

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

## Order Form

CALL-OFF REFERENCE:	APHA Motor Fleet
THE BUYER:	APHA
BUYER ADDRESS	Animal and Plant Health Agency, County Hall, Spetchley Road, Worcester, Worcestershire, WR5 2NP
THE SUPPLIER:	Willis Limited
SUPPLIER ADDRESS:	3 Temple Quay, Temple Back East, Bristol, BS1 6DZ
REGISTRATION NUMBER:	181116
DUNS NUMBER:	21-032-0073
SID4GOV ID:	Not Applicable

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 24<sup>th</sup> September 2024.

It's issued under the Framework Contract with the reference number RM6323 for the provision to tender for and placement of Motor Fleet insurance.

CALL-OFF LOT(S):

**RM6323**

#### 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) RM6323
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6323**
    - Joint Schedule 1 (Definitions )
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility )
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for RM6323
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6323

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:

Willis Towers Watson Terms of Business Agreement – February 2024



general-terms-of-b  
usiness-agreement-

Notwithstanding anything contained in the Willis Limited Terms of Business Agreement to the contrary the provisions of the CCS Insurance Framework Contract RM6323 will always take precedence.

CALL-OFF START DATE: 1<sup>st</sup> November 2024

CALL-OFF EXPIRY DATE: 31<sup>st</sup> October 2027

CALL-OFF INITIAL PERIOD: **3 years (with the option to extend for a further 12 months by mutual agreement)**

#### CALL-OFF DELIVERABLES

Provision of insurance brokerage services as detailed below in relation to the classes detailed above for a period of three years commencing 1<sup>st</sup> November 2024 and ending on 31<sup>st</sup> October 2027.

#### SERVICE SCHEDULE

##### RENEWAL

- Renewal questionnaires issued
- Programme Design
- Prepare presentations
- Insurer meetings
- Tendering of insurance policies to all insurers under the insurer dynamic purchasing system framework RM 6138
- Checking insurers documentation and premiums

##### MID-TERM

- Policy checking and issue
- Day to day queries, alterations and administration
- Changes to legislation, market developments and the like which could affect your programme

##### CLAIMS HANDLING

- Direct Deal on claims
- Checking insurer issued “confirmed claims experiences”
- Production of claims experience prior to renewal

#### MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

#### CALL-OFF CHARGES

Option A: Willis Limited are remunerated by way of an annual fee. The agreed annual fee for the services listed above is an unchanged fee of [REDACTED] which is in consideration of the services provided as detailed in the Call-Off Deliverables above and all premiums shown throughout Willis's reports will be net of the standard commissions normally allowed to Willis by insurance companies or third parties.

However, the insurers for the policies for which Willis provide services for you will allow a brokerage of up to [REDACTED] of the total premium payable and Willis will retain such brokerage in full. Willis do not receive such brokerage where we earn income from Willis Facilities Administration Charge. Where this brokerage is allowed it will be shown in writing.

Under the CCS framework, a management fee of [REDACTED] is payable in respect of the insurance premium and Willis broker fee. This will be subtracted from the Willis fee.

#### REIMBURSABLE EXPENSES

None

#### PAYMENT METHOD

Cash

#### BUYER'S INVOICE ADDRESS:

[REDACTED]  
SSCL - Animal and Plant Health Agency, APH Sort Ref 791, Newport, NP10 8FZ

#### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
Defra Group Commercial (DGC), Department for Environment, Food and Rural Affairs, Address Seacole Building, 2 Marsham Street, London SW1P 4DF

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
Account Director  
[REDACTED]  
3 Temple Quay, Temple Back East, Bristol, BS1

#### SUPPLIER'S CONTRACT MANAGER

[REDACTED]  
Executive Director  
[REDACTED]  
Willis Limited, 3 Temple Quay, Temple Back East, Bristol, BS1 6DZ

#### KEY SUBCONTRACTOR(S)

Framework Ref: RM6323  
Project Version: v1.0  
Model Version: v3.8

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

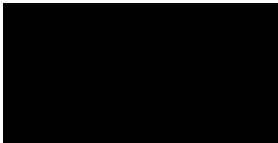
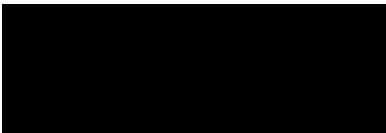




Not applicable

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	28.10.24	Date:	28/10/24