**

**RM3828: Payment Solutions Order Form Template**

**(Short Form)**

**[Buyer guidance:** This Order Form, when completed and executed by both the Buyer and the Supplier, forms a Call-Off Contract from CCS framework RM3828, Payment Solutions. Signing it ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise. You can complete and execute the Call-Off contract by either physical signature or by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used instead of signing as a hard-copy, the text below must be copied into the electronic order form.]

**Order Form Template**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the Framework Contract with the reference number RM3828 for Payment Solutions.

|  |  |
| --- | --- |
| **Buyer Name** | ( ) |
| **Buyer Contact** | ( ) |
| **Buyer Address** | ( ) |
| **Invoice Address** **(if different)** | ( ) |

|  |  |
| --- | --- |
| **Supplier Name** | ( ) |
| **Supplier Contact** | ( ) |
| **Supplier Address** | ( ) |

|  |  |
| --- | --- |
| **Framework Ref** | RM3828: Payment Solutions |
| **Framework Lot Number** | ( ) |
| **Call-Off (Order) Ref** | ( ) |
| **Order Date** | ( ) |
| **Call-Off Reference** | ( ) |
| **Call-Off Start Date** | ( ) |
| **Call-Off Expiry Date** | ( ) |
| **Extension Options** | ( ) |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, including the CCS Core Terms and Joint Schedules’ can be viewed in the ‘Documents’ tab of the Payment Solutions framework page on the CCS website:

<https://www.crowncommercial.gov.uk/agreements/rm3828>

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) RM3828 Payment Solutions The following Schedules in equal order of precedence:

[**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 RM3828 Payment Solutions
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 5 (Corporate Social Responsibility)
	+ 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)
* 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 12 (Clustering) ]
	+ [Call-Off Schedule 13 (Implementation Plan and Testing) ]
	+ [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 (Financial Services) ]
1. CCS Core Terms (version 3.0.4)
2. Joint Schedule 5 (Corporate Social Responsibility) RM3828 Payment Solutions
3. [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, or added to, this Order Form, or presented at the time of delivery.

**CALL-OFF DELIVERABLES**

|  |
| --- |
| **The requirement** |
| [**Buyer guidance:** Enter details of your requirement here. This may include the requirements to be delivered by the Supplier to the Buyer in accordance with this Framework reference during the Call-Off Period specified]  |

**REBATE**

Call Off Contract Charges payable by the Customer (discount(s), but excluding VAT) and payment terms/profile including method of payment (e.g. BACS)

Payment of invoices – will be made by will be made by BACS / CHAPS / SWIFT / DIRECT DEBIT / FASTER PAYMENT (please delete payment methods as appropriate)

Monthly invoices - will be issued on the ( ) of the month (select statement date between xx and xx of each month)

**Settlement Term –** (7/10/14/28) Days following statement issue date (please delete as appropriate)

Rebates - Where payment of a rebate is due, such rebates will be paid in xxxx of each calendar year. Rebates will be calculated annually for spend made on the Public Sector Cards for the period between xxxxx and xxxxx each year. (please agree with the supplier when the rebate will be paid and the period)

Rebate Payment details – will be paid to the following bank details

Sort code XXXXXX Account number XXXXXXXX

**PERFORMANCE OF THE DELIVERABLES**

|  |
| --- |
| **Key Staff** |
| [Insert contact details of key supplier staff such as Account Manager] |
| **Key Subcontractors** |
| [Insert name of key sub-contractors if required] |

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

**Annex A – Pricing**

(Insertion of agreed pricing at Direct Award / Further Competition)