

Order Form Template and Call-Off Schedules

Order Form

CALL-OFF REFERENCE: PROC 005-2025 - Estate Management Service

THE BUYER: Competition and Markets Authority (CMA)

BUYER ADDRESS: The Cabot, 25 Cabot Square, London E14 4QZ

THE SUPPLIER: Avison Young (UK) Limited

SUPPLIER ADDRESS: 3 Brindley Place, Birmingham, B1 2JB

REGISTRATION NUMBER: 06382509

DUNS NUMBER: 210158990

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated the 19/03/2025, date of issue.

It's issued under the Framework Contract with the reference number RM6168 – Lot 1 Total Estates Management, for the provision of Estate Management Services.

CALL-OFF LOT:

Lot 1 - Total Estate Management

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 RM6168

- 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 3 (Continuous Improvement)
- Call-Off Schedule 4 (Call Off tender (V3.1))
- Call-Off Schedule 5 (Pricing Details)
- Call-Off Schedule 6 (ICT Services)
- 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 16 (Benchmarking)
- Call-Off Schedule 18 (Background Checks)
- Call-Off Schedule 20 (Call-Off Specification)

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:

SPECIAL TERM no. 1: The entirety of Sections 5 – 8 of Annex 8 to CMA's

Framework Ref: RM6168 - Estate Management Services

Project Version: v1.0

Model Version: v3.7

Supplementary Terms:

As provided in the Invitation to Tender, issued by the Buyer dated 23rd April 2025:

- Annex 8, Section 5 (Information Security)
- Annex 8, Section 6 (Supplementary Information Security Terms)
- Annex 8, Section 7 (Supplementary Terms and Conditions of Contract)
- Annex 8, section 8 - Confidentiality and Security Requirements)
- Annex 8, Section 9 (Confidentiality Undertaking)
- Annex 8, Section 10 (Conflicts of Interest)

CALL-OFF START DATE: 19th June 2025

CALL-OFF EXPIRY DATE: 18th June 2028

CALL-OFF INITIAL PERIOD: 3 Years, with option to extend for a further 2 years in 1-year increments.

CALL-OFF DELIVERABLES

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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £160,000.00 Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

For the avoidance of doubt, the contract value for the initial term (3 years), shall not exceed £750,000.00 (excluding VAT), and shall be charged in accordance with:

Call-Off Schedule 5 - Pricing.

REIMBURSABLE EXPENSES

As agreed in the applicable Statement of Work. Travel and Subsistence will not be charged for remote work and when is applicable does not apply for work done within Greater London.

Any travel and Subsistence where applicable shall be subject CMA's Travel policy.

INDEXATION

The Payment Index that shall be applied in relation to indexation shall be the

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

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Consumer Price Index.

For initial 3-year contract term the rates submitted are fixed and Indexation shall only apply from 19th June 2028 and shall be applied on every yearly anniversary thereafter.

PAYMENT METHOD

The Supplier shall adhere to instructions from the Supplier on the use of project and cost codes to be applied to items detailed on the invoices.

The Supplier shall submit electronic invoices 30 days in arrears quoting a valid Purchase Order for each of the services.

Payment shall be by BACS.

BUYER'S INVOICE ADDRESS:

Competition and Markets Authority
The Cabot
25 Cabot Square
London
E14 4QZ
United Kingdom
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Senior Business Development Manager
Email: [REDACTED]
Tel: [REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Not Applicable

BUYER'S SECURITY POLICY

Call-Off Schedule 9 at Annex B

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Assistant Director, Facilities Management
Email: [REDACTED]
Tel: [REDACTED]

SUPPLIER'S CONTRACT MANAGER

Director and Account Manager

Tel: [REDACTED]

Email: [REDACTED]

PROGRESS REPORT FREQUENCY

The reporting cycle will as a minimum follow a monthly cycle.

The MI should be submitted a minimum of two (2) working days in advance of each the reviews identified below. minimum reporting information are contained below:

- Consolidated management information to be provided every month, providing a detailed review and summary of individual projects across the projects be presented for review and comment by the Client;
- Consolidated Portfolio Position to be provided every month providing a final review by the Contractor to the Client,

PROGRESS MEETING FREQUENCY

Contract management meetings will be scheduled to take place at the following time and will not be chargeable to the CMA.

- By the 8th working day of each month a meeting to agree KPI Pay mech report as well as all costs including billables
- Operational Monthly meeting by the 10th working day of each month.
- Quarterly meeting by the 20th Working Day of each quarter.
- Annual strategic meeting with key stakeholders held by 25th working day of each year.

KEY STAFF

Executive Sponsor / Principal

3 Brindleyplace, Birmingham B1 2JB

Account Manager / Director

3 Brindleyplace, Birmingham B1 2JB

Deputy Account Manager / Surveyor

3 Brindley place, Birmingham B1 2JB

KEY SUBCONTRACTOR(S)

Appointed on a per instruction basis

COMMERCIALLY SENSITIVE INFORMATION

Joint Schedule – 4 - Supplier's Commercially Sensitive Information
ANNEX 5a PRICE MATRIX: PROC-005-2025 Provision of Estate Management Services

SERVICE CREDITS

Not Applicable

ADDITIONAL INSURANCES


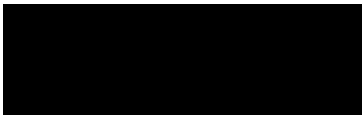


Not Applicable

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), and Joint Schedule 5 – Corporate-Social-Responsibility.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Director	Role:	COO
Date:	27/05/2025	Date:	28/05/2025