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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NOTIFICATION TO ACTIVATE GOODS AND SERVICES FORM (NAGSF)**This is a notice for the purposes of Clause 26 of the Agreement for the provision of Personal and Notebook Computers and associated services made between the **Minister for Education and Skills** and **\_\_\_Capita\_\_\_\_**(“the Contractor”) dated [25-3-2020] (the “Agreement”)**.** The *[ Add school or ETB name here ]* is a Framework Client as set out at clause 26A of the Agreement and in accordance with clause 26 **HEREBY NOTIFIES** the Contractor that the Framework Client wishes to activate the purchase of Goods and associated services and shall issue a purchase order form to the Contractor on each occasion that it has a requirement for Goods and associated services. The purchase order will contain (at a minimum) the following detail:

|  |
| --- |
| * Client Name
 |
| * Client Address (including Eircode):
 |
| * Client Contact name:
 |
| * Client Telephone number:
 |
| * Client E-mail address:
 |
| * Purchase Order Number
 |
| * Delivery Address
 |
| * Delivery Date and Time
 |
| * Date of Order
 |
| * Item part No.
 |
| * Item Description
 |
| * Quantity
 |
| * Net Item cost in Euro
 |
| * Vat Rate Percentage
 |
| * Gross Item Cost in Euro
 |

The Contractor and the Framework Client hereby acknowledge, agree and confirm that the terms and conditions of the Agreement and the Confidentiality Agreement are hereby adopted to govern the provision of the Goods and Services by the Contractor to the Framework Client as if references to “the Client” in the Agreement and the Confidentiality Agreement were references to the Framework Client.Pursuant to clause 6.2 of the Confidentiality Agreement the Contractor is required to provide evidence of having the appropriate clearance to operate within environments where they will be providing services to, or around, vulnerable members of society (e.g. children, people with disabilities, older people). **DATA PROTECTION:***To minimise personal data, no personal data (ie including contact data) should be used in the order process. Instead school contact data should be used. (Ie use school email address and phone number, etc.)* **Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signed for and on behalf of the Framework Client (ie School /ETB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signed for and on behalf of the Contractor (Capita): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**(When completed email the form to** **Morgan.finucane@capita.com** **and to** **TSireland@capita.com****)**