

## CALL-OFF AGREEMENT ORDER

<b>1. Client Information</b> Purchase Order to be issued under separate cover	
Client Name	HMRC
Assignment Reference:	
Purchase / Limit Order No:	TBC
Client Commercial Contact	
Name:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Contact Tel No:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Email:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Client Work Manager	
Name:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Contact Tel. No:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Contact Address:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Email:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Authorising Officer: (Sponsor/Budget Approver/Invoicing & timesheets)	<div style="background-color: black; width: 100px; height: 1.2em;"></div>

<b>2. Supplier Information</b>	
Vendor (Supplier):	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Contact:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Contact Tel No:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Contact Address:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Email:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Key Personnel:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>

<b>3. Contractual Detail</b>	
Framework Ref:	<b>FRAMEWORK AGREEMENT FOR WASTE DISPOSAL SERVICES SR250257051</b>
Special Terms and Conditions: e.g. overtime, expenses, travel & subsistence, notice period.	

<b>4. Project Information</b>	
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Project Title:	Waste Disposal Services Lot 1
Primary Location: (including full address)	7 Wornal Park Menmarsh Road Worminghall Aylesbury HP18 9PH
Contract Start Date:	29/03/2021
Service Start Date:	01/06/2021
Contract End Date:	31/05/2022

## 5. Commercial Detail

### 1 Charges, Payment and Recovery of Sums Due

- 1.1 To facilitate payment, the Supplier shall use an electronic transaction system chosen by the Authority and shall:
  - 1.1.1 register for the electronic transaction system in accordance with the instructions of the Authority;
  - 1.1.2 allow the electronic transmission of purchase orders and submitting of electronic invoices via the electronic transaction system;
  - 1.1.3 designate a Supplier representative as the first point of contact with the Authority for system issues; and
  - 1.1.4 provide such data to the Authority as the Authority reasonably deems necessary for the operation of the system including, but not limited to, electronic catalogue information.
- 1.2 The Authority has implemented its electronic transaction system (myBUY). Each invoice and any Supporting Documentation required to be submitted in accordance with this Clause 1 shall be submitted by the Supplier, as directed by the Authority from time to time via myBUY
- 1.3 The Supplier acknowledges and agrees that should it commence Services without a Purchase Order Number:
  - 1.3.1 the Supplier does so at its own risk; and
  - 1.3.2 the Authority shall not be obliged to pay the Charges without a valid Purchase Order Number having been provided to the Supplier.
- 1.4 The Authority shall regard an invoice as valid only if it complies with the provisions of this section. The Authority shall promptly return any non-compliant invoice to the Supplier and the Supplier shall promptly issue a replacement, compliant invoice.
- 1.5 In consideration of the supply of the Services by the Supplier, the Authority shall pay the Supplier the invoiced amounts no later than 30 days after receipt of a valid invoice which includes a valid Purchase Order Number.
- 1.6 If a payment of an undisputed amount is not made by the Authority by the due date, then the Authority shall pay the Supplier interest at the interest rate specified in the

Late Payment of Commercial Debts (Interest) Act 1998.

- 1.7 If any sum of money is recoverable from or payable by the Supplier under the Agreement (including any sum which the Supplier is liable to pay to the Authority in respect of any breach of the Agreement), that sum may be deducted unilaterally by the Authority from any sum then due, or which may come due, to the Supplier under the Agreement or under any other agreement or contract with the Authority. The Supplier shall not be entitled to assert any credit, set-off or counterclaim against the Authority in order to justify withholding payment of any such amount in whole or in part.

## 6.Specification of Requirements / Role Description / Deliverables

The section below should be used to provide clear details relating to the requirements for delivery of the campaign/assignment. It should include, where appropriate, milestones / key deliverables with dates, and proposals for skills transfer.

### **Overview of Requirements**

The Supplier will deliver Specification of Requirements as set out within Framework Schedule 2 of HMRC's Framework Agreement for Waste Disposal Services (ref SR250257051).

