

**Notes: Before completing/amending, please read the following notes:**

- a) Neither these notes about the Form nor the footnotes to it form part of the Form. They should all be deleted before the Form is signed.
- b) This Order Form is a part of the BUS.ITFA.06 - Call Off Order Form and should be inserted in the Annex to Schedule 1 of the IT Services Framework Agreement between the Company and the Supplier.
- c) When the Company submits the Order Form for a particular Call Off Contract, it will need to take the version of the Form into account and consult with the Supplier as necessary. The Company will then sign and submit the Order to the Supplier.

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**HARDWARE & SOFTWARE SERVICES: ORDER FORM**

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1. This Order Form:
  - 1.1 has been completed by the Company;
  - 1.2 submitted by it to the Supplier in accordance with paragraph 1.1 of the Ordering Procedure. (The Company's Ordering Procedure is set out in Schedule 1 of the IT Services Framework Agreement between the Company and the Supplier.)
  - 1.3 is the Company's offer to supply hardware & software services (the "Services") to the Supplier;
  - 1.4 is an offer by the Company to supply the Services to the Supplier.
2. The following are further details of the set of services [comprising] the Services that the Company requires: <<insert detailed description of the elements of and/or set of the Services that the Company requires>>  
  
The other material details of the Services [included in] the Services that the Company requires are as follows: <<insert other material details of the Services that the Company requires>>  
  
[<sup>1</sup> In addition to the elements of the Services described above, the Services include other further details and/or a further set of services included in the description of service>>].  
  
The other material details of the Services described above are as follows: <<insert other material details>> ]
3. The Relevant Call Off Terms of this Order Form are set out in Schedule 1 of the IT Services Framework Agreement between the Company and the Supplier.
4. The Supplier should within [ ] days acknowledge receipt of this Order Form and notify either the Company or the Supplier of its decision.
5. If and when the Supplier accepts the offer, the Supplier and the Company will be deemed to enter into a Call Off Contract for the provision of the Services.

1. This Order Form:
  - 1.1 has been completed by the Company;
  - 1.2 submitted by it to the Supplier in accordance with paragraph 1.1 of the Ordering Procedure. (The Company's Ordering Procedure is set out in Schedule 1 of the IT Services Framework Agreement between the Company and the Supplier.)
  - 1.3 is the Company's offer to supply hardware & software services (the "Services") to the Supplier;
  - 1.4 is an offer by the Company to supply the Services to the Supplier.
2. The following are further details of the set of services [comprising] the Services that the Company requires: <<insert detailed description of the elements of and/or set of the Services that the Company requires>>  
  
The other material details of the Services [included in] the Services that the Company requires are as follows: <<insert other material details of the Services that the Company requires>>  
  
[<sup>1</sup> In addition to the elements of the Services described above, the Services include other further details and/or a further set of services included in the description of service>>].  
  
The other material details of the Services described above are as follows: <<insert other material details>> ]
3. The Relevant Call Off Terms of this Order Form are set out in Schedule 1 of the IT Services Framework Agreement between the Company and the Supplier.
4. The Supplier should within [ ] days acknowledge receipt of this Order Form and notify either the Company or the Supplier of its decision.
5. If and when the Supplier accepts the offer, the Supplier and the Company will be deemed to enter into a Call Off Contract for the provision of the Services.

<sup>1</sup> Paragraph 3 should be included to cover any further elements or sets of services in addition to those described in paragraph "2" above, adding the relevant information in the same wording as per "3", adding the relevant information.

<sup>2</sup> Amend so that the only Schedule referred to here is the Schedule referred to in the IT Services Framework Agreement. Any type of IT services other than hardware & software services should be put in the appropriate set of Terms and the type of service concerned, e.g. software development.

<sup>1</sup> Paragraph 3 should be included to cover any further elements or sets of services in addition to those described in paragraph "2" above, adding the relevant information in the same wording as per "3", adding the relevant information.

<sup>2</sup> Amend so that the only Schedule referred to here is the Schedule referred to in the IT Services Framework Agreement. Any type of IT services other than hardware & software services should be put in the appropriate set of Terms and the type of service concerned, e.g. software development.

7. The following details are applicable to the Call Off Order in accordance with the Relevant Call Off Terms and Conditions of Clauses 7.4 and 7.6.2 of the Framework Agreement.

Clause 7.4: In relation to the processing of personal data, the Company, as Data Controller, and the Supplier, as Data Processor, agree that the details of the personal data to be processed by the Supplier, as Data Processor, are as follows:

- a) type(s) of personal data
- b) categories of data
- c) scope of processing
- d) nature of processing
- e) purpose of processing
- f) duration of processing

Clause 7.6.2: In relation to the processing of personal data, the Company, as Data Controller, and the Supplier, as Data Processor, agree that the technical and organisational measures to be implemented by the Supplier, as Data Processor to protect the personal data from unauthorised access, disclosure, loss, destruction are as follows:

<<insert details of the technical and organisational measures>>

8. The following Annexes form part of the Call Off Order:

| Equipment Specification | Location |
|-------------------------|----------|
| << >>                   |          |
| << >>                   |          |
| << >>                   |          |
| << >>                   |          |
| << >>                   |          |
| << >>                   |          |
| << >>                   |          |

Commencement Date: << >>

| Description | Amount in Pounds Sterling | Completion and Invoice date |
|-------------|---------------------------|-----------------------------|
|             |                           |                             |

Signed by .....  
Name .....  
on behalf of the Company  
Dated .....

Signed by .....  
Name .....  
on behalf of the Supplier  
Dated .....