



Crown
Commercial
Service

RM6168: Estate Management Services Order Form Template

Guidance:

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract from as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only.

You can complete and execute a Call-Off Contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

You must complete Part 1 of the Order Form Template to provide the information needed to populate a Call-Off Contract. Part 2 of the Order Form Template incorporates documents into the Call-Off Contract to create a complete set of terms. Part 2 also makes choices for some elections which are required to create a complete set of terms in a way that CCS expects to be most appropriate for Call-Off Contracts created using this Order Form.

If you want to add or amend any aspect of any of the terms or elections incorporated into the Call-Off Contract by Part 2 of this Order Form, you must use the box below marked "Call-Off Special Terms". Call-Off Special Terms rank ahead of the incorporated terms and elections.

You must complete Annex 1 - Processing Personal Data as part of completing the Order Form.

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

Buyer Name	Valuation Office Agency, on behalf of the Commissioners of HMRC
Buyer Contact	Redacted under FOIA section 40, Personal Information
Buyer Address	8 th floor, 10 South Colonnade, Canary Wharf, London, E14 4PU
Invoice Address (if different)	Redacted under FOIA section 40, Personal Information
Buyer's Authorised Representative	Redacted under FOIA section 40, Personal Information
Buyer's Data Protection Officer	Redacted under FOIA section 40, Personal Information

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Buyer's Environmental Policy	N/A
Buyer's Security Policy	N/A
Security Representative of the Buyer	Redacted under FOIA section 40, Personal Information

Supplier Name	Newsteer Limited
Supplier Contact	Redacted under FOIA section 40, Personal Information
Supplier Address	Registered Address: 12a Fleet Business Park Fleet GU52 8BF Office Address: 20 Farringdon Street London EC4A 4AB
Registration Number:	11759239
DUNS Number	224627107
SID4GOV ID	n/a
Payment Method	Redacted under FOIA section 40, Personal Information
Supplier's Authorised Representative	Redacted under FOIA section 40, Personal Information
Supplier's Contract Manager	Redacted under FOIA section 40, Personal Information
Supplier's Data Protection Officer	Redacted under FOIA section 40, Personal Information
Security Representative of the Supplier	Redacted under FOIA section 40, Personal Information
Commercially Sensitive Information	Redacted under FOIA section 40, Personal Information

Framework Ref	RM6168
Call-Off Lot	Lot 5: Valuation and CPO
Estate Management Services	Valuation expertise
Call-Off (Order) Ref	VOA/2023/035
Call-Off (Order) Date	24/11/2023
Call-Off Charges	Set out in Call Off Schedule 5 - Pricing Details Redacted Under FOIA Section 43, Commercial Information
Call-Off Start Date	04/12/2023
Call-Off Expiry Date	03/12/2026
Extension Period	One (1) year, to 03/12/2027
Maximum Liability	The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.
Progress Report Frequency	To be agreed per project by both parties.
Progress Meeting Frequency	To be agreed per project by both parties.

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

The requirement
As set out in: <ul style="list-style-type: none">• Call-Off Schedule 20 - Call-Off Specification; and• Call-Off Schedule 4 - Call Off tender. <u>Redacted Under FOIA Section 43, Commercial Information</u>

PERFORMANCE OF THE DELIVERABLES

Key Staff
<u>Redacted under FOIA section 40, Personal Information</u>
Key Subcontractors
None

CALL-OFF SPECIAL TERMS

Call-Off Special Term 1
N/A
Call-Off Special Term 2
N/A
Call-Off Special Term 3
N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

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 - **N/A**
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 2 (Staff Transfer)
- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 4 (Call Off tender)
- 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 11 (Installation Works)
- Call-Off Schedule 12 (Clustering)
- Call-Off Schedule 13 (Implementation Plan and Testing)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)

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- Call-Off Schedule 16 (Benchmarking)
- Call-Off Schedule 17 (MOD Terms)
- Call-Off Schedule 18 (Background Checks)
- Call-Off Schedule 19 (Scottish Law)
- Call-Off Schedule 20 (Call-Off Specification)
- Call-Off Schedule 21 (Northern Ireland Law)

5. CCS Core Terms (version 3.0.10)

6. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**

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

As set out in Call-Off Schedule 4 (Call Off tender)

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.

1. Annex 1 - Processing Personal Data

Not used, no Personal Data is intended to be shared under this Call Off Contract.
If this will occur for a specific project the Buyer will arrange to complete this schedule for each applicable project.