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RM6168: Estate Management Services Order Form

Order Form Template

This Order Form is for direct awards for the provision of the Deliverables which form part Framework Contract RM6168: Estate Management Services as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only.

Part 1: Buyer and Supplier to complete

Buyer Name	HM Revenue and Customs
Buyer Contact	
Buyer Address	100 Parliament Street Westminster London SW1A 2BQ
Invoice Address (if different)	Accounts Payable B Spur, South Block Barrington Road Worthing West Sussex BN12 4XH
Buyer's Authorised Representative	
Buyer's Data Protection Officer	Data Protection Office
Buyer's Environmental Policy	 HMRC Estates Environmental Sustain
Buyer's Security Policy	Security policy framework - GOV.UK (www.gov.uk)
Security Representative of the Buyer	

Supplier Name	Savills (UK) Limited
Supplier Contact	
Supplier Address	33 Margaret Street London W1G 0JD
Registration Number:	2605138
DUNS Number	768402711
SID4GOV ID	
Payment Method	HMRC use an e-Trading Portal myBUY (provided by SAP Ariba) to manage all ongoing financial transactions with its suppliers.

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	HMRC has a "Purchase Order Mandatory Policy", Suppliers are required to register on the SAP Ariba Network in order to transact with HMRC via the e-Trading system and to ensure that they will continue to be able to receive purchase orders from and issue invoices to HMRC.
Supplier's Authorised Representative	
Supplier's Contract Manager	
Supplier's Data Protection Officer	
Security Representative of the Supplier	
Commercially Sensitive Information	Refer to Joint Schedule 4 (Commercially Sensitive Information)

Framework Ref	RM6168
Call-Off Lot	Lot 3 Estate Management Services
Estate Management Services	
Call-Off (Order) Ref	EMS-23579-202
Call-Off (Order) Date	15 th June 2023
Call-Off Charges	Buyer Guidance
Call-Off Start Date	15 th June 2023
Call-Off Expiry Date	The day falling six (6) months after the Call-Off Start Date.
Extension Period	None
Maximum Liability	<p>The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.</p> <p>The Estimated Year 1 Charges used to calculate liability in the first Contract Year is up to the value of £80,000.00</p>
Progress Report Frequency	Monthly
Progress Meeting Frequency	Monthly

CALL-OFF INCORPORATED TERMS

The documents listed in Part 2 of the Order Form under the heading “Call-Off Incorporated Terms” are incorporated into this Call-Off Contract and the order of precedence listed. Where numbers are missing those schedules are not incorporated into the Call-Off Contract.

No other Supplier terms are part of the Call-Off Contract. This includes any terms that have either been written on the back of, or added to, this Order Form, or presented to the Buyer at the time of Delivery.

DELIVERABLES

The requirement
Refer to Call-Off Schedule 20 (Call-Off Specification)

PERFORMANCE OF THE DELIVERABLES

Key Staff
Call-Off Schedule 7 (Key Supplier Staff)
Key Subcontractors
None

CALL-OFF SPECIAL TERMS

Call-Off Special Term 1
HMRC special terms (AUTHORITY’S MANDATORY TERMS)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:	██████████	Name:	██████████
Role:		Role:	
Date:		Date:	

Part 2 – Other Applicable Terms

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.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6168**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

Joint Schedules for **RM6168**

- Joint Schedules for **RM6168**
- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)

Call-Off Schedules for **RM6168**

- Call-Off Schedule 1 (Transparency Reports)
- 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 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 18 (Background Checks)
- Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.10)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**
3. Authority's Mandatory Terms Schedule 1

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REIMBURSABLE EXPENSES

None

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable if not needed

Note: The Buyer will update this Order Form to reflect whether or not a guarantee is required once the identity of the Supplier is known. That will depend on whether the availability of guarantees for Call-Off Contracts is a condition of the Supplier being awarded a Framework Contract.

1. Annex 1 - Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

1.1.1.1 The contact details of the Relevant Authority's Data Protection Officer are:

Data Protection Officer
Cabinet Office
70 Whitehall
London
SW1A 2AS

Email: DPO@cabinetoffice.gov.uk

To contact CCS, the relevant details are:

Head of Privacy and Data Protection
The Capital
Old Hall Street
Liverpool
L3 9PP

email: gdprgeneralenquiries@crowncommercial.gov.uk

1.1.1.2 The contact details of the Supplier's Data Protection Officer are: [REDACTED]

1.1.1.3 The Processor shall comply with any further written instructions with respect to Processing by the Controller.

1.1.1.4 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Relevant Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none">• Business contact details of Supplier Personnel for which the Supplier is the processor,

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	<ul style="list-style-type: none">• Business contact details of any directors, officers, employees, agents. Consultants and contractors of HMRC (excluding the Supplier Personnel) engaged in the performance of the HMRC' duties under the Contract for which HMRC is the Controller
Duration of the Processing	The Call-Off Contract Period and thereafter, until expiry or termination of the Call-Off Contract under the Framework, including the period until all transactions relating to the Call-Off Contract have permanently ceased.
Nature and purposes of the Processing	Provision of rating support (Inc. payment) and rating appeal services as per Check, Challenge & Appeal process for England, and the rateable value services for Wales, Scotland and Northern Ireland for central government and wider public sector estate.
Type of Personal Data	<p>Personal details of each Party's Personnel engaged in the performance of obligations and day to day management of the Call-Off Contract:</p> <ul style="list-style-type: none">• Full name• Job title• Organisation name• Business/workplace address• Business/workplace email address• Business/workplace telephone/mobile number(s)• Registered company details including registered company• name, address and company registration number (CRN)• Bank account details for activities related to Payment Charges• Management Information
Categories of Data Subject	Personnel data of the Parties involved in the performance of obligations and day to day management of the Call-Off Contract, including landlords and agents.

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<p>Plan for return and destruction of the data once the Processing is complete</p> <p>UNLESS requirement under Union or Member State law to preserve that type of data</p>	<p>The data shall only be retained by the Supplier for the duration of the Call-Off Contract. The data will be returned to the Buyer (or destroyed if the Buyer re-requests the Supplier to do so) upon the expiry of termination of the Call-Off Contract subject to any applicable fees in accordance with the Call-Off Contract.</p>
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