



# Scottish Procurement

## ICT Products Office Equipment Framework

### Science and Advice for Scottish Agriculture (SASA) & Canon

## SASA Order

This Order Form has been created to simplify the call-off procedure and remove the need to complete and sign the Standard Terms of Supply (Schedule 5) contract agreement.

All variables within the Standard Terms of Supply are captured in the tables below, and should be completed as appropriate for your specific requirements.

**By checking this box  you are agreeing to abide by the Standard Terms of Supply (Schedule 5) for the Office Equipment Framework (ref: SP-16-013) which can be found on the secure website.**

Numbers in brackets e.g. (10) refer to the relevant clause in the Standard Terms of Supply. Numbers in chevrons e.g. <F1> refer to the merge fields that would be updated if completing the Standard Terms of Supply.

### SECTION A – SHOULD BE COMPLETED BY THE PURCHASER

#### 1. Ordering Procedure (check as appropriate)

**Direct Award**

**Mini competition**

**Quick quote**

Service Description	Continuation of SASA Canon MPS and associated printers, contract management and software.
Response Date	March 2021
Award Criteria	Direct Award based on current service provision continuation to save cost and mitigate impact of any potential change .To enables the uniFLOW and Canon Multifunctional devices print service to be maintained and maximised without any interruption or degradation in service levels , so ensuring a business as usual environment with no cost of change. .

#### 2. Purchasers Details

Framework Ref	SP-16-013
Contract/Order Reference	SASA-ITS-Canon-21 QQ20 20-21
Purchaser	SASA – Scottish Government
Purchaser Contact (13)	██████████
Purchaser Address (13)	SASA 1 Roddinglaw Road Edinburgh EH12 9FJ
Purchaser Contact Details (13)	0131 244 8822 <a href="mailto:its.infrastructure@sasa.gov.scot">its.infrastructure@sasa.gov.scot</a> ████████████████████
Invoice Address	As existing contract Accounts Payable

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Name and title (80)	██████████ Head of IT SASA
Date (80)	28/01/21

3. Statement of Requirements and Key Performance Indicators (Schedule 1)

Statement of Requirements	<p>The SOR includes the provision of extended Canon Advance Runner Multifunctional devices to furnish the SASA estate with secure MFD's which will natively integrate with SASA back office systems to deploy document scanning and improved print work flows including Secure Printing - Development of the uniFLOW software allowed SASA to benefit from secure, follow you printing with full audit trail and document and scan management functionality for Management and Administrators Reporting -Full reporting options of all copy/print/scan available to SASA through uniFLOW. Including detailed reports available automatically distributed to key stakeholders. Reports by person or device; total fleet/users or by cost centre. Scan Management - SASA have the opportunity to move to managing scan workflows through the uniFLOW Advanced Scan software to back office applications. This enhances the service already provided by the uniFLOW software uniFLOW will optimise document processes by capturing documents from various sources then automatically process and distribute them to a variety of destinations. uniFLOW is a complete scan management software designed to provide optimum value when digitalizing documents. uniFLOW provides better control of documents and increases employee efficiency with. further integration in other areas of the business.</p>
	

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Key Performance Indicators (KPIs)	Standard Service Levels as agreed with the framework SP -016 -13
Premise	SASA - Scottish Government Roddinglaw Road, Edinburgh, EH12 9FJ, UK
Nature of Contract - Financial Options (3)	The provision of service will be provided by a lease plus click financial option
Contract Period and Commencement (5)	1 <sup>st</sup> April 2021

### 4. Pricing (Schedule 2)

Estimated Contract Value	
Price Variation (8)	The extension is for a fixed term with fixed rental costs. Service and support pricing to be reviewed annually.
Payment and Invoicing (15)	Quarterly in advance
Pricing Schedule	The pricing contained with the extension is seen as best value and will be procured in line with attached Client Agreement

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### 5. Award and Ordering Procedures (Schedule 3)

Award and Ordering Procedures	Direct Award
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### 6. Management Arrangements (Schedule 4)

Management Arrangements	SASA will be using the Scottish Procurement Framework SP016 - 13 standard terms and conditions
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### 7. Exit Management (Schedule 8)

Exit Management (77)	Standard Terms of Supply
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### 8. Further Details

**Note: Changes to the standard values below should only be made when using the mini-competition ordering procedure. Where there is no change from the Standard Terms of Supply, the description “As per Standard Terms of Supply” should be added.**

Discovery or pre-award survey	Existing Supplier
Electronic Auction	NA
Working Hours (1)	0900 hours and 1730 hours – Monday to Friday
Break (6)	6.1 The Purchaser may terminate the Contract at any time by giving not less than 3 months’ notice to the Supplier
Audit (21)	2 years
Staff Transfer (TUPE) (44/46)	The Parties agree that the commencement and/or ceasing of the provision of the Services by the Supplier does not involve a Relevant Transfer
License of Intellectual Property (49)	Standard Terms of Supply
Sub-Contracting Advertisement (53)	None
Limitation of Liability (69)	

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	69.3 The liability of either Party under the Contract for Defaults is limited to £2,500,000 for any one incident.
Insurances (70)	70.1.1 public liability insurance in the sum of not less than £2,500,000 for any one incident and unlimited in total;  70.1.3 professional indemnity insurance, but only where requested in the Order Form and, at the level stipulated therein.
Force Majeure (71)	Standard Terms of Supply

### SECTION B – SHOULD BE COMPLETED BY THE SUPPLIER

#### 9. Supplier Details

Supplier	Canon UK Ltd
Supplier Contact (13)	██████████ – Account Manager – Mob ██████████
Supplier Address (13)	Canon (UK) Ltd. Our registered office is at: 5 The Square, Stockley Park, Uxbridge UB11 1ET, United Kingdom
Supplier Contact Details (13)	██████████ – Account Manager E mail ██████████
Name and title (80)	██████████ – Account Manager
Date (80)	[Date of the signature above] 31 March 2021

#### 10. Supplier Response to Requirements (Schedule 1)

Statement of Requirements	SOR includes the extended use of Canon Multifunctional Devices and uniFLOW Print Management solution and pre and post sales service including scoping / project management and professional account management
Key Performance Indicators	As standard within the Scottish Procurement Framework – SP16 -13

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Key Individuals	[REDACTED] – Account Manager and [REDACTED] – Business Consultant – [REDACTED] – SP -016 -13 Framework Manager
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**11. Supplier Pricing (Schedule 2)**

Price	See pricing schedule in 3. Statement of Requirements
Residual value	N/A
Fleet Flexibility	As per Scottish Procurement SP-16 -13

**12. Supplier Sensitive Information (Schedule 7)**

Sensitive Information (20)	N/A
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**13. Approved Sub-contractors**

Sub-contractors	CEVA is the only third party
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**SECTION C – TO BE COMPLETED BY BOTH PURCHASER AND SUPPLIER**

**IN WITNESS WHEREOF** these presents typewritten on this and the 6 preceding pages are executed as follows:

**SIGNED** for and on behalf of SASA

At.....

On.....

Signature.. [REDACTED] .....

Full name [REDACTED] .....

Position **Head of IT at SASA** .....

Address..... **Roddinglaw Road, Edinburgh, EH12 9FJ**

**SIGNED** for and on behalf of Canon

At.....

On.....

Signature..... [REDACTED] .....

Full name [REDACTED] .....

Position..... **Account Manager** .....



# PURCHASE ORDER: SG906386

\* Confirming Order - Do Not Duplicate \*

<b>Buyer</b> St Andrew's House Regent Road Edinburgh, Scotland EH1 3DG	<b>Order Date</b> 20 Nov 2018	<b>Invoice To</b> Scottish Government Area 1D North, Victoria Quay Email Invoices To: [REDACTED] EDINBURGH, EH6 6QQ
<b>Supplier</b> New Ricoh UK Ltd 800 Pavillion Drive Northampton Business Park Northampton, NN4 7YL	<b>Order Contact</b> Name: [REDACTED] Phone: [REDACTED]	<b>Delivery</b> [REDACTED] Roddinglaw Road Edinburgh, EH12 9FJ

### Delivery Information

<b>Order Type:</b>	Direct Ship
<b>Carrier:</b>	Not Selected -Not Selected
<b>FOB - Delivery Terms:</b>	Not Selected -Not Selected

### Payment Information

<b>Customer Number:</b>	New Ricoh UK Ltd
<b>Payment Terms:</b>	Net 30

### Additional Order Information

<b>SG VAT Number:</b>	GB 888 8425 51
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**Comments** Order Comment: Delivery contact [REDACTED]

