

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

Order Form

CALL-OFF REFERENCE: [Insert Buyer's contract reference number]

THE BUYER: [Insert Buyer's name]

BUYER ADDRESS [Insert business address]

THE SUPPLIER: [Insert name of Supplier]

SUPPLIER ADDRESS: [Insert registered address (if registered)]

REGISTRATION NUMBER: [Insert registration number (if registered)]

DUNS NUMBER: [Insert if known]

SID4GOV ID: [Insert if known]

[Buyer guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form **starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block**

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated [Insert date of issue].

It's issued under the Framework Contract with the reference number [Insert Framework Contract Reference number] for the provision of [Insert name of goods and services].

CALL-OFF LOT(S):
[Insert the relevant lot numbers or insert Not applicable]

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) **[Insert]** framework reference number]
3. The following Schedules in equal order of precedence:

[CCS guidance: delete any highlighted Schedule that is not listed in the final Framework Award Form. **Add** any Joint or Call-Off Schedules that have been added to the final Framework Award Form. You **must** ensure that all schedules in this list are available to Buyers on the CCS web site, as finalised at Framework award.]

[Buyer guidance: delete any highlighted Schedules that you do not need for this Call-Off Contract. **Add** any additional Schedule needed, providing it is within scope of the framework agreement. **Remove** any highlighting remaining before finalising this Order Form. **Remove** this guidance too.]

- Joint Schedules for **[Insert]** framework reference number]
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - **[Joint Schedule 6 (Key Subcontractors)]**
 - **[Joint Schedule 7 (Financial Difficulties)]**
 - **[Joint Schedule 8 (Guarantee)]**
 - **[Joint Schedule 9 (Minimum Standards of Reliability)]**
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - **Joint Schedule 12 (Supply Chain Visibility)]**
- Call-Off Schedules for **[Insert]** Call-Off reference number]
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - **[Call-Off Schedule 5 (Pricing Details)]**
 - **[Call-Off Schedule 6 (ICT Services)]**
 - **[Call-Off Schedule 7 (Key Supplier Staff)]**
 - **[Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]**
 - **[Call-Off Schedule 9 (Security)]**
 - **[Call-Off Schedule 10 (Exit Management)]**
 - **[Call-Off Schedule 11 (Installation Works)]**
 - **[Call-Off Schedule 12 (Clustering)]**
 - **[Call-Off Schedule 13 (Implementation Plan and Testing)]**

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

Crown Copyright 2018

- [Call-Off Schedule 14 (Service Levels)]
 - [Call-Off Schedule 15 (Call-Off Contract Management)]
 - [Call-Off Schedule 16 (Benchmarking)]
 - [Call-Off Schedule 17 (MOD Terms)]
 - [Call-Off Schedule 18 (Background Checks)]
 - [Call-Off Schedule 19 (Scottish Law)]
 - [Call-Off Schedule 20 (Call-Off Specification)]
 - [Call-off Schedule 21 (Northern Ireland Law)]
 - [Call-off Schedule 22 (Lease Terms)]
 - [Call-Off Schedule 21 ()]
4. CCS Core Terms (version 3.0.4)
 5. Joint Schedule 5 (Corporate Social Responsibility) **[Insert]** framework reference number]
 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.]

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:

[Insert] terms to revise or supplement Core Terms, Joint Schedules, Call Off Schedules; or none]

[Special Term 1]
[Special Term 2.]
[Special Term 3.]
[None]	

CALL-OFF START DATE: **[Inset]** Day Month Year]

CALL-OFF EXPIRY DATE: **[Inset]** Day Month Year]

CALL-OFF INITIAL PERIOD: **[Insert]** Years, Months]

CALL-OFF DELIVERABLES

[Buyer guidance: complete option A or, if Deliverables are too complex for this form, **use** option B and Call-Off Schedule 20 instead. **Delete** the option that is not used.]

[Option A: [Name of Deliverable][Quantity][Delivery date][Details]]

[Option B: See 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.

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

Crown Copyright 2018

[Buyer guidance: you can change the cap on liability in Clause 11.2 where you have made an appropriate risk assessment and sought the necessary management approvals. Unlimited liability is not permitted]

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **[Insert** Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

CALL-OFF CHARGES

[Buyer guidance: Use option A or, if charging model is too complex to detail in this form or must be embedded, use option B and Call-Off Schedule 5 instead. **Delete** the option that is not used.]

[Option A: **Insert** the Charges for the Deliverables]

[Option B: See details in Call-Off Schedule 5 (Pricing Details)]

[Delete if not used: 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)]

[Delete if by direct award or if not otherwise used: 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:

- [Indexation]
- [Specific Change in Law]
- [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

REIMBURSABLE EXPENSES

[Insert None or insert Recoverable as stated in the Framework Contract]

PAYMENT METHOD

[Insert payment method(s) and necessary details]

BUYER'S INVOICE ADDRESS:

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

BUYER'S AUTHORISED REPRESENTATIVE

[Insert name]

[Insert role]

[Insert email address]

[Insert address]

BUYER'S ENVIRONMENTAL POLICY

[Insert details [Document name] [version] [date] [available online at:]

or insert: [Appended at Call-Off Schedule X]]

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

Crown Copyright 2018

BUYER'S SECURITY POLICY

[Insert details] [Document name] [version] [date] [available online at:]

or insert: [Appended at Call-Off Schedule X]]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[Insert] name]

[Insert] role]

[Insert] email address]

[Insert] address]

SUPPLIER'S CONTRACT MANAGER

[Insert] name]

[Insert] role]

[Insert] email address]

[Insert] address]

PROGRESS REPORT FREQUENCY

[Insert report frequency]: On the first Working Day of each calendar month]

PROGRESS MEETING FREQUENCY

[Insert meeting frequency]: Quarterly on the first Working Day of each quarter]

KEY STAFF

[Insert] name]

[Insert] role]

[Insert] email address]

[Insert] address]

KEY SUBCONTRACTOR(S)

[Insert] name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

[Insert] Not applicable **or insert** Supplier's Commercially Sensitive Information]

SERVICE CREDITS

[Insert] Not applicable]

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

The Service Credit Cap is: **[Insert]** £value].

The Service Period is **[Insert duration]:** one Month]].

ADDITIONAL INSURANCES

[Insert] Not applicable

or insert details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)]

GUARANTEE

Framework Ref: RM

Project Version: v1.0

Model Version: v3.3

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

Crown Copyright 2018

[Insert] Not applicable

or insert The Supplier must have a Call-Off Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)

or insert There's a guarantee of the Supplier's performance provided for all Call-Off Contracts entered under the Framework Contract]

SOCIAL VALUE COMMITMENT

[Insert] Not applicable **or insert** 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:		Name:	
Role:		Role:	
Date:		Date:	

[Buyer guidance: execution by seal / deed where required by the Buyer].

