



## Bid Pack

### Attachment 5 - Order Form

Department for Transport

## Further competition under Lot 1c of Facilities Management & Workplace Services RM6232

**Date:** 17 May 2024

**Attachment 5 - Order Form**

**Order Form**

CALL-OFF REFERENCE: TRAS3193 (previously referred to in the ITT as TRAS3093)

THE BUYER: Department for Transport

BUYER ADDRESS Great Minster House, 33 Horseferry Road, London, SW1P 4DR.

THE SUPPLIER: MITIE FM LIMITED

SUPPLIER ADDRESS: Level 12, The Shard, 32 London Bridge Street, London, England, SE1 9SG

REGISTRATION NUMBER: 03243304

DUNS NUMBER: 52-568-2399

SID4GOV ID: N/A

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

**APPLICABLE FRAMEWORK CONTRACT:**

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WORK\52374549\v.5

**Contract Reference:** TRAS3193 Department for Transport Third Generation Total Facilities Management  
**Framework Ref:** Lot 1c RM6232 Facilities Management and Workplace Services  
**Version:** TENDER ISSUE v.2.0  
**Classification:** Confidential

This Order Form is for the provision of the Call-Off Deliverables and dated 17 May 2024.

It is issued under the Framework Contract with the reference number RM6232 for the provision of Total Facilities Management for Department for Transport.

CALL-OFF LOT(S):

This Call-Off Contract is in relation to the following Lot.

<b>Lot</b>	<b>Tick as appropriate</b>	<b>Supplier accreditations required for the Lot</b>
1a		ISO 9001, ISO 14001, Cyber Essentials
1b		ISO 9001, ISO 14001 , Cyber Essentials
1c	<b>X</b>	ISO 9001, ISO 14001, ISO 27001, Cyber Essentials
2a		ISO 9001, ISO 14001, Cyber Essentials
2b		ISO 9001, ISO 14001, Cyber Essentials
2c		ISO 9001, ISO 14001, ISO 27001, Cyber Essentials
3a		ISO 9001, ISO 14001, Cyber Essentials
3b		ISO 9001, ISO 14001, Cyber Essentials
3c		ISO 9001, ISO 14001, ISO 27001, Cyber Essentials

**ORDER INCORPORATED TERMS**

The following terms shall apply to the Call-Off Contract:

<b>Contract Type</b>	<b>Tick to apply applicable terms:</b>
Annex A – CCS Public Sector Contract (PSC) Terms	<input type="checkbox"/>
Annex B – NEC3 Terms	<input type="checkbox"/>
Annex C – NEC4 Terms	X

Where a box is not ticked above, that annex (and the terms specified therein) shall not apply to the Call-Off Contract.

**ANNEX A**

**NOT USED**

**ANNEX B**

**NOT USED**

## ANNEX C

### NEC4 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. The Order Form, but excluding Annex A and B of the Order Form;
2. The NEC4 Facilities Management Contract June 2021 version incorporating amendments January 2023.
3. Special Terms have been adapted to align with the terminology used in the NEC4 Facilities Management Contract and incorporated into the contract as z-clauses;
4. The following Schedules amended and included as z-clauses, schedules appended to the contract or Scope and listed here for visibility only:
  - Joint Schedules for **RM6232**
    - Joint Schedule 1 (Definitions & Interpretations) - amendments to clause 11.2 of the NEC4 Facilities Management Contract
    - Joint Schedule 4 (Commercially Sensitive Information) - Schedule
    - Joint Schedule 5 (Corporate Social Responsibility) - Z clause
    - Joint Schedule 6 (Key Subcontractors) - Z clause
    - Joint Schedule 7 (Financial Difficulties) - Schedule
    - Joint Schedule 11 (Processing Data) - Z clause
    - Joint Schedule 12 (Supply Chain Visibility) - Z clause
  - Call-Off Schedules
    - Call-Off Schedule 1 (Transparency Reports) - included in Scope
    - Call-Off Schedule 2 (Staff Transfer) - Schedule
    - Call-Off Schedule 3 (Continuous Improvement) - included in Scope
    - Call-Off Schedule 5 (Pricing Details) - Schedule
    - Call-Off Schedule 6 (Information and Communication Technology Services) - Z clause and Schedule
    - Call-Off Schedule 7 (Key Supplier Staff) - Z clause

- Call-Off Schedule 8 (Business Continuity and Disaster Recovery) - included in Scope
- Call-Off Schedule 9 (Security) - Schedule
- Call-Off Schedule 10 (Exit Management) - included in Scope
- Call-Off Schedule 12 (Clustering) - Z clause
- Call-Off Schedule 13 (Mobilisation Plan and Testing) - Z clause and included in Scope
- Call-Off Schedule 14 (Key Performance Indicators (KPIs)) - now the Performance Table and Schedule
- Call-Off Schedule 20 (Call-Off Specification) - the Scope
- Call-Off Schedule 24 (Supplier Furnished Terms) - forms part of Call-Off Schedule 6
- Call-Off Schedule 25 (Billable Works and Projects) - included as Scope
- Call-Off Schedule 27 (Accessed Contracts and Construction Contracts) - Z clause
- Call-Off Schedule 28 (TUPE Surcharge) - Schedule
- Call-Off Schedule 29 (Redundancy Surcharge) - Schedule
- Call-Off Schedule 31 (Collateral Warranty Agreements) - Schedule

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.

**The Parties shall execute this Call Off Contract by executing the NEC4 which shall be incorporated into this Annex C to the Order Form herein by reference.**

The Parties confirm they have entered into the NEC4 contract and have appended the completed document to this Order Form.

This Order Form has been executed as a deed and is delivered on the date stated at the beginning of it.

SEAL REF NO. 465

The corporate seal of  
**THE SECRETARY OF STATE FOR TRANSPORT**  
was affixed to this Contract



Signature: [REDACTED]

Name: .....

Authenticated by authority of the Secretary of State for Transport

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Executed as a deed by **MITIE FM LIMITED** acting by .....  
[REDACTED] a director, in the presence of: [SIGNATURE OF DIRECTOR  
Director

.....  
[SIGNATURE OF WITNESS]

.....  
[NAME OF WITNESS [IN BLOCK CAPITALS]]

.....  
.....

.....  
[ADDRESS OF WITNESS]

.....  
[OCCUPATION OF WITNESS]

WORK52374549/v.5

Contract Reference: TRAS3193 Department for Transport Third Generation Total Facilities Management  
Framework Ref: Lot 1c RM6232 Facilities Management and Workplace Services  
Version: TENDER ISSUE v.2.0  
Classification: Confidential

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**THE SECRETARY OF STATE FOR TRANSPORT**  
was affixed to this Contract

**Signature:** .....

**Name:** .....

Authenticated by authority of the Secretary of State for Transport

Executed as a deed by **MITIE FM LIMITED** acting by .. [REDACTED]  
[REDACTED] a director, in the presence of: [SIGNATURE OF DIRECTOR  
Director

[REDACTED] .....  
[SIGNATURE OF WITNESS]

[REDACTED] .....  
[NAME OF WITNESS [IN BLOCK CAPITALS]]

[REDACTED] .....  
[REDACTED] .....

.....  
[ADDRESS OF WITNESS]

[REDACTED] .....  
[OCCUPATION OF WITNESS]