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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

Buyer Name	Valuation Office Agency, on behalf of the commissioners of HMRC
Buyer Contact	REDACTED
Buyer Address	8 th floor, 10 South Colonnade, London, E14 4PU
Invoice Address (if different)	REDACTED
Buyer's Authorised Representative	REDACTED
Buyer's Data Protection Officer	REDACTED
Buyer's Environmental Policy	N/A
Buyer's Security Policy	None in addition to Security clauses set out in Call Off Terms
Security Representative of the Buyer	N/A

Supplier Name	Avison Young (UK) Ltd
Supplier Contact	REDACTED
Supplier Address	3 Brindleyplace, Birmingham, B1 2JB
Registration Number:	06382509
DUNS Number	21-015-8990
SID4GOV ID	210158990
Payment Method	REDACTED
Supplier's Authorised Representative	
Supplier's Contract Manager	
Supplier's Data Protection Officer	

Security Representative of the Supplier	
Commercially Sensitive Information	None.

Framework Ref	RM6168
Call-Off Lot	Lot 1: Total Estate Management
Estate Management Services	General planning services (Inc. town and country)
Call-Off (Order) Ref	VOA/2023/048
Call-Off (Order) Date	21/09/2023
Call-Off Charges	<p>A fixed fee of £24,745, which has been calculated applying the following discounted hourly rates:</p> <p>Principal – REDACTED Associate Director- REDACTED Associate - REDACTED</p> <p>The fixed fee excludes VAT and disbursements.</p> <p>The fixed fee is based on the assumptions set out in the Avison Young fee proposal dated 18 August 2023.</p> <p>Avison Young will invoice the fixed fee on a monthly basis in October and November 2023.</p>
Call-Off Start Date	25/09/2023
Call-Off Expiry Date	30/11/2023
Extension Period	None
Maximum Liability	<p>The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.</p> <p>The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £24,745</p>
Progress Report Frequency	After first 3 weeks then fortnightly
Progress Meeting Frequency	Meeting to accompany draft report

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 Supplier Proposal dates 18/08/2023
REDACTED

PERFORMANCE OF THE DELIVERABLES

Key Staff
REDACTED , Principal REDACTED , Associate Director REDACTED , Associate
Key Subcontractors
None

CALL-OFF SPECIAL TERMS

Call-Off Special Term 1
None
Call-Off Special Term 2
None
Call-Off Special Term 3
None

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 – **Not used**
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 (V3.1))
- 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

Not applicable if not needed

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 shared.