Service Failure, the Customer shall be entitled to terminate this Contract.			

5. PRICE AND PAYMENT
<p>(5.1) Contract Price payable by the Customer in accordance with the commercial schedule set out in the framework agreement (including applicable discount but excluding VAT), payment profile and method of payment (e.g. Government Procurement Card (GPC) or BACS))</p> <p>Call-Off Contract Value and Breakdown: The total Call-Off Contract value shall not exceed £11,099.00 excluding VAT as per breakdown below</p> 
<p>(5.2) Invoicing and Payment</p> <p>The Customer shall pay the Supplier within thirty 30 days of receipt of a Valid Invoice, submitted in accordance with this paragraph 5.2, the payment profile set out in paragraph 5.1 above and the provisions of the Contract.</p>

6. SUPPLEMENTAL AND/OR ADDITIONAL CLAUSES
<p>(6.1) Supplemental requirements</p> <p>N/A</p>

BY SIGNING AND RETURNING THIS ORDER FORM THE SUPPLIER AGREES to enter a legally binding contract with the Customer to provide the Goods and/or Services. The Parties hereby acknowledge and agree that they have read the NHS Conditions of Contract for purchase of goods and/or Services and by signing below agree to be bound by the terms of this Contract.

For and on behalf of the SwitchShop Limited:

Name and Title	
Signature	
Date	26/05/2022

For and on behalf of the UK Research and Innovation:

Name and Title		Category Manager
Signature		
Date	26/05/2022	