



Home Office

Bid Pack

Order Form and Call-Off Schedules

Home Office - CCZI21A18 Provision of Alternative
Temporary Accommodation UASC - Security Services

Direct Award under Lot 1c of Facilities Management
Marketplace RM3830

ORDER FORM TEMPLATE AND CALL-OFF SCHEDULES

Part A - Order Form

Contract Number: CCZI21A18

From the ("Buyer "): Home Office

Buyer Address: REDACTED FOIA Section 40, Personal Information

To the ("SUPPLIER"): Name: Mitie FM Limited

Registered Address:

REDACTED FOIA Section 40, Personal Information

Registered Number: 03253304

DUNS Number: 525682399

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. Completion and execution of a Call-Off Contract may be achieved using an equivalent document or electronic purchase order system. The text below should be copied into any electronic order forms.

APPLICABLE FRAMEWORK CONTRACT:

This Order Form is issued in accordance with and subject to the provisions of the Framework Contract with the reference number RM3830 and dated 10/07/2018 for the provision of facilities management services.

CALL-OFF LOT

This Call-Off Contract is in relation to the following Lot:

Lot	Supplier accreditations required for the Lot
1C	ISO 9001, Cyber Essentials Plus

CALL-OFF INCORPORATED TERMS

The following documents shall be incorporated into this Call-Off Contract. If they conflict, the following order of precedence shall apply:

1. This Order Form
2. Schedule 1 (Definitions)
3. Joint Schedule 11 (Processing Data)
4. Call Off Schedule 4 (Facilities Management)
5. The following Schedules (*each taking equal precedence*):
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Distress)
 - Joint Schedule 10 (Rectification Plan)
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 4A (Billable Works and Projects)
 - Call-Off Schedule 5 (Call-Off Pricing)
 - Call-Off Schedule 7 (Key Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 11 (Processing Data)
6. The CCS Core Terms (v3.0.2)
7. Joint Schedule 5 (Corporate Social Responsibility).

No other terms whether written on the back of, appended to this Order Form, or presented at the time of delivery shall form part of the Call-Off Contract.

CALL-OFF SPECIAL TERMS:

REDACTED FOIA Section 43, Commercial Interests

Direct Award Order Form and Call-Off Schedules

Home Office - CCZ121A18

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TUPE OPTION:

NOT USED

KEY DATES:

EFFECTIVE DATE & DATE THE CONTRACT PERIOD / TERM COMMENCES: 20/07/2021

MOBILISATION PERIOD: Not applicable

START DATE / DATE THE CALL-OFF INITIAL PERIOD COMMENCES: 20/07/2021

DATE CALL-OFF INITIAL PERIOD ENDS: 20/09/2021

CALL-OFF INITIAL PERIOD: 2 months

CALL-OFF OPTIONAL EXTENSION PERIOD 1: 1 month

CALL-OFF OPTIONAL EXTENSION PERIOD 2: 1 month

MAXIMUM CALL-OFF TERM: 4 months

CALL-OFF DELIVERABLES:

The Deliverables per building, building locations, and Deliverables volume requirements are detailed within Attachment 2- Specification and shall be provided under this Call-Off Contract.

CALL-OFF CHARGES:

The Charges have been calculated in accordance with the direct award requirements.

The Charges shall not be impacted by any change to the Framework Prices and can only be changed by agreement in writing between the Buyer and the Supplier as a result of:

- (i) indexation;
- (ii) Specific Change in Law;
- (iii) Variation

MAXIMUM LIABILITY

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

ESTIMATED YEAR ONE CONTRACT CHARGES

REDACTED FOIA Section 43, Commercial Interests

INDEXATION

Not Applicable

PASS THROUGH COSTS

To be confirmed during the Contract Period by agreement between the Parties

MORE FAVOURABLE COMMERCIAL TERMS

Not Applicable

VARIATION THRESHOLD

Not Applicable

BILLABLE WORKS

The estimated total value range for Billable Works shall be as set out below:

Tier	Estimated total value range
Tier One Billable Works	£1001 - £5000
Tier Two Billable Works	£5001 - £10,000
Tier Three Billable Works	£10,001 - £25,000
Tier Four Billable Works	Above £25,000

The value of Billable Works not requiring approval is £0.

Business Critical Events are to be determined during the Mobilisation period.

Disaster Period: 2 hours

METHOD OF PAYMENT

REDACTED FOIA Section 43, Commercial Interests

BUYER INVOICING ADDRESS:

REDACTED FOIA Section 40, Personal Information

BUYER AUTHORISED REPRESENTATIVE:

REDACTED FOIA Section 40, Personal Information

BUYER NOTICES:

REDACTED FOIA Section 40, Personal Information

BUYER SECURITY POLICY:

REDACTED FOIA Section 43, Commercial Interests

PROGRESS REPORT FREQUENCY:

Every 2 weeks

PROGRESS MEETING FREQUENCY:

Every 2 weeks

KEY ROLES/STAFF:

To be provided by Supplier during the Mobilisation period.

COMMERCIALLY SENSITIVE INFORMATION:

REDACTED FOIA Section 43, Commercial Interests

SERVICE PERIOD:

Direct Award Order Form and Call-Off Schedules

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Not Applicable

RISK REGISTER:

Not Applicable

SMALL AND MEDIUM SIZED ENTERPRISES

Not Applicable

RELEVANT CONVICTIONS:

Not Applicable

SOCIAL VALUE COMMITMENT

Not Applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED FOIA Section 40, Personal Information	Signature:	REDACTED FOIA Section 40, Personal Information
Name:	REDACTED FOIA Section 40, Personal Information	Name:	REDACTED FOIA Section 40, Personal Information
Role:	REDACTED FOIA Section 40, Personal Information	Role:	REDACTED FOIA Section 40, Personal Information
Date:	20 July 2021	Date:	21 July 2021

Signed Underhand.

Part B - Core Terms, Joint Schedules and Call-Off Schedules

Please refer to zip file 'Contract Schedules