**Order Form**

ORDER REFERENCE: **CCZI23A02**

THE BUYER: **Government Property Agency (GPA)**

BUYER ADDRESS Redacted under FOIA section 40, Personal Information

THE SUPPLIER: TAGEVAC LIMITED

SUPPLIER ADDRESS:Redacted under FOIA section 40, Personal Information

REGISTRATION NUMBER:07059260

DUNS NUMBER: 216262752

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 15/12/2023

It’s issued under the DPS Contract with the reference number **RM6264** for the provision of **Facilities Management and Workplace Services**.

DPS FILTER CATEGORY(IES):

* ***Emergency response***
* ***Fire Risk Assessments***
* ***General Office***
* ***All Regions***

**ORDER INCORPORATED TERMS**

The following documents are incorporated into this Order 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 Order Special Terms and Order Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6264**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6264
  + 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)
* Order Schedules for RM6264
  + Order Schedule 1 (Transparency Reports)
  + Order Schedule 2 (Staff Transfer)
  + Order Schedule 3 (Continuous Improvement)
  + Order Schedule 7 (Key Supplier Staff)
  + Order Schedule 8 (Business Continuity and Disaster Recovery)
  + Order Schedule 10 (Exit Management)
  + Order Schedule 14 (Service Levels)
  + Order Schedule 15 (Order Contract Management)
  + Order Schedule 20 (Order Specification)

1. CCS Core Terms (DPS version) v1.0.03
2. Joint Schedule 5 (Corporate Social Responsibility) RM6264
3. Order Schedule 4 (Order Tender) as long as any parts of the Order 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 Order Contract.

That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

**ORDER SPECIAL TERMS**

EFFECTIVE DATE: 12/01/2024

DATE THE CONTRACT PERIOD COMMENCES: 12/01/2024

MOBILISATION PERIOD: 2 – 3 weeks

START DATE / DATE THE ORDER CONTRACT INITIAL PERIOD COMMENCES / DATE CONTRACT YEAR 1 COMMENCES: 12/01/2024

DATE ORDER CONTRACT INITIAL PERIOD ENDS: 12/01/2027

ORDER CONTRACT OPTIONAL EXTENSION PERIOD 1 (start and end dates): 12/01/2027 to 12/01/2028

ORDER CONTRACT OPTIONAL EXTENSION PERIOD 2 (start and end dates): 12/01/2028 to 12/01/2029

TOTAL MAXIMUM CONTRACT PERIOD   
12/01/2024 to 12/01/2029

**ORDER CONTRACT DELIVERABLES**

See details in Order Schedule 20 (Order Specification)

**MAXIMUM LIABILITY**

The limitation of liability for this Order 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 REDACTED TEXT under FOIA Section 43 Commercial Interests (Excluding VAT)

**ORDER CHARGES**

Pricing Details as submitted during tender process.

Prices inclusive of all expenses but exclusive of VAT and in GBP(£)

All management information and performance reports are considered free of charge and absorbed in the unit cost.

Volumes indicated are a forecast and do not constitute a commitment to any volumes or spend.

The price quotation submitted must remain firm for the duration of the contract.

Any prices not included at tender stage will be deemed to have been waived.

The Supplier cannot charge above the proposed unit price unless you have prior agreement from the Buyer and it is not included in the pricing elements stated in the table

Online training might vary dependent on the number of attendees per site.

