

TASK ORDER

CLIENT OR AUTHORITY:	DEFRA
CONTRACT:	WSP
TASK ORDER:	DEFRA Workplace Guide C5338
DATE:	Full Name: [REDACTED]

Job Title/Role: SEO

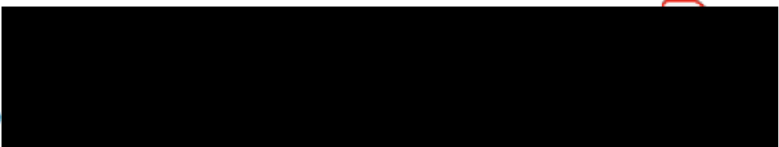
Unless otherwise stated, capitalised terms used in this Task Order shall have the meaning given to such terms in the contract as identified above (the "Contract"). Any attachments referenced in this Task Order form part of the Task Order. The Parties acknowledge and agree that this Task Order is issued pursuant to, forms part of and shall be subject to the terms and conditions of the Contract.

SECTION 1 – KEY INFORMATION

Task Order number (ATAMIS PROJECT NUMBER):	P-30578 /C5338
Form of Contract – e.g. NEC4 PSC / PSSC	NEC4 PSC
Consultant's representative:	[REDACTED]
Client or CA's representative:	[REDACTED]
BIM Coordinator:	NA
NEC Supervisor	NA
The Consultant [is] OR [is not] the 'principal designer' under the CDM regulations.	NA

SECTION 2 – SCOPE

Task-specific Scope:	The requirement is for a review of the existing DEFRA Workplace Design Guide. Once reviewed the document will be completed and the output will be an updated version of the Defra Workplace Design Guide that incorporates elements from various documents, holds up to date designs and is editable by Defra group Property going forward.
Project Site(s):	NA
Expected Project Outputs – 'Standard' or 'Light'	Standard

Project Status - e.g. 'New', 'Novated', RIBA stages complete to date – <i>i.e. does the project require a handover / validation period</i>	New project
Security requirements:	
Task Activity Schedule (Ref:) attached:	 D


SECTION 3 – START DATE, COMPLETION DATE & MILESTONES

Task Start Date:	7 th December 2022
Task Completion Date:	31 st March 2023
Key dates – N/A, or 'As set out in the Task Schedule'	As set out in the attached Activity Schedule.

SECTION 4 – PAYMENT

Basis of payment:	Fixed price in accordance with Task Activity Schedule
Total of the Prices for the Task: £[●] (excluding VAT)	£48'610.80
Agreed Time Charge rates:	As set out in the Task Schedule

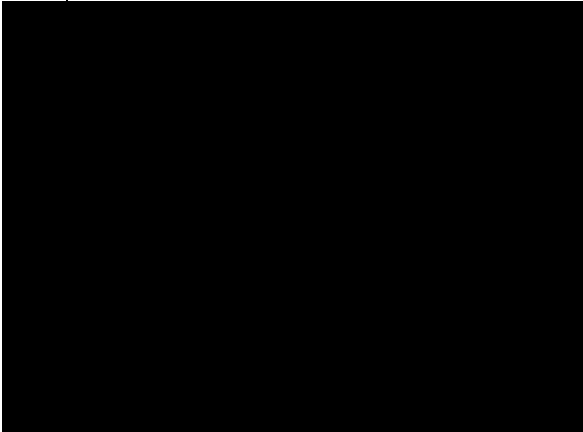
SECTION 5 – OTHER

Key Persons:	
KPIs – N/A, or 'As set out in the Task Schedule'	As set out in the Task Schedule
Additional information:	

SECTION 6 – TASK ORDER ACCEPTANCE

This Task Order is accepted by the *Client* acting by its authorised representative and the *Consultant*

acting by its authorised representative by means of electronic signature on the Authority eTendering system



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