

**I. Order Form**

<b>1. Contract Reference</b>	CPD4126093	
<b>2. Buyer</b>	Department for Levelling Up, Housing & Communities, Fry Building, 2 Marsham Street, London, SW1P 4DR. The Buyer is referred to as DLUHC throughout. In entering into this Contract, the Buyer is acting as part of the Crown and the Supplier shall be treated as contracting with the Crown as a whole.	
<b>3. Supplier</b>	Savills (UK) Limited, 33 Margaret Street, London, W1G 0JD. Registered number: 02605138.	
<b>4. The Contract</b>	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables.</p> <p>The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("<b>Conditions</b>") and Annexes.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions.</p>	
<b>5. Deliverables</b>	<b>Goods</b>	None.
	<b>Services</b>	<p>Description: as set out in Annex 2 - Specification</p> <p>The Services are:</p> <ul style="list-style-type: none"> <li>To be performed at the Supplier's premises: 33 Margaret Street, London.</li> <li>Date(s) of Delivery: 19<sup>th</sup> September to 13<sup>th</sup> October</li> </ul>
<b>6. Specification</b>	The specification of the Deliverables is as set out in Annex 2 - Specification	
<b>7. Start Date</b>	19 <sup>th</sup> September 2023	
<b>8. Expiry Date</b>	13 <sup>th</sup> October 2023	
<b>9. Extension Period</b>	Not applicable	
<b>10. Buyer Cause</b>	Any Material Breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.	
<b>11. Optional Intellectual Property Rights</b>	Not applicable	

<b>(“IPR”) Clauses</b>	
<b>12. Charges</b>	The Charges for the Deliverables shall be as set out in Annex 3 - Charges
<b>13. Payment</b>	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: Department for Levelling Up, Housing and Communities, Invoice Processing Team, <b>[REDACTED]</b></p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment please contact our Accounts Payable team by email to: <b>[REDACTED]</b></p>
<b>14. Data Protection Liability Cap</b>	In accordance with clause 12.6 of the Conditions, the Supplier’s total aggregate liability under clause 14.7.5 of the Conditions is no more than the Data Protection Liability Cap, being £500,000.
<b>15. Progress Meetings and Progress Reports</b>	<ul style="list-style-type: none"> <li>• The Supplier shall attend progress meetings with the Buyer every week.</li> <li>• The Supplier shall provide the Buyer with progress reports every 2 weeks. For the 4 weeks of the work, this shall be the interim report at the midway point, and the final report at the end.</li> </ul>
<b>16. Buyer Authorised Representative(s)</b>	<p>For general liaison your contact will continue to be <b>[REDACTED]</b></p> <p>or, in their absence,</p> <p><b>[REDACTED]</b></p>
<b>17. Supplier Authorised Representative(s)</b>	<p>For general liaison your contact will continue to be <b>[REDACTED]</b></p> <p>or, in their absence,</p> <p><b>[REDACTED]</b></p>

18. Address for notices	<b>Buyer:</b>  Department for Levelling Up, Housing and Communities  Fry Building, 2 Marsham Street, Westminster, London SW1P 4DF  Attention: [REDACTED]  Email: [REDACTED]		<b>Supplier:</b>  Savills (UK) Limited  33 Margaret Street, London W1G 0JD  Attention: [REDACTED]  Email: [REDACTED]
19. Key Staff	<b>Key Staff Role:</b>  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]	<b>Key Staff Name</b>  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]	<b>Contact Details:</b>  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]  [REDACTED]
20. Procedures and Policies	For the purposes of the Contract the Supplier will ensure that any Supplier system which holds any protectively marked Buyer Data or other government data will comply with:  BUYER'S SECURITY POLICY Available online at: <a href="https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework">https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework</a>		
21. Special Terms	N/A		
22. Incorporated Terms	The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:  (a) The cover letter from the Buyer to the Supplier dated 14 <sup>th</sup> September 2023 (b) This Order Form (c) Any Special Terms (see row 21 (Special Terms) in this Order Form) (d) Conditions (e) The following Annexes in equal order of precedence: i. Annex 1 – Processing Personal Data ii. Annex 2 - Specification iii. Annex 3 - Charges		

## The Short Form Contract

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Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer acting on behalf of the Crown
Name: <b>[REDACTED]</b>	Name: <b>[REDACTED]</b>
Date: 28/09/2023	Date: 28/09/2023
Signature: <b>[REDACTED]</b>	Signature: <b>[REDACTED]</b>