Evacuation Management System cost breakdown.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Task | Required within the installation | Please state minimum/maximum cost for information only | Cost per unit |
| 1 | Initial review of the requirements for the building | Initial site inspection and drafting of the report detailing the requirements needed to ensure building meets the relevant regulations.  (prices to be firm for the duration of the contract) | Not applicable | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 2 | Hourly rate for in site inspection | Hourly rate for on-site inspection | Hourly rate | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 3 | Hourly rate per individual for installation | Hourly rate for installation | Hourly rate | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 4 | The installation of Evacuation Management System per Typical Government Building. | Tags, it is expected these to be all the same price irrelevant of size | firm price per unit | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 5 | The installation of Evacuation Management System per Typical Government Building. | ICO and Fire Control Centre (FCC), it is expected these to be all the same price irrelevant of size of building | firm price per unit | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 6 | The installation of Evacuation Management System per Typical Government Building. | Plans it is expected these to be all the same price irrelevant of size of building | firm price per unit | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 7 | The installation of Evacuation Management System per Typical Government Building. | Hi-Viz jackets, it is expected these to be all the same price irrelevant of size | firm price per unit | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 8 | The installation of Evacuation Management System per Typical Government Building. | Compliant Signage, control boards, | Please add minimum and maximum cost use average price cost per unit. | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 9 | The installation of Evacuation Management System per Typical Government Building. | Collection tool for ICO | firm price per unit | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 10 | The installation of Evacuation Management System per Typical Government Building. | Lollipops | firm price per unit | REDACTED TEXT under FOIA Section 43 Commercial Interests |

Online Training cost breakdown

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Task** | **Required within the Online Training** | **Other requirements** | **Online Training Cost per individual with Support per Government building** | **Does online training include licence fees** | **Video Recording demonstrating the system per Government building** | **Total cost (£GBP)** |
| 1 | Online training of evacuation management system within each building. | Adaptable online training with support including mobilisation engagement sessions to system stakeholders including GPA, and GPA Client and Suppliers. | A Video Recording of each building demonstrating the system. | REDACTED TEXT under FOIA Section 43 Commercial Interests | Y | REDACTED TEXT under FOIA Section 43 Commercial Interests | REDACTED TEXT under FOIA Section 43 Commercial Interests |
| 2 | Engagement session | Engagement sessions including launch packs prior going live /cost per session or state ifd inclusive in the training pack | N/A | REDACTED TEXT under FOIA Section 43 Commercial Interests | N/A | N/A | REDACTED TEXT under FOIA Section 43 Commercial Interests |

**REIMBURSABLE EXPENSES**

None

**TARGET COST**

Not Applicable

**PAYMENT METHOD**

Redacted under FOIA section 40, Personal Information

**BUYER’S INVOICE ADDRESS:**

All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: Redacted under FOIA section 40, Personal Information

**PASS THROUGH COSTS**

Not Applicable

**MORE FAVOURABLE COMMERCIAL TERMS**

For this DPS these will only apply to Pass Through Costs

**CYBER ESSENTIALS**

Basic Cyber Essentials required.

**BUYER’S AUTHORISED REPRESENTATIVE**

Redacted under FOIA section 40, Personal Information

**BUYER’S ENVIRONMENTAL POLICY**

Appended at Joint Schedule 5 (Corporate Social Responsibility)

**BUYER’S SECURITY POLICY**

Not Applicable

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

Redacted under FOIA section 40, Personal Information

**SUPPLIER’S CONTRACT MANAGER**

Redacted under FOIA section 40, Personal Information

**PROGRESS REPORT FREQUENCY**

Monthly

**PROGRESS MEETING FREQUENCY**

Monthly

**KEY STAFF**

Redacted under FOIA section 40, Personal Information

Redacted under FOIA section 40, Personal Information

Redacted under FOIA section 40, Personal Information

Redacted under FOIA section 40, Personal Information

**KEY SUBCONTRACTOR(S)**

Redacted under FOIA section 40, Personal Information

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Commercial and Technical Submissions

**SERVICE CREDITS**

As per Order Schedule 14 Service Levels

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | Redacted under FOIA section 40, Personal Information | Signature: | Redacted under FOIA section 40, Personal Information |
| Name: | Redacted under FOIA section 40, Personal Information | Name: | Redacted under FOIA section 40, Personal Information |
| Role: | Redacted under FOIA section 40, Personal Information | Role: | Redacted under FOIA section 40, Personal Information |
| Date: |  | Date: |  |