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended Amt
								Est VAT	
1	Non-Catalogue	1 MP C4504exSP 3yr lease		Each		12	[REDACTED]	ST 20	[REDACTED]
	MP C4504exSP- DIGITAL COPIER (Print Charges A4 Mono per product £0.0023; A4 Colour per product £0.0252). Procurement Scotland Framework Reference SP-16-013. Invoiced quarterly:12 x [REDACTED].								[REDACTED]
2	Non-Catalogue	2 Paper Feed Unit		Each		12	[REDACTED]	ST 20	[REDACTED]
	Paper Feed Unit - type PB3240 - 2 x 550. Invoiced quarterly:12 x [REDACTED]								[REDACTED]
3	Non-Catalogue	4 Equitrac		Each		12	[REDACTED]	ST 20	[REDACTED]
	EO5/EE5: Embedded Device 3Y, NUKEQASM – EO5/EE5: 3 Year Support, 964448 - USB Card Reader (Mifare), Software Installation & Configuration – Per Hour, Equitrac Office Suite Core Software, VAT CONFIG+INSTALL SERV, Equitrac support services. 12 x [REDACTED]								[REDACTED]

<b>Total Extended Amount:</b>	[REDACTED]
<b>Total Estimated VAT:</b>	[REDACTED]
<b>Estimated Gross Amount:</b>	[REDACTED]

### VAT Types

Key	Description	Estimated VAT
ST 20	ST 20	[REDACTED]

**Please take time to read the following:**

The Terms & Conditions that apply, and form part of this Purchase Order (PO), are found at <http://www.gov.scot/proc-terms>

**Getting paid where a PO is used**

When placing a PO for goods, services or works with a supplier the Scottish Government (SG) and its partner organisations must issue a uniquely numbered PO.

Suppliers should not accept any order without a PO number.

This will comply with the SG's rules around placing POs and better ensure that suppliers are paid promptly in line with the SG's commitment to pay its suppliers within 10 working days.

This number must also be quoted on the supplier's paperwork, delivery notes, invoices and sent to the address quoted on the PO.



<b>Buyer</b> St Andrew's House Regent Road Edinburgh, Scotland EH1 3DG	<b>Order Date</b> 30 Sep 2020	<b>Invoice To</b> Scottish Government Area 1D North, Victoria Quay Email Invoices To: [REDACTED] EDINBURGH, EH6 6QQ
<b>Supplier</b> New Ricoh UK Ltd 800 Pavillion Drive Northampton Business Park Northampton, NN4 7YL	<b>Order Contact</b> Name: [REDACTED] Phone: [REDACTED]	<b>Delivery</b> [REDACTED] The Scottish Government, Horticulture and Marketing Unit Administration Block, Fruit Market Blochairn Road GLASGOW, G21 2UW

**Delivery Information**

<b>Order Type:</b>	Direct Ship
<b>Carrier:</b>	Not Selected -Not Selected
<b>FOB - Delivery Terms:</b>	Not Selected -Not Selected

**Payment Information**

<b>Customer Number:</b>	New Ricoh UK Ltd
<b>Payment Terms:</b>	Net 30

**Additional Order Information**

<b>SG VAT Number:</b>	GB 888 8425 51
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**Comments** Order Comment: Delivery contact - [REDACTED] second contact - [REDACTED]

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended Amt
Description									Est VAT
1	Non-Catalogue	418314		Each		20	[REDACTED]	ST 20	[REDACTED]
IM C4500 45ppm A3 Colour Digital MFP. Contract Ref Procurement Scotland Framework SP-16-013. Copy, Print Scan. Copy Costs A4 Mono [REDACTED], A4 Colour [REDACTED]									[REDACTED]
2	Non-Catalogue	418349		Each		20	[REDACTED]	ST 20	[REDACTED]
Paper Feed Unit - type PB3280: 2x 550 sheet paper tray with 60 - 300gsm paper. Cannot be fitted with PB3270, PB3290 or low cabinet 54									[REDACTED]
3	Non-Catalogue	unknown		Each		20	[REDACTED]	ST 20	[REDACTED]
EO5/EE5: Embedded Device 3Y, NUKEQASM – EO5/EE5: 3 Year Support, 964448 - USB Card Reader (Mifare), Software Installation Configuration – Per Hour, Equitrac Office Suite Core Software, VAT CONFIG+INSTALL SERV, Equitrac support services									[REDACTED]
4	Non-Catalogue	418410		Each		20	[REDACTED]	ST 20	[REDACTED]
VM Card Type 37 for 3rd party solution integration.									[REDACTED]
5	Non-Catalogue	418397		Each		20	[REDACTED]	ST 20	[REDACTED]
Memory Unit Type 37 YOU MUST ORDER WITH ANY DEVICE RUNNING EMBEDDED SOLUTIONS.									[REDACTED]

<b>Total Extended Amount:</b>	[REDACTED]
<b>Total Estimated VAT:</b>	[REDACTED]
<b>Estimated Gross Amount:</b>	[REDACTED]

**VAT Types**

Key	Description	Estimated VAT
ST 20	ST 20	[REDACTED]

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