

Framework Schedule 6b Order Form Template

Operating Lease Only

(Leasing and/or Service Requirements under Lots 1 and 2)

Order Form

CALL-OFF REFERENCE:	CCSRM6174_Lot2_Opp39689 20.08.2025
THE BUYER:	Newark & Sherwood District Council
BUYER ADDRESS	Castle House, Great North Rd, Newark NG24 1BY
THE SUPPLIER:	Canon (UK) Limited
SUPPLIER ADDRESS:	4 Roundwood Avenue, Stockley Park, Uxbridge, England, UB11 1AF
REGISTRATION NUMBER:	1264300
DUNS NUMBER:	217343912
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20.08.2025..

It's issued under the Framework Contract with the reference number RM6174 for the provision of Multifunctional Devices (MFDs), Print and Digital Workflow Software Services and Managed Print Service Provision.

CALL-OFF LOT(S):

<i>Lot Number</i>	<i>Lot Name</i>	<i>Relevant (Yes/No)</i>
1	<i>Multifunctional Print Devices (MFDs) and Basic Print Management Software</i>	No
2	<i>Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services</i>	Yes

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) **RM6174**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 5. CCS Core Terms (version 3.0.11)
 6. Joint Schedule 5 (Corporate Social Responsibility)
 7. Call-Off Schedule 4 (Call-Off Tender) - Not required, this is a Direct Award

Buyers please note: 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.

- Joint Schedules for **RM6174**

Joint Schedule 1	(Definitions)	
Joint Schedule 2	(Variation Form)	
Joint Schedule 3	(Insurance Requirements)	
Joint Schedule 4	(Commercially Sensitive Information)	1 – Pricing contained in Call Off Schedule 5 2 – Specification contained in Call Off Schedule 20
Joint Schedule 10	(Rectification Plan)	
Joint Schedule 11	(Processing Data)	

- Call-Off Schedules for **RM6174**

Call-Off Schedule 1	(Transparency Reports)	
Call-Off Schedule 2	(Staff Transfer)	Not Used
Call-Off Schedule 5	(Pricing Details)	Please see Appendix 1 – Client Agreement
Call-Off Schedule 6	(ICT Services)	
Call-Off Schedule 9	(Security)	Short form (Part A of Schedule 9 Security)
Call-Off Schedule 10	(Exit Management)	
Call-Off Schedule 11	(Installation Works)	
Call-Off Schedule 20	(Call-Off Specification)	Please see Appendix 1 – Client Agreement
Call-Off Schedule 24	(Operating Lease)	This can be requested from CCS, if required.

CALL-OFF SPECIAL TERMS –

None

SECTION B

1. Call-Off Contract Period

CALL-OFF START DATE: (The initial contract period excluding extension options)	01/09 for an initial term of 5 years
CALL-OFF EXTENSION PERIOD OPTIONS: (State the options to extend)	N/A
CALL-OFF EXPIRY DATE:	09/2030
MINIMUM WRITTEN NOTICE TO SUPPLIER IN RESPECT OF EXTENSION:	3 Months

2. Contract Performance

STANDARDS AND QUALITY

Cyber Essentials Basic, ISO 27001, ISO 9001, BS 7858 (Code of Practice), ISO29412 (Statement of Applicability) and ISO15408

SERVICE CREDITS - Not applicable

3. Liability and Insurance

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£2121.36**

ADDITIONAL INSURANCES - Not applicable

4. Buyer Information

BUYER'S INVOICE ADDRESS

**Diane Kirk
Business Manager
Administration Services
diane.kirk@newark-sherwooddc.gov.uk
Castle House
Great North Road
Newark NG24 1BY**

BUYER'S AUTHORISED REPRESENTATIVE

Ms Diane Kirk
Business Manager
Administration Services
diane.kirk@newark-sherwooddc.gov.uk
Castle House
Great North Road
Newark NG24 1BY

PAYMENT METHOD - DD

5. Supplier Information

SUPPLIER'S AUTHORISED REPRESENTATIVE

Rob Wilson
Director, Managing Directors Office
robert.wilson@cuk.canon.co.uk
4 Roundwood Avenue, Stockley Park, Uxbridge, England, UB11 1AF

SUPPLIER'S CONTRACT MANAGER

Rob Fisher
Account Director
Robert.fisher@cuk.canon.co.uk
4 Roundwood Avenue, Stockley Park, Uxbridge, England, UB11 1AF

SUPPLIER REQUIREMENTS

Supplier's inspection of Sites, Customer Property and Customer Assets:

Acceptance will be deemed to have been given on completion of delivery, installation and green button tests having been completed.

