

Framework Schedule 6 Order Form Template and Call-Off Schedules

Order Form

Call-Off Reference	TIS0545
The Buyer	The Insolvency Service
Buyer Address	16th Floor, 1 Westfield Avenue, Stratford, London, E20 1HZ
The Supplier	Sodexo Limited
Supplier Address	One, Southampton Row, London, WC1B 5HA
Registration Number	00842846
DUNS Number	210354460
SID4GOV ID:	N/A

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

2 February 2023

It is issued under the Framework Contract with the reference number RM6168 for the provision of Estate Management services.

Call-Off Lot(s):

Lot 1 Total Estate Management

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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 for **RM6168**
3. The following Schedules in equal order of precedence:
 - **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 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
 - Call-Off Schedule 3 Continuous Improvement
 - Call-Off Schedule 4 Call Off tender V3.1
 - Call-Off Schedule 5 Pricing Details
 - Call-Off Schedule 7 Key Supplier Staff
 - Call-Off Schedule 8 Business Continuity and Disaster Recovery]
 - Call-Off Schedule 9 Security
 - Call-Off Schedule 10 Exit Management
 - Call-Off Schedule 13 Implementation Plan and Testing
 - Call-Off Schedule 14 Service Levels
 - Call-Off Schedule 15 Call-Off Contract Management
 - Call-Off Schedule 20 Call-Off Specification
4. CCS Core Terms version 3.0.10
5. Joint Schedule 5 Corporate Social Responsibility for **RM6168**
6. Call-Off Schedule 4 Call-Off Tender as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer as decided by the Buyer take precedence over the documents above.

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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.

Call-Off Special Terms

The following Special Terms are incorporated into this Call-Off Contract:

None

Call-Off Start Date: 2/2/2023

Call-Off Expiry Date: 2/2/2026

Call-Off Initial Period: Three (3) Years

Call-Off Deliverable:

See details in Call-Off Schedule 20 (Call-Off Specification)

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 £150,000.

Call-Off Charges

See details in Call-Off Schedule 5 (Pricing Details)

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

Reimbursable Expenses

As set out in INSS Travel and Subsistence Policy and Guidance V1.0

Payment Method

Monthly consolidated invoice including progress against milestones, or any milestone payments as required.

Buyer's Invoice Address

Cannon House, PO Box 16652, B2 2HR
payments@insolvency.gov.uk

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Buyer’s Authorised Representative

[Redacted]
Commercial Business Partner and Commercial Lead for Estates
[Redacted]
[Redacted]

Buyer’s Environmental Policy
INSS Environmental Policy V1.0

Buyer’s Sustainability Policy
INSS Sustainability Policy V1.0

Buyer’s Security Policy
INSS Physical Security Policy V2.0
INSS Physical Security Management Plan 2022 V2.0
INSS Information Risk Policy (IG.ISMS.D.5.2) V1.8
INSS Guidance What is Personal Data V1.0

Supplier’s Authorised Representative

Name [Redacted]
Role [Redacted]
Email address [Redacted]
Address [Redacted]

Supplier’s Contract Manager

Name [Redacted]
Role [Redacted]
Email address [Redacted]
Address [Redacted]

Progress Report Frequency
On the first Working Day of each calendar month.

Progress Meeting Frequency
Monthly on the first Working Day of each month.

Key Staff

Name [Redacted]
Role [Redacted]
Email address [Redacted]
Address [Redacted]

Name [Redacted]
Role [Redacted]
Email address [Redacted]
Address [Redacted]

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Key Subcontractor(s)

Commercially Sensitive Information
Supplier’s Commercially Sensitive Information

Service Credits
Not applicable

Additional Insurances
Not applicable

Guarantee
Not applicable

Social Value Commitment
The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 Call-Off Tender.

Attestation:

For and on behalf of the Supplier:

Signature:

Name:

Role:

Date:

For and on behalf of the Buyer:

Signature:

Name:

Role:

Date: