

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: APHA Motor Fleet

THE BUYER: [REDACTED], APHA

BUYER ADDRESS: Animal and Plant Health Agency, County Hall,
Spetchley Road, Worcester, Worcestershire, WR5
2NP

THE SUPPLIER: Willis Limited

SUPPLIER ADDRESS: 3 Temple Quay, Temple Back East, Bristol,
BS1 6DZ

REGISTRATION NUMBER: 181116

DUNS NUMBER: 21-032-0073

SID4GOV ID:

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1st November 2021.

It's issued under the Framework Contract with the reference number RM6020 for the provision to tender for and placement of Motor Fleet insurance.

CALL-OFF LOT(S):
RM6020 Lot 1: Insurance Brokerage and Associated Services

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) RM6020
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6020 – available from appointed supplier**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6020
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6020** – available from appointed supplier.

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:

Willis Towers Watson Terms of Business Agreement – January 2021

Notwithstanding anything contained in the Willis Limited Terms of Business Agreement to the contrary the provisions of the CCS Insurance Framework Contract RM6020 will always take precedence.

CALL-OFF START DATE: **01 November 2021**

CALL-OFF EXPIRY DATE: **31 October 2024**

CALL-OFF INITIAL PERIOD: **03 Year Long Term Agreement**

CALL-OFF DELIVERABLES

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Provision of insurance brokerage services as detailed below in relation to the classes detailed above for a period of one year commencing 1st November 2021 and ending on 31st October 2022.

RENEWAL

- Pre-renewal internal strategy meeting
- Renewal questionnaires issued
- Pre-renewal meetings as required
- Programme Design
- Prepare presentations
- Insurer meetings
- Negotiate pricing and coverage
- Tendering of insurance policies to all insurers under the insurer dynamic purchasing system framework RM 6138
- Renewal meeting as required
- Checking insurers documentation and premiums

MID-TERM

- Minutes of meeting
- Mid-term meetings (where required)
- Insurer meetings
- Policy checking and issue
- Day to day queries, alterations and administration
- Changes to legislation, market developments and the like which could affect your programme

CLAIMS HANDLING

- Direct Deal on claims
- Checking insurer issued “confirmed claims experiences”
- Production of claims experience prior to renewal

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 £3,500.00

CALL-OFF CHARGES

Willis Fee in relation to the insurance deliverables set out above is £3,500.00, which is in consideration of the services provided as detailed in the Call-Off Deliverables above and all premiums shown throughout Willis's reports will be net of the standard commissions normally allowed to Willis by insurance companies or third parties.

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However, the insurers for the policies for which we provide services for you will allow a brokerage of up to 3.5% of the total premium payable and we will retain such brokerage in full. Willis do not receive such brokerage where we earn income from Willis Towers Watson Facilities Administration Charge. Where this brokerage is allowed it will be shown in writing.

Under the CCS framework, a management fee of 0.45% is payable in respect of the Willis fee. This will be subtracted from the Willis fee.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Cash

BUYER'S INVOICE ADDRESS:

Shared Services Connect Limited

[REDACTED]

SSCL AP, Defra, PO Box 790, Newport Gwent, NP10 8FZ

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Defra Group Commercial (DGC), Department for Environment, Food and Rural Affairs, Address Area 1B, Nobel House, 17 Smith Square, London SW1P 3JR

SUPPLIER'S AUTHORISED REPRESENTATIVES

[REDACTED]

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

[REDACTED]

Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES


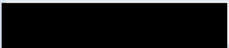
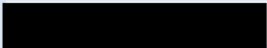


Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	9/11/21	Date:	8/11/21