





Crown  
Commercial  
Service

# **RM6168: Estate Management Services Order Form Template**

## Order Form Template

This Order Form is for direct awards for the provision of the Deliverables which form part Framework Contract RM6168:

### Part 1: Buyer and Supplier to complete

<b>Buyer Name</b>	Department for Transport (DfT)
<b>Buyer Contact</b>	<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> DfT Property Apprentice, <div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> <a href="mailto: @dft.gov.uk">@dft.gov.uk</a>
<b>Buyer Address</b>	Great Minster House 33 Horseferry Road, London, SW1P 4DR
<b>Invoice Address (if different)</b>	Unity Business Services (UBS) 5 Sandringham Park Swansea Vale Swansea SA7 0EA  Email: <a href="mailto:SSa.invoice@Ubusinessservices.co.uk">SSa.invoice@Ubusinessservices.co.uk</a>  Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at <a href="mailto:support@Ubusinessservices.co.uk">support@Ubusinessservices.co.uk</a> or the telephone number is 0344 892 0343.
<b>Buyer's Authorised Representative</b>	<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> DfT Commercial Manager <div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> <a href="mailto: @dft.gov.uk">@dft.gov.uk</a>
<b>Buyer's Data Protection Officer</b>	<a href="mailto:data.protection@dft.gov.uk">data.protection@dft.gov.uk</a>
<b>Buyer's Environmental Policy</b>	 DfT Corporate Environmental Policy.pdf
<b>Buyer's Security Policy</b>	 Information & Cyber Security Policy.docx
<b>Security Representative of the Buyer</b>	

<b>Supplier Name</b>	Savills (UK) Limited
<b>Supplier Contact</b>	<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 100px; height: 1.2em; display: inline-block;"></div> <a href="mailto: @savills.com">@savills.com</a>

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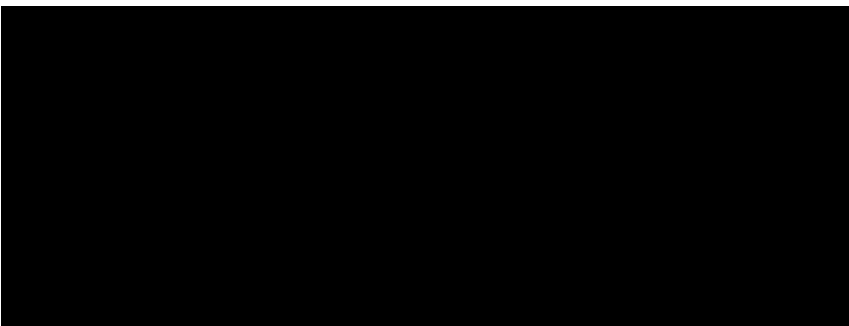

<b>Supplier Address</b>	33 Margaret Street London W1G 0JD United Kingdom
<b>Registration Number</b>	02605138
<b>DUNS Number</b>	768402711
<b>SID4GOV ID</b>	768402711
<b>Payment Method</b>	<p>Send documents by post, you should send to:</p> <p>Unity Business Services (UBS) 5 Sandringham Park Swansea Vale Swansea SA7 0EA</p> <p>Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at <a href="mailto:support@Ubusinessservices.co.uk">support@Ubusinessservices.co.uk</a> or the telephone number is 0344 892 0343.</p>
<b>Supplier's Authorised Representative</b>	<p>[REDACTED] Head of Public Sector [REDACTED]@savills.com</p>
<b>Supplier's Contract Manager</b>	<p>[REDACTED] Frameworks Manager [REDACTED]@savills.com [REDACTED]</p>
<b>Supplier's Data Protection Officer</b>	<p>[REDACTED] Head of Data Protection Group [REDACTED]@savills.com [REDACTED]</p>
<b>Security Representative of the Supplier</b>	<p>[REDACTED] Head of Commercial Risk &amp; Compliance [REDACTED]@savills.com [REDACTED]</p>
<b>Commercially Sensitive Information</b>	

<b>Framework Ref</b>	RM6168
<b>Call-Off Lot</b>	Lot 1 - Total Estate Management
<b>Estate Management Services</b>	Estate agency services for the sale of 2 Merton Hall Road, Wimbledon. The appointed agent will market the property for an open market sale, ensuring an appropriate marketing period.

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	If a sale is not achieved within the specified time frame and with the client's consent, the agency will arrange for the property to be taken to auction for disposal.
<b>Call-Off (Order) Ref</b>	DfT Contract Reference: <b>TRCF3094</b>
<b>Call-Off (Order) Date</b>	12/03/2025
<b>Call-Off Charges</b>	As per the RM6168 framework rates: 
<b>Call-Off Start Date</b>	17/03/2025
<b>Call-Off Expiry Date</b>	The day falling <b>3 months</b> after the Call-Off Start Date.
<b>Extension Period</b>	The Department may extend the contract, if required and triggered, in monthly increments for a maximum duration of six additional months.
<b>Maximum Liability</b>	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 
<b>Progress Report Frequency</b>	Every Week
<b>Progress Meeting Frequency</b>	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**

<b>The requirement</b>
------------------------

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■	[REDACTED]
	[REDACTED]
	[REDACTED]
■	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]
	[REDACTED]

**PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
[REDACTED]
<b>Key Subcontractors</b>
<b>Buyer guidance:</b> N/A

**CALL-OFF SPECIAL TERMS**

<b>Call-Off Special Term 1</b>
N/A

<b>Call-Off Special Term 2</b>
N/A

<b>Call-Off Special Term 3</b>
N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	DfT Commercial Manager	Role:	[REDACTED]
Date:	03/04/2025	Date:	18/03/2025

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**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: NA
4. The following Schedules in equal order of precedence:

**Joint Schedules for RM6168**

- 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 8 (Guarantee)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)

**Call-Off Schedules for RM6168**

- Order Form- Template-Short-Form
- 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 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 16 (Benchmarking)
- Call-Off Schedule 20 (Call-Off Specification)

5. CCS Core Terms (version 3.0.10)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**

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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.

**REIMBURSABLE EXPENSES**

None

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**SOCIAL VALUE COMMITMENT**

Not applicable

**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.



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

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

Description	Details
Identity of Controller for each Category of Personal Data	<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 25%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 15%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div> <div style="background-color: black; height: 15px; width: 10%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 15%;"></div>

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	<ul style="list-style-type: none"> <li>• [REDACTED] [REDACTED] [REDACTED]</li> </ul> <p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>
Duration of the Processing	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
Nature and purposes of the Processing	<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] [REDACTED] [REDACTED]</p>
Type of Personal Data	<p>[REDACTED] [REDACTED] [REDACTED]</p> <ul style="list-style-type: none"> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> <li>■ [REDACTED]</li> </ul>

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	<ul style="list-style-type: none"> <li>• [REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> </ul>
Categories of Data Subject	[REDACTED] [REDACTED]  [REDACTED] [REDACTED] [REDACTED] [REDACTED]  [REDACTED] [REDACTED] [REDACTED] [REDACTED]  [REDACTED] [REDACTED] [REDACTED] [REDACTED]  [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Plan for return and destruction of the data once the Processing is complete  UNLESS requirement under Union or Member State law to preserve that type of data	[REDACTED] [REDACTED] [REDACTED]  [REDACTED] [REDACTED] [REDACTED]  [REDACTED] [REDACTED] [REDACTED] [REDACTED]