



Crown
Commercial
Service

RM6168: Estate Management Services Order Form Template

Guidance:

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract from as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only.

You can complete and execute a Call-Off Contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

You must complete Part 1 of the Order Form Template to provide the information needed to populate a Call-Off Contract. Part 2 of the Order Form Template incorporates documents into the Call-Off Contract to create a complete set of terms. Part 2 also makes choices for some elections which are required to create a complete set of terms in a way that CCS expects to be most appropriate for Call-Off Contracts created using this Order Form.

If you want to add or amend any aspect of any of the terms or elections incorporated into the Call-Off Contract by Part 2 of this Order Form, you must use the box below marked "Call-Off Special Terms". Call-Off Special Terms rank ahead of the incorporated terms and elections.

You must complete Annex 1 - Processing Personal Data as part of completing the Order Form.

Order Form Template

This Order Form is for direct awards for the provision of the Deliverables which form part Framework Contract RM6168: Estate Management Services as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only.

Part 1: Buyer and Supplier to complete

Buyer Name	Defence Infrastructure Organisation, Ministry of Defence
Buyer Contact	Philip Stocks - Senior Manager Annington Interface Unit, DIO Accommodation
Buyer Address	Defence Infrastructure Organisation Accommodation Room W025 Swales Pavilion RAF Wyton PE28 2EA
Invoice Address (if different)	
Buyer's Authorised Representative	Philip Stocks

Estate Management Services Template (Short Form)

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Buyer's Data Protection Officer	N/A
Buyer's Environmental Policy	N/A
Buyer's Security Policy	DEFCON 658
Security Representative of the Buyer	

Supplier Name	Sanderson Weatherall
Supplier Contact	
Supplier Address	
Registration Number:	
DUNS Number	
SID4GOV ID	
Payment Method	
Supplier's Authorised Representative	
Supplier's Contract Manager	
Supplier's Data Protection Officer	
Security Representative of the Supplier	
Commercially Sensitive Information	

Framework Ref	RM6168
Call-Off Lot	Lot 1
Estate Management Services	Total Estate Management
Call-Off (Order) Ref	EMS-12443-2021
Call-Off (Order) Date	19th October 2021
Call-Off Charges	(including any applicable discount(s), but excluding VAT): Framework Schedule 3 (Framework Prices)
Call-Off Start Date	19th October 2021

Call-Off Expiry Date	19th October 2022
Extension Period	12 months
Maximum Liability	<p>The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.</p> <p>The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £92,625 exc VAT</p>
Progress Report Frequency	Monthly
Progress Meeting Frequency	Monthly

CALL-OFF INCORPORATED TERMS

The documents listed in Part 2 of the Order Form under the heading “Call-Off Incorporated Terms” are incorporated into this Call-Off Contract and the order of precedence listed. Where numbers are missing those schedules are not incorporated into the Call-Off Contract.

No other Supplier terms are part of the Call-Off Contract. This includes any terms that have either been written on the back of, or added to, this Order Form, or presented to the Buyer at the time of Delivery.

DELIVERABLES

The requirement

Detailed within the Statement of Requirement at SOR

PERFORMANCE OF THE DELIVERABLES

Key Staff
Key Subcontractors

CALL-OFF SPECIAL TERMS

Call-Off Special Term 1
Call-Off Schedule 17 (MOD Terms) applies

Call-Off Special Term 2

Call-Off Special Term 3

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	Michelle Nelson
Name:		Name:	
Role:		Role:	Commercial Officer
Date:		Date:	19th October 2021

Part 2 – Other Applicable Terms

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.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6168**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

Joint Schedules for **RM6168**

- Joint Schedules for **RM6168**
- 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 Difficulties)
- Joint Schedule 8 (Guarantee)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)

Call-Off Schedules for **RM6168**

- Order Form- Template-Short-Form
- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 4 (Call Off tender (V3.1))
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 16 (Benchmarking)
- Call-Off Schedule 17 (MOD Terms)

5. CCS Core Terms (version 3.0.10)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**

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.

Framework Ref: RM6168 Estate Management Services

REIMBURSABLE EXPENSES

None

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable