## Order Form (Lots 3 to 10)

CALL-OFF REFERENCE: GPA.2022.454

THE BUYER: Government Property Agency

BUYER ADDRESS Floor 9,

23, Stephenson Street Birmingham B2 4BH

THE SUPPLIER: SPS UK&I Ltd

SUPPLIER ADDRESS: Oriel House, 26 The Quadrant, Richmond London,

**TW9 1DL** 

REGISTRATION NUMBER: 04482213

DUNS NUMBER: 64-078-8878

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract.

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **16/12/2022**. It's issued under the Framework Contract with the reference number **RM6017** for the provision of **Off Site** Mail Screening Services.

## CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
3	Collection and Delivery of Letters, Large Letters and Parcels	No
4	Collection and Delivery of Letters, Large Letters and Parcels to International Destinations	No
5	Audits, Efficiency Reviews and Niche Consultancy	No

Crown Copyright 2018

6	Business Process Outsourcing, Mailroom, Document and Data Managed Service	No
7	Hybrid Mail, Digital and Transformational Communications	No
8	Inbound Delivery Services	No
9	Mail Opening and Digital Scanning Services	No
10	Security Screening Services	Yes

**Property Location:** Feethams House Darlington & 2 Marsham Street London

## **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) RM6017
- 3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6017
    - 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 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
    - o Joint Schedule 13 (Continuous Improvement)
    - 0
  - Call-Off Schedules for RM6017
    - Call-Off Schedule 1 (Transparency Reports)
    - [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 14 (Service Levels)
    - o [Call-Off Schedule 20 (Call-Off Specification)
    - [Call-Off Schedule 21 (Security Policy)
- 4. CCS Core Terms (version 3.0.6)
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6017

Crown Copyright 2018

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** 

(Not Applicable)

**CALL-OFF START DATE:** 09/01/2023

CALL-OFF EXPIRY DATE: 08/01/2028

**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

The requirement is for a 5 year contract to SPS, for mail screening at a cost of exc VAT RDEL based on estimated post volumes. The estimated total contract value for the full 5 years is £624,955.00

Do note that volumes are not guaranteed.

a. The anticipated costs and mail volumes at Feethams House are as follows:

Total Items per annum	Average Items per day	Annual cost of Mail (£)	Annual Next Day Delivery Charge (£)	Annual total cost (£)

b. The anticipated costs and mail volumes at 2 Marsham Street are as follows:

Total Items per annum	Average Items per day	Annual cost of Mail (£)	Contingency (15%)	Annual Next Day Delivery Charge (£)	Annual total cost (£)

Crown Copyright 2018

Across both sites the costs are made up of the following itemised prices:



In addition to this, a 15% contingency is proposed for 2MS, on the basis that the expectation is that more clients will be moving into 2MS which should increase the future mail volumes.

#### **PAYMENT METHOD**

**BACS** 

## **BUYER'S INVOICE ADDRESS:**



E-mail contact details:

#### **BUYER'S AUTHORISED REPRESENTATIVE**



## **BUYER'S ENVIRONMENTAL POLICY**

#### Available online at:

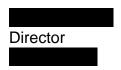
https://www.gov.uk/government/collections/sustainable procurement-the-government-buying-standards-gbs and GPAs Sustainability Plan in Annex 1

## **BUYER'S SECURITY POLICY**

Available online at:

https://www.gov.uk/government/publications/security-policy framework

#### SUPPLIER'S AUTHORISED REPRESENTATIVE



SPS UK&I Ltd, Oriel House, 26 The Quadrant, Richmond, TW9 1DL

Crown Copyright 2018

## SUPPLIER'S CONTRACT MANAGER



SPS UK&I Ltd, Unit 10 SEGRO Business Park, Bidder Street, Canning Town, London, E16 4ES

Senior Site Supervisor

SPS UK&I Ltd, Unit 10 SEGRO Park, Bidder Street, Canning Town, London, E16 4ES

## PROGRESS REPORT FREQUENCY

Within the first Seven Working Days of each Month

## PROGRESS MEETING FREQUENCY

Quarterly

## **BUYER'S OPERATIONAL BOARD MEMBERS**

GPA Regional Workplace Services Manager (Central)

## **KEY STAFF**

Bid Manager | SPS UK&I Ltd

SPS UK&I Ltd, Oriel House, 26 The Quadrant, Richmond, TW9 1DL

## **KEY SUBCONTRACTOR(S)**

24-32 London Road Newbury Berkshire RG14 1JX

Crown Copyright 2018

U.P.S Limited UPS House Forest Road Feltham Middlesex TW13 7DY

(20% of work being delivered by sub-contractor)

## **COMMERCIALLY SENSITIVE INFORMATION**

Not Applicable

## **SERVICE CREDITS**

See KPIs

## ADDITIONAL INSURANCES Not applicable

#### **GUARANTEE**

Not applicable

## **SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)]

## Framework Schedule 6 (Order Form Template and Call-Off Schedules) Crown Copyright 2018

For and on behalf of the Supplier:		For and on behalf of the Buyer the Government Property Agency an Executive Agency of the Cabinet:	
Signature:		Signature:	
Name:		Name:	
Role:	Head of Public Sector	Role:	Head of Commercial
Date:		Date:	
Signature:		Signature:	
Name:		Name:	
Role:	CEO	Role:	
Date:		Date:	