The Supplier will deliver all requirements as set out within Framework Schedule 7 – Framework Tender and Call-Off Schedule 4.1 – Supplier Solution. For the avoidance of doubt, Call-Off Schedule 4.1 will take precedence over Framework Schedule 7.

The following addition will be made to Section 2 – Core List of Part C: Annex 1 – HMRC Core Goods and Volumes of Framework Schedule 2:

<b>Waste Goods and Description</b>	<b>Waste Commodities applicable</b>	<b>Risk Category for Goods (A,B,C,D)</b>	<b>Hazardous and Non-Hazardous</b>	<b>Indicative Volumes per Annum</b>
Tobacco	02 03 04	B	Hazardous	53

### **Implementation**

The Supplier will ensure that the service is fully operational by the service go-live date of 1<sup>st</sup> June 2021.

The Supplier is required to ensure that all staff involved in the delivery of the requirement have the relevant CTC clearance by the service go-live date of 1<sup>st</sup> June 2021. Bidders should allow up to nine weeks for staff to receive CTC clearance although the process may take longer for some individuals. Bidders must outline in their proposed Implementation plan at tender stage their mitigation strategies to ensure sufficient levels of service delivery are maintained from 1<sup>st</sup> June 2021 should it take longer than the anticipated nine weeks for individuals to receive full CTC clearance.

### **Transport**

Transport of the goods will be undertaken by the Authority's third-party logistics provider. The Supplier will be required to unload any goods delivered to their site by the third-party logistics provider as outlined within Clause 35.2 of Framework Schedule 2: Specification of the Framework Agreement.

## **Expenses**

The Supplier is not expected to incur expenses as part of the routine delivery of the service, however they may incur some allowable expenses on an ad-hoc basis. These instances must be approved in advance by HMRC. Where expenses are approved by HMRC, they will be governed by this section.

## **Background**

The aim of HMRC is to make our travel practices more sustainable by:

- reducing our business travel footprint;
- choosing alternatives to travel (such as telephone or video conference);
- adopting more sustainable ways of travelling when it is necessary to do so (public transport over private vehicles).

**To help HMRC meet its target of reducing carbon emissions from business travel by at least 10% please consider:**

- Avoiding travel by using telephone and video conferencing as the default medium.
- Only using private cars as the last option after public transport and hire cars.



1. Travel to and from the Primary Location will be met from the day rate.
2. Expenses are payable where travel to other locations is required as part of the assignment forming part of this agreement. Where an overnight stay is required HMRC will pay for actual bed and breakfast costs within the current maximum limits detailed below. Any other subsistence or incidental expenses are not payable. Receipts must be provided.

<b>Short-term Night Subsistence Allowances Bed &amp; Breakfast Capped Rates</b>	
<b>Location</b>	<b>Maximum Nightly Rate</b>
London / within M25	£130
Bristol	£100
Oxford	£95
Elsewhere	£90
<b>Travel</b>	
Mileage Allowance	Basic Rate (25p per mile)
Rail Travel	Standard Class
Air Travel	Economy Class

3. Hotel Reservation and Tickets shall be booked via HMRC's travel and hotel booking service. Further information will be provided by the HMRC Work Manager. Bookings should always be approved by the HMRC Work Manager.
4. All other expenses will be payable at the discretion of HMRC. The Supplier shall not incur any such expenses without the prior approval of the HMRC Work Manager. Any expense incurred by the Supplier without prior approval shall not be reimbursed.

By signing and returning this Order Form the Supplier offers to enter a legally binding contract with the Contracting Body to provide the Waste Disposal Services specified in this Order Form incorporating the Template Call-off Terms (as amended) set out in the Framework Agreement entered into by the Supplier and

the Contracting Body on 24/08/2020. The legally binding contract shall only come into effect in accordance with Paragraph 5 of Framework Schedule 5 (Call Off Procedure).

For and on behalf of:	HMRC (SAP)	For and on behalf of:	Shred Station Ltd
Signature:	<small>DocuSigned by:</small> 	Signature:	
Name:	Catherine Moore	Name:	Simon Franklin
Capacity:	Principal Sourcing Specialist	Capacity:	Managing Director
Date:	29 March 2021	Date:	26/03/2021