

PANEL AGREEMENT SCHEDULE 4

ORDER FORM

SECTION A

- (i) This Order Form dated 17 February 2020 is issued in accordance with the provisions of the Panel Agreement for the provision of general legal services.
- (ii) The Supplier agrees to supply the Ordered Panel Services specified below on and subject to the terms of this Legal Services Contract.
- (iii) For the avoidance of doubt this Legal Services Contract consists of the terms set out in this Order Form and the standard call-off Terms and Conditions.
- (iv) By signing and returning this Order Form (which may be done by electronic means) the Supplier agrees to enter this Legal Services Contract with the Customer to provide the Ordered Panel Services in accordance with this Order Form and the Terms and Conditions.
- (v) The Parties hereby acknowledge and agree that they have read this Order Form and the Terms and Conditions and by signing below agree to be bound by this Legal Services Contract.
- (vi) In accordance with paragraph 7 of Panel Schedule 5 (Ordering Procedure), the Parties hereby acknowledge and agree that this Legal Services Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this Order Form (together with the Terms and Conditions) from the Supplier within two (2) Working Days from such receipt.

1.1	CPD/004/120/166
1.2	Ministry of Housing Communities and Local Government (MHCLG) ("CUSTOMER")
1.3	Mills & Reeve LLP Botanic House, 100 Hills Road, Cambridge, CB2 1PH Reg No: OC326165 ("SUPPLIER")
1.4	Commencement Date: 17 February 2020
1.5	Term (a) On Completion of the Services
1.6	Signed for and on behalf of the Customer by an authorised representative:

	Name and Title:
	Signature
	Date
1.7	Signed for and on behalf of the Supplier by an authorised representative:
	Name and Title
	Signature
	Date

SECTION B

1. PANEL SERVICES

1.1	Panel Services: As set out in the Customer's specification ref " <i>CPD-004-120-166; Attachment 3 - Statement of Requirements v1.0</i> " dated 22/08/2019 and the Supplier's tender response ref " <i>MHCLG (004-120-166) Tender Response</i> " dated 23/01/2020.
1.2	Management and review of the Services Reviews shall be undertaken at monthly intervals.
1.3	Place of performance London

2. CHARGES

2.1a	Firm Price (based on Daily Rates) As set out in the Supplier's Price response ref " <i>Attachment 4 – Revised Pricing Schedule – M&R Response</i> " dated 07/02/2020.
2.1b	<ul style="list-style-type: none"> Where any Supplier Personnel have completed eight (8) hours of work on any given day, the daily rate will apply irrespective of how many further hours of work are completed on that day. Where any Supplier Personnel have completed twenty (20) days of work in any given Month, the monthly rate will apply irrespective of how many further hours of work are completed in that Month.
2.2	Estimate of Charges - not used
2.3	Fixed Price - not used

2.4	Capped Price - used £49,549.50 plus VAT – as set out in the Supplier’s ‘Revised Pricing Schedule’.
2.5	Other Costs Reimbursable Expenses Not payable Disbursements Not payable

3. MISCELLANEOUS

3.1	CUSTOMER REPRESENTATIVE REDACTED
3.2	SUPPLIER REPRESENTATIVE REDACTED
3.3	KEY PERSONNEL REDACTED REDACTED REDACTED REDACTED
3.4	NOTICES Customer REDACTED Supplier REDACTED
3.5	CUSTOMER BILLING ADDRESS REDACTED
3.6	SUPPLIER BANK DETAILS REDACTED REDACTED REDACTED REDACTED
3.7	CUSTOMER’S PURCHASE ORDER NUMBER TBC
3.8	APPROVED SUB-CONTRACTORS Not required

3.9	BCDR Not required
3.10	Exit Management: Not applied
3.11	Transparency Reports Not required
3.12	Call Off Guarantee (Clause 10 of the Legal Service Contract): Not required

4. VARIATIONS TO THE TERMS AND CONDITIONS

4.1	<p>Liability cap</p> <p>The Customer requires minimum insurance levels of £5 million for employers liability and £5 million for professional indemnity insurance.</p> <p>The Supplier confirms that it has the required insurance levels in place and the total aggregate limit of the liability of the Supplier under this Legal Services Contract shall be REDACTED.</p>
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