

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

Order Form

CALL-OFF REFERENCE: **Natural England Motor Fleet**

THE BUYER: **Natural England**

BUYER ADDRESS **Foss House, Kings Pool, 1-2 Peasholme Green
York, YO1 7PX, United Kingdom**

THE SUPPLIER: **Willis Limited**

SUPPLIER ADDRESS: **Castlemead, Bristol, BS1 3AG**

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 01 May 2020.

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):
Lot 1 – Motor Fleet

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:

[None]

CALL-OFF START DATE: **01 May 2020**

CALL-OFF EXPIRY DATE: **30 April 2021**

CALL-OFF INITIAL PERIOD: **01 Year**

CALL-OFF DELIVERABLES

Tender and placement of Natural England motor fleet insurance policy for 01 June 2020 utilising CCS Framework RM6138.

MAXIMUM LIABILITY

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

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CALL-OFF CHARGES

Willis Fee in relation to the insurance deliverables set out above is [REDACTED],
calculated from the CCS Framework WTW Associate Hourly rate of [REDACTED]
[REDACTED]

However, the insurers for the policies for which we provide services for you will allow a brokerage of up to [REDACTED] of the total premium payable and we will retain such brokerage in full. We 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 [REDACTED] 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

Accounts-Payable.neg@sscl.gov.uk

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, Castlemead, Bristol, BS1 3AG

[REDACTED]

Willis Limited, Castlemead, Bristol, BS1 3AG

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Framework Ref: RM6020 – Insurance and Related Services 3

Project Version: v1.0

Model Version: v3.5

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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:	17 April 2020	Date:	21 April 2020