

**Bid pack Attachment 5: Order Form**

**Contract Title: Provision of Physical Building Security for The National Archives.**

**Contract Reference CCSE24A02**

**Attachment 5 Order Form**

**Order Form**

CALL-OFF REFERENCE: CCSE24A02

THE BUYER: **The National Archives**

BUYER ADDRESS Kew, Richmond, Surrey TW9 4DU

THE SUPPLIER: Corps of Commissionaires Management Limited

SUPPLIER ADDRESS:REDACTED TEXT under FOIA section 40, personal information.

REGISTRATION NUMBER:REDACTED TEXT under FOIA section 40, personal information.

DUNS NUMBER:       REDACTED TEXT under FOIA section 40, personal information.

SID4GOV ID:REDACTED TEXT under FOIA section 40, personal information.

APPLICABLE FRAMEWORK CONTRACT**:**

This Order Form is for the provision of the Call-Off Deliverables and dated April 2025.

It is issued under the Framework Contract with the reference number RM6257 for the provision of Guarding Services.

CALL-OFF LOT(S):

Lot 2 - Guarding Services

CALL-OFF

This Call-Off Contract is in relation to the following Lot (please select)

|  |  |  |
| --- | --- | --- |
| **Lot** | **Tick as appropriate** | **Supplier accreditations required for the Lot** |
| Lot 1 - Total Security |  | ISO 9001, Cyber Essentials, Security Industry Authority Approved Contractor Scheme |
| Lot 2 - Guarding Service | Checkbox Ticked with solid fill | ISO 9001, Cyber Essentials, Security Industry Authority Approved Contractor Scheme |
| Lot 3 - Physical and Technical Services |  | ISO 9001, Cyber Essentials |
| Lot 4 – Additional Services |  | ISO 9001, Cyber Essentials |

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. The Order Form including the relevant Joint Schedules and Call Off Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6257framework reference number
3. Framework Special Term
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6257**
  + 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 **RM6257**
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + 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 (Mobilisation Plan and Testing)
  + Call-Off Schedule 14 (Key Performance Indicators
  + 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)
  + Call-Off Schedule 25 (Billable Works and Projects)
  + Call-Off Schedule 26 (Buyer Remedies for Default and Step in Rights)
  + Call-Off Schedule 27 (Accessed Contracts and Construction Contracts)
  + Call-Off Schedule 28 (TUPE Surcharge)
  + Call-Off Schedule 29 (Redundancy Surcharge)
  + Call-Off Schedule 30 (Collateral Warranty Agreements)
  + Call-Off Schedule 31 (Performance Bond)
  + Call-Off Schedule 32(Consortium Bids)

1. CCS PSC Core Terms (Version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility)

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.

7. Call-Off Schedule 4 (Call-Off Tender)

CALL-OFF SPECIAL TERMS

The Supplier shall have all staff cleared to Security Check (SC) level as a minimum

EFFECTIVE DATE: April 2025

DATE THE CONTRACT PERIOD COMMENCES: April 2025

MOBILISATION PERIOD: From 01/04/2025

START DATE / DATE THE CALL-OFF INITIAL PERIOD COMMENCES / DATE CONTRACT YEAR 1 COMMENCES: 01/09/2025

DATE CALL-OFF INITIAL PERIOD ENDS: 31/08/2030

CALL OFF OPTIONAL EXTENSION PERIOD 1 (start and end dates): 01/09/2030 to 31/08/2031

CALL-OFF OPTIONAL EXTENSION PERIOD 2 (start and end dates): 01/09/2031 to 31/08/2032

TOTAL MAXIMUM CONTRACT PERIOD 01/09/2025 to 31/08/2032

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (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 **£957,143 (ex VAT)**

CALL-OFF CHARGES

The Call-Off Charges shall be calculated in accordance with Call-Off Schedule 5 (Pricing Details) on the basis of fixed prices and shall be calculated by reference to the fixed price pricing matrix set out below:

[insert the winning suppliers pricing matrix for reference].

The Charges shall not be impacted by any change to the Framework Prices and can only be changed by agreement in writing between the Buyer and the Supplier as a result of:

1. Indexation;
2. Specific Change in Law;
3. Benchmarking undertaken in accordance with Call-Off Schedule 16 (benchmarking)
4. Call-Off Variation (agreed in writing and signed by both Parties in accordance with clause 24 of Core Terms)

TARGET COST

Not Applicable

PAYMENT METHOD

BACS, details to be inserted at contract award

BUYER’S INVOICE ADDRESS:

REDACTED TEXT under FOIA section 40, personal information.

INDEXATION

The Payment Index that shall be applied in relation to indexation shall be the Consumer Price Index. Indexation shall only apply from 01/09/2026 and shall be applied on every yearly anniversary thereafter.

Indexation shall be applied to the Baseline Monthly Payment

PASS THROUGH COSTS

Not Applicable

MORE FAVOURABLE COMMERCIAL TERMS

For this framework these will only apply to Pass Through Costs

TUPE OPTION

Further Competition TUPE Risk Premium

INCLUSIVE REPAIR THRESHOLD

The Inclusive Repair Thresholds shall be: £1,500 (excluding VAT)

BILLABLE WORKS

N/A

BILLABLE WORKS NOT REQUIRING APPROVAL

The value of Billable Works not requiring approval is: NIL

BUSINESS CRITICAL EVENTS

Business Critical Events are as follows: None

WARRANTY

As per 3.1.2 of the Core Terms (90 Days)

CYBER ESSENTIALS

Plus

BUYER’S AUTHORISED REPRESENTATIVE**:**

REDACTED TEXT under FOIA section 40, personal information.

BUYER NOTICES

REDACTED TEXT under FOIA section 40, personal information.

BUYER SECURITY REPRESENTATIVE

REDACTED TEXT under FOIA section 40, personal information.

BUYER’S ENVIRONMENTAL POLICY

Available online at [Our policies - The National Archives](https://www.nationalarchives.gov.uk/about/our-role/plans-policies-performance-and-projects/our-policies/)

BUYER’S SECURITY POLICY

N/A

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA section 40, personal information.

SUPPLIER’S CONTRACT MANAGER

REDACTED TEXT under FOIA section 40, personal information.

PROGRESS REPORT FREQUENCY

As specified in Call Off Schedules 1 and 15

PROGRESS MEETING FREQUENCY

As specified in Call Off Schedules 1 and 15

KEY ROLES/STAFF:

REDACTED TEXT under FOIA section 40, personal information.

KEY SUBCONTRACTORS:

REDACTED TEXT under FOIA section 40, personal information.

E-AUCTIONS: (Lot 3 only)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION**:**

REDACTED TEXT under FOIA section 43, Commercial Interests.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

N/A

SERVICE PERIOD:

TheService Period for the purposes of Call-OffSchedule 14 (Key Performance Indicators) shall be one Month.

KPI CREDITS, AT RISK % AND EARN BACK%:

KPI Credits accrue in accordance with Call-Off Schedule 14 (Key Performance Indicators.

COLLATERAL WARRANTIES

Not Applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, it will comply with the following social value commitments as were provided for in its Tender response.

COUNTERPARTS

The Call-Off Contract may be executed in any number of counterparts, each of which when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

Transmission of an executed counterpart of this Call-Off Contract (but for the avoidance of doubt not just a signature page) by email (in PDF, JPEG or other agreed format) shall take effect as delivery of an executed counterpart of this Call-Off Contract. If either method of delivery is adopted, without prejudice to the validity of the Call-Off Contract thus made, each Party shall provide the others with the original of such counterpart as soon as reasonably possible thereafter

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