FAILURE OF SUPPLIER EQUIPMENT - Not applied

6. Other Call-Off Requirements

TERMINATION WITHOUT CAUSE NOTICE PERIOD as per Clause 10.2.2 of the Core Terms

UNDISPUTED SUMS LIMIT as per Clause 10.5 of the Core Terms

TRAINING - Not applicable

SOCIAL VALUE COMMITMENT - Not applicable
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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	<u>Diane Kirk</u> <small>Diane Kirk (Aug 20, 2025 15:23:57 GMT+1)</small>
Name:	Robert Wilson	Name:	Diane Kirk
Role:	Director - Managing Director's Office	Role:	Business Manager Administrative Services
Date:	20-Aug-2025	Date:	20-Aug-2025

Client Agreement

Between

Canon (UK) Ltd

and

Newark and Sherwood District Council

Account Manager:

Sharon Rabbitte

Office:

Canon (UK) Ltd
4 Roundwood Avenue, Stockley Park
Uxbridge
UB11 1AF

Telephone:

+ 44 (0)1895 648000

Email:

sharon.rabbitte@cuk.canon.co.uk

Canon (UK) Limited: Registered in England and Wales (Reg. No. 1264300) Registered Office: 4 Roundwood Avenue, Stockley Park, Uxbridge UB11 1AF

Canon Bank Details: Deutsche Bank AG, London
Account Name: Canon (UK) Ltd
Account No: 11950502
Sort Code: 23-10-48

Canon (UK) Limited: Registered in England and Wales (Reg. No. 1264300) Registered Office: 4 Roundwood Avenue, Stockley Park, Uxbridge UB11 1AF

Canon Bank Details: Deutsche Bank AG, London
Account Name: Canon (UK) Ltd
Account No: 11950502
Sort Code: 23-10-48

Sale with Service

Contracting Parties

Client Agreement Date : 20/08/2025

Seller

Canon (UK) Ltd

4 Roundwood Avenue, Stockley Park
Uxbridge
UB11 1AF

VAT Number: GB 523 7971 28

Buyer(Customer)

Newark and Sherwood District Council

GREAT NORTH ROAD
Newark
NG24 1BY

Customer Contact: .

Canon Company (Service)

Canon (UK) Ltd

4 Roundwood Avenue, Stockley Park
Uxbridge
UB11 1AF

VAT Number: GB 523 7971 28

Customer Invoice Address

Newark and Sherwood District Council

GREAT NORTH ROAD
Newark
NG24 1BY

Customer References

Customer Purchase Order ref: .

Customer Number: 3054464

Opportunity Version Number 00039689-3

Opportunity Description: Version 3

Any changes to PO numbers must be notified in writing to Canon (UK) Ltd, 4 Roundwood Avenue, Stockley Park, Uxbridge UB11 1AF or by email to contractquery@cuk.canon.co.uk .If a change notice is not received, we will use the existing PO number on our invoices.

Contract Summary

Minimum Term: 60 Months

Invoice Frequency - Fixed Amount: Quarterly

Invoice Frequency - Variable Amount: Quarterly

Interim Period Billing: Yes

Fixed Service paid in Advance: Yes

Where third party lease applies, the Equipment will be sold by Us to the third-party leasing company who will then lease to You. We will deliver to You all third party leased Equipment. Please refer to the third-party leasing company for the lease payment details .

Where Internal Lease applies please refer to the Internal Lease details which are shown in the Client Agreement.

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Canon Bank Details: Deutsche Bank AG, London
Account Name: Canon (UK) Ltd
Account No: 11950502
Sort Code: 23-10-48

Type	Quantity	Description	Per Device (£)
New Installation	1	DR-G2140 MODEL	4,677.27
		DOCUMENT SCANNER DR-G2140	4,677.27
		Professional Services (per item):	0.00
	1	IMPLICIT ACCEPTANCE (INTERNAL USE) (559ZZ190)	0.00
Charges		Total: (£)	4,677.27
		Service Entitlement - Pack	0.00
		STANDARD ENTITLEMENT PACK	
		Service Entitlement - Inclusive	0.00
		PARTS INCLUDED	
		LABOUR INCLUDED	
		Service Entitlement - Standalone	0.00
		NBD RESPONSE TIME HARDWARE ONSITE (MAX)	
		HW COVERAGE HOURS 8 X 5	
		STANDARD ENTITLEMENT PACK CHARGE	
		Fixed Service Charges	195.90
		DOCUMENT SCANNER DR-G2140	195.90
Total Service Amount per Unit (£)			65.30
Total Period Service Amount (£)			195.90

