

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

CALL-OFF REFERENCE: **556069817 Estates Technical Services**

THE BUYER: **Her Majesties Revenue and Customs (HMRC)**

BUYER ADDRESS **HMRC - HM REVENUE AND CUSTOMS, HMRC,**
[REDACTED]

THE SUPPLIER: Tetra Tech Limited

SUPPLIER ADDRESS: Quay West at MediaCityUK, Trafford Wharf Road,
Trafford Park, Manchester. M17 1HH

REGISTRATION NUMBER: 01959704

DUNS NUMBER: 296336647

SID4GOV ID: To be confirmed through competition

This Order Form is for the provision of the Call-Off Deliverables and dated 10/06/2022. It's issued under the Framework Contract with the reference number RM6168 for the provision of Estates Technical Services.

CALL-OFF LOT(S):
Lot 4

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) **RM6168**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6175**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)

Framework Ref: RM6168 - Estate Management Services
Project Version: v1.0
Model Version: v3.6

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- Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)

 - Call-Off Schedules for **RM6175**
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - 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 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-Off Schedule 23 (HMRC Terms)
4. CCS Core Terms (version 3.0.10)
 5. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**
 6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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: 13th June 2022

CALL-OFF EXPIRY DATE: 12th June 2026

CALL-OFF INITIAL PERIOD: 4 years 0 months

CALL-OFF DELIVERABLES - See details in Call-Off Schedule 20 (Call-Off Specification)

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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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is [REDACTED]

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

HMRC use an e-Trading Portal MyBuy (provided by SAP Ariba) to manage all ongoing financial transactions with its suppliers.

BUYER'S INVOICE ADDRESS:

HMRC Financial Shared Services Accounts
Payable

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY



HMRC Estates
Environmental Sustain

The parties agree that all environmental reporting shall be conducted by the Supplier on a global basis.

BUYER'S SECURITY POLICY

Appended at Call-Off Schedule 9

SUPPLIER'S AUTHORISED REPRESENTATIVE

Alex Riddell

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

Gavin May

[REDACTED]

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[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

Monthly [REDACTED]

PROGRESS MEETING FREQUENCY

Monthly [REDACTED]

KEY STAFF

Name	Role
Gavin May	[REDACTED]
Matthew Hallas	[REDACTED]
Nathan Holloway	[REDACTED]
Francis Smith	[REDACTED]
Mark Jones	[REDACTED]
John Howells	[REDACTED]
Danny Payne	[REDACTED]

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information - [REDACTED]

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

[REDACTED]
[REDACTED]

A Critical Service Level Failure: shall include any Critical KPI's as specified by the Buyer in excess of more than three (3) times in any consecutive period OR any four (4) individual Critical KPI failures in any six (6) month period. Failure to meet Milestones in accordance with the Implementation plan and/or further failure after implementing a rectification plan will be considered a Critical Service Level Failure.

ADDITIONAL INSURANCES

Not applicable

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GUARANTEE
 Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	Alex Ridde11	Name:	Louise Atkinson
Role:	[REDACTED]	Role:	[REDACTED]
Date:	14 June 2022	Date:	14 June 2022

Joint Schedule 11 (Processing Data)

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