

Attachment 5 Order Form

Order Form

CALL-OFF REFERENCE:	C291795 Security Guarding Services Contract Ref: C313714
THE BUYER:	Medicines and Healthcare products Regulatory Agency
BUYER ADDRESS	10 South Colonnade, Canary Wharf, London E14 4PU
THE SUPPLIER:	CIS Security Ltd
SUPPLIER ADDRESS:	CIS Holdings Ltd, 418-426 Lewisham High Street, London, SE13 6LJ
REGISTRATION NUMBER:	01555444
DUNS NUMBER:	29-432-9321

APPLICABLE FRAMEWORK CONTRACT:

This Order Form is for the provision of the Call-Off Deliverables and dated 4th November 2024

It's issued under the Framework Contract with the reference number RM6257 for the provision of Security Guarding Services.

CALL-OFF LOT(S):

Lot 2 - Guarding Services

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CALL-OFF

This Call-Off Contract is in relation to the following Lot (please select)

Lot	Tick as appropriate	Supplier accreditations required for the Lot
Lot 1 - Total Security		ISO 9001, Cyber Essentials, Security Industry Authority Approved Contractor Scheme
Lot 2 - Guarding Service	Tick	ISO 9001, Cyber Essentials, Security Industry Authority Approved Contractor Scheme
Lot 3 - Physical and Technical Services		ISO 9001, Cyber Essentials
Lot 4 – Additional Services		ISO 9001, Cyber Essentials

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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. The Order Form including the relevant Joint Schedules and Call Off Schedules, but excluding Annexes B and C of the Order Form;
2. Joint Schedule 1(Definitions and Interpretation) RM6257 framework reference number]
3. Framework Special Term
4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6257**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)

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- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

- Call-Off Schedules for **RM6257**
 - Call-Off Schedule 3 (Continuous Improvement)
 - 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 14 (Key Performance Indicators)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 26 (Buyer Remedies for Default and Step in Rights)
 - Call-Off Schedule 27 (Accessed Contracts and Construction Contracts)
 - Call-Off Schedule 29 (Redundancy Surcharge)

5. CCS PSC Core Terms (Version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility)
7. Call Off Tender Submission

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:

- 1) Current SIA Licence must be held by all Guards deployed on the MHRA Site in order to fulfil the deliverables of the contract.

EFFECTIVE DATE: Date as per contract signatures.

DATE THE CONTRACT PERIOD COMMENCES: 3rd March 2025

MOBILISATION PERIOD COMMENCEMENT: N/A

DELIVERY START DATE: 3rd March 2025

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CALL OFF OPTIONAL EXTENSION PERIOD 1 (start and end dates): 3rd March 2029
– 2nd March 2030

TOTAL MAXIMUM CONTRACT PERIOD 3rd March 2025 to 2nd March 2030

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Specification)

MAXIMUM LIABILITY

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

[REDACTED]