Type	Quantity	Description	Per Device (£)
New Installation	1	DR-G2140 MODEL	5,929.54
		DOCUMENT SCANNER DR-G2140	4,677.27
		Accessories (per item):	1,172.27
	1	FLATBED SCANNER UNIT 202 (5031C003)	1,172.27
		Professional Services (per item):	0.00
	1	IMPLICIT ACCEPTANCE (INTERNAL USE) (559ZZ190)	0.00
		Other Services:	80.00
	1	FREIGHT & DELIVERY - DIMS (060ZZ451)	80.00
Charges		Total: (£)	5,929.54
		Service Entitlement - Pack	0.00
		STANDARD ENTITLEMENT PACK	
		Service Entitlement - Inclusive	0.00
		PARTS INCLUDED	
		LABOUR INCLUDED	
		Service Entitlement - Standalone	0.00
		NBD RESPONSE TIME HARDWARE ONSITE (MAX)	
		HW COVERAGE HOURS 8 X 5	
		STANDARD ENTITLEMENT PACK CHARGE	
		Fixed Service Charges	195.90
		DOCUMENT SCANNER DR-G2140	195.90

Canon (UK) Limited: Registered in England and Wales (Reg. No. 1264300) Registered Office: 4 Roundwood Avenue, Stockley Park, Uxbridge UB11 1AF

Canon Bank Details: Deutsche Bank AG, London
Account Name: Canon (UK) Ltd
Account No: 11950502
Sort Code: 23-10-48

Total Service Amount per Unit (£)	65.30
Total Period Service Amount (£)	195.90

Order Summary (Excludes Software support and Service charges)

Description	Total Price (£)
Equipment	£10,606.81
Software	£0.00
Third Party Products	£0.00
Professional Services (per item)	£0.00
Settlement	£0.00
Grand Total*	£10,606.81

* All prices are exclusive of VAT

Delivery and Installation Details (Appendix)

New Placements		
Delivery Address	Model Description	Quantity
GREAT NORTH ROAD, NG24 1BY, Newark	DR-G2140 MODEL	2

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Sort Code: 23-10-48

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Canon Bank Details: Deutsche Bank AG, London
Account Name: Canon (UK) Ltd
Account No: 11950502
Sort Code: 23-10-48

Client Agreement Summary and Authorisation

Additional Contractual Details

CCS RM6174 Lot 2 CCS RM6174 Lot 2- Operating Lease (Stat code RM61742OP)
call off reference CCSRM6174_Lot2_Opp39689 20.08.2025

CANON TERMS AND CONDITIONS

This Client Agreement is subject to and incorporates Canon's Terms and Conditions – Link below. You confirm that You have read and accept the terms and conditions set out above in the "Additional Contractual Details" and this Client Agreement, in addition to (or varying) Canons Terms and Conditions. You agree that the details set out in the Client Agreement and in any documents referred to in it are correct.

Link: www.canon.co.uk/standardtc-v12

Please sign below only if:

1. You wish Canon (UK) Limited ("We, Our, Us") to supply the Products and their supply is subject to Our Terms and Conditions.
2. You agree that the details set out in this Client Agreement and in any documents referred to in it are correct.
3. You acknowledge that where applicable, any contract for the supply of Products on a third-party lease is solely between You and the relevant third-party leasing company.

FRAMEWORK / MASTER TERMS AND CONDITIONS

This Client Agreement is subject to and incorporates the respective Framework / Master Terms and Conditions set out in the "Additional Contractual Details" section above ("Framework / Master Terms and Conditions").

You confirm that You have read and accept the terms and conditions set out above in the "Additional Contractual Details" and this Client Agreement, in addition to (or varying) the Framework / Master Terms and Conditions.

You agree that the details set out in the Client Agreement and in any documents referred to in it are correct.

Please sign below only if:

1. You wish Canon (UK) Limited ("We, Our, Us") to supply the Products and their supply is subject to the Framework / Master Terms and Conditions.
 2. You agree that the details set out in this Client Agreement and in any documents referred to in it are correct.
 3. You acknowledge that where applicable, any contract for the supply of Products on a third-party lease is solely between You and the relevant third-party leasing company.
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Newark and Sherwood District Council
GREAT NORTH ROAD
Newark
NG24 1BY

Authorised Signatory for and on behalf of the Customer

20-Aug-2025

Date: _____

Diane Kirk

Full Name _____

Canon (UK) Ltd
4 Roundwood Avenue, Stockley Park
Uxbridge
UB11 1AF

Authorised Signatory for and on behalf of Canon (UK) Ltd

20-Aug-2025

Date: _____

Robert Wilson

Full Name _____

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Canon Bank Details: Deutsche Bank AG, London
Account Name: Canon (UK) Ltd
Account No: 11950502
Sort Code: 23-10-48

Business Manager Administrative Services

Business Title _____

Diane Kirk

Diane Kirk (Aug 20, 2025 15:23:57 GMT+1)

Signature(s)

Signature: Diane Kirk

Diane Kirk (Aug 20, 2025 15:23:57 GMT+1)

Email: diane.kirk@newark-sherwooddc.gov.uk

Title: Business Manager Administrative Services

Company: Newark & Sherwood District Council

Signature: 

Email: robert.wilson@cuk.canon.co.uk

Title: Director - Managing Director's Office

Company: Canon (UK) Limited

Director - Managing Director's Office

Business Title _____



Signature(s)

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