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

**Order Form**

CALL-OFF REFERENCE: 1.11.4.4698-1

THE BUYER: Health & Safety Executive

BUYER ADDRESS Redgrave Court, Merton Road, Bootle, L20 7HS

THE SUPPLIER: NPS Property Consultants Ltd

SUPPLIER ADDRESS: 280 Fifers Lane, Norwich, NR6 6EQ

REGISTRATION NUMBER: 02888194

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 28 April 2025.

It’s issued under the Framework Contract with the reference number RM6168 for the provision of Estate Management services.

CALL-OFF LOT(S):

Lot 5: Valuation and Compulsory Purchase Orders

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) **RM6168**
3. The following Schedules in equal order of precedence:

* 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 10 (Rectification Plan)
* Joint Schedule 11 (Processing Data)
* Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for 1.11.4.4698-1
* Order Form- Template-Short-Form
* Call-Off Schedule 4 (Call Off tender (V3.1)
* Call-Off Schedule 7 (Key Supplier Staff)
* Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.10)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**
3. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off 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 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

None

CALL-OFF START DATE: 30 April 2025

CALL-OFF EXPIRY DATE: 29 April 2030

CALL-OFF INITIAL PERIOD: 5 years

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off 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£45,300.00.

CALL-OFF CHARGES

The total cost of this contract is £87,300.00, further details can be found in Call-off Schedule 4 (Call-off Tender).

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

HSE shall make payment of agreed costs via BACS, in arrears, within 30 days of the acceptance of the invoice. The Contractor shall send a copy invoice along with details of any work satisfactory carried out to the Buyer’s Authorised Representative below. All invoices raised must include the relevant Purchase Order number which will be issued by HSE Procurement Unit, each invoice must refer to and state items as listed on the Purchase Order. Failure to include the Purchase Order Number may delay payment. Invoices should be submitted electronically in PDF format.

BUYER’S INVOICE ADDRESS:

Newport SSCL - Health & Safety Executive

PO Box 401

Newport

NP10 8FZ

Email: [APinvoices-HAS-U@gov.sscl.com](mailto:APinvoices-HAS-U@gov.sscl.com)

BUYER’S AUTHORISED REPRESENTATIVE

***Personal Information Redacted***

BUYER’S ENVIRONMENTAL POLICY

Not required

BUYER’S SECURITY POLICY

Not required

SUPPLIER’S AUTHORISED REPRESENTATIVE

***Personal Information Redacted***

SUPPLIER’S CONTRACT MANAGER

***Personal Information Redacted***

PROGRESS REPORT FREQUENCY

Not required

PROGRESS MEETING FREQUENCY

Not required

KEY STAFF

***Personal Information Redacted***

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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

**Buyer guidance:** execution by seal / deed where required by the Buyer

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| --- | --- |
| CCS Core Terms (v3.0.10) |  |
| JOINT SCHEDULES |  |
| 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 6 – Key Subcontractors |  |
| Joint Schedule 10 – Rectification Plan |  |
| Joint Schedule 11 – Processing Data |  |
| Joint Schedule 12 – Supply Chain Visibility |  |
| CALL-OFF SCHEDULES |  |
| Call-off Schedule 4 – Call-off Tender | ***Information Redacted*** |
| Call-Off Schedule 7 – Key Supplier Staff | ***Information Redacted*** |
| Call-off Schedule 20 – Call-off Specification |  |