CALL-OFF CHARGES

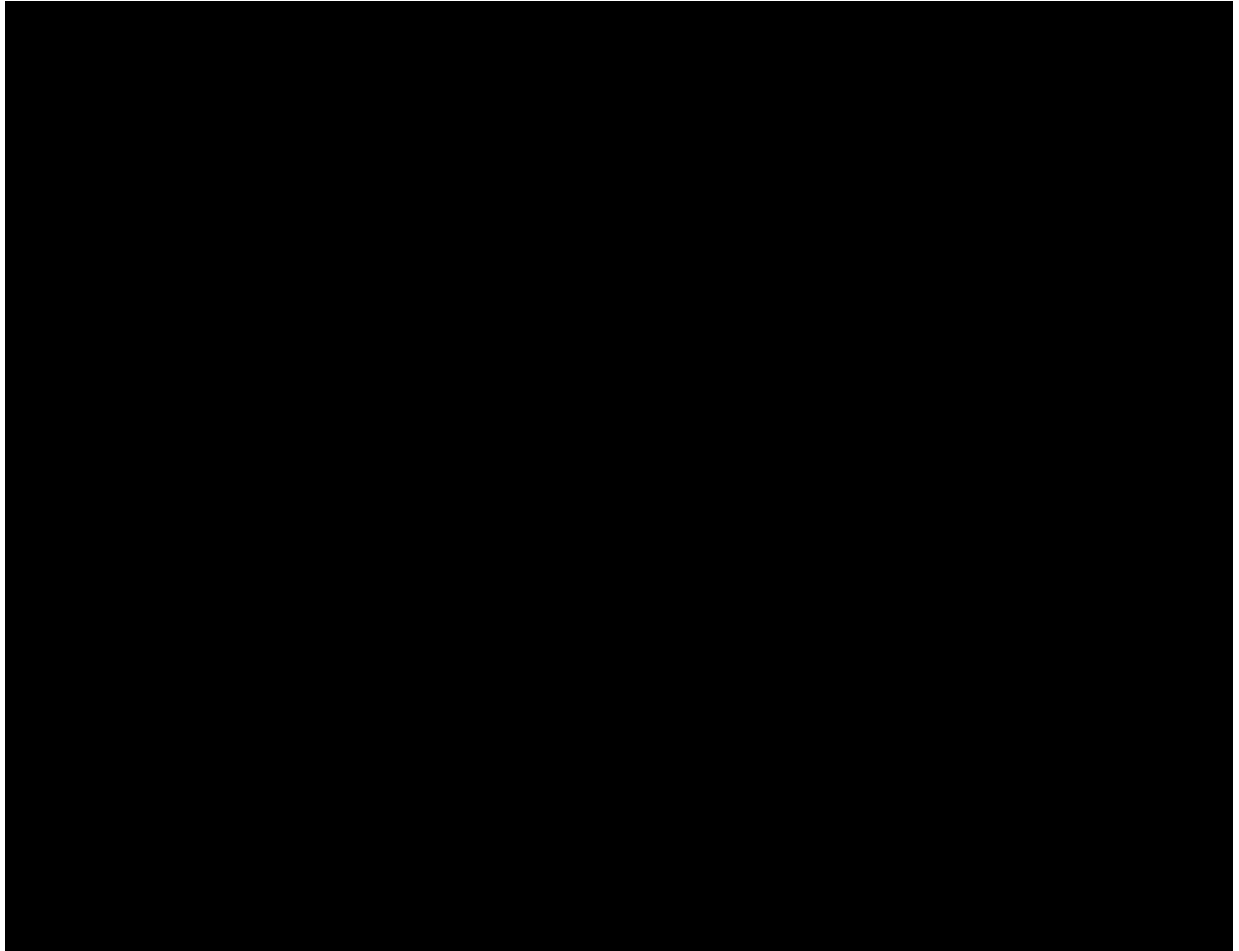
The Call Off shall be calculated in accordance with Call-Off Schedule 5 (Pricing Details) on the basis of [fixed prices] and shall be calculated by reference to the [fixed price pricing matrix] set out below: [insert the winning suppliers Total Charge Summary for reference]. The Charges shall

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

- Specific Change in Law
- Call Off Variation (agreed in writing and signed by both Parties in accordance with clause 24 Core Terms)

**Total
Charges
Summary**

CIS



PAYMENT METHOD

Payment of invoices will be by BACS.

All invoices must reference a valid PO.

BUYER'S INVOICE ADDRESS:

Account Payable

Accounts.payable@mhra.gov.uk

INDEXATION

The Payment Index that shall be applied in relation to indexation shall be the Consumer Price Index. Indexation shall only apply from the start of the 2nd year of the service delivery and shall be applied on every yearly anniversary of the start date of the service delivery.

Indexation shall be applied to the Baseline Monthly Payment.

TUPE OPTION

Not Applicable

CYBER ESSENTIALS

Cyber Essentials Plus is required.

BUYER'S AUTHORISED REPRESENTATIVE:

[REDACTED]
[REDACTED]
[REDACTED]

BUYER NOTICES

purchasing@mhra.gov.uk

FAO: Commercial Manager – FM And Head of Commercial – Science and FM

BUYER SECURITY REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

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BUYER'S SECURITY MANUAL - to be shared prior to contract signature
South Mimms Site Security Manual ref 2487

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

sales@cis-security.co.uk

418-426 Lewisham High Street, London, SE13 6LJ

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]

418-426 Lewisham High Street, London, SE13 6LJ

PROGRESS REPORT FREQUENCY:

Monthly via electronic method.

PROGRESS MEETING FREQUENCY

Monthly Liaison Meetings

KEY ROLES/STAFF:

[REDACTED]

[REDACTED]

418-426 Lewisham High Street, London, SE13 6LJ

COMMERCIALLY SENSITIVE INFORMATION:

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SERVICE PERIOD:

Not Applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, it will comply with the following social value commitments as were provided for in its Tender.

COUNTERPARTS

The Call-Off Contract may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

Transmission of an executed counterpart of this Call-Off Contract (but for the avoidance of doubt not just a signature page) by email (in PDF, JPEG or other agreed format) shall take effect as delivery of an executed counterpart of this Call-Off Contract. If either method of delivery is adopted, without prejudice to the validity of the Call-Off Contract thus made, each Party shall provide the others with the original of such counterpart as soon as reasonably possible thereafter

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	June Raine
Role:	Sales & Marketing Director	Role:	Chief Executive Officer
Date:	07/11/24	Date:	23 December 2024

Electronic signatures are acceptable.