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Service

**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

<b>Buyer Name</b>	UK Health Security Agency (UKHSA)
<b>Buyer Contact</b>	
<b>Buyer Address</b>	Delivery address: 61 Colindale Avenue London NW9 5EQ  Registered Address:  10 South Colonnade Canary Wharf London E14 4PU
<b>Invoice Address (if different)</b>	UK Health Security Agency, Financial Operations and Control, Porton Down, Salisbury, Wiltshire, SP4 0JG
<b>Buyer's Authorised Representative</b>	
<b>Buyer's Data Protection Officer</b>	data_protection@dhsc.gov.uk

<b>Buyer's Environmental Policy</b>	N/A
<b>Buyer's Security Policy</b>	N/A
<b>Buyer's Security Representative</b>	

<b>Supplier Name</b>	Avison Young (UK) Limited
<b>Supplier Contact</b>	
<b>Supplier Address</b>	3 Brindleyplace, Birmingham, B1 2JB
<b>Registration Number:</b>	06382509
<b>DUNS Number</b>	21-015-8990
<b>SID4GOV ID</b>	21-015-8990
<b>Payment Method</b>	BACS
<b>Supplier's Authorised Representative</b>	
<b>Supplier's Contract Manager</b>	
<b>Supplier's Data Protection Officer</b>	
<b>Supplier's Security Representative</b>	
<b>Commercially Sensitive Information</b>	Avison Young commercial pricing

<b>Framework Ref</b>	RM6168
<b>Call-Off Lot</b>	Lot 1
<b>Estate Management Services</b>	RAAC risk assessment – 61 Colindale Avenue
<b>Call-Off (Order) Ref</b>	TBC
<b>Call-Off (Order) Date</b>	26 October 2023
<b>Call-Off Charges</b>	£15,000 + VAT
<b>Call-Off Start Date</b>	26 October 2023
<b>Call-Off Expiry Date</b>	The day falling 3 months after the Call-Off Start Date.
<b>Extension Period</b>	None
<b>Maximum Liability</b>	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 £15,000 +VAT
<b>Progress Report Frequency</b>	Survey to be provided and approved on completion
<b>Progress Meeting Frequency</b>	N/A

### 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**

<b>The requirement</b>
As per the attached proposal letter (disregarding standard AY T&Cs).

**PERFORMANCE OF THE DELIVERABLES**

<b>Key Staff</b>
<b>Key Subcontractors</b>
Structural Engineering services provided by Peregá.

**CALL-OFF SPECIAL TERMS**

<b>Call-Off Special Term 1</b>
N/A

<b>Call-Off Special Term 2</b>
N/A

<b>Call-Off Special Term 3</b>
Professional indemnity insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds £1,000,000
Public liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than five million pounds £5,000,000

**Estate Management Services Template (Short Form)**

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Signed on behalf of the Buyer:

Full Name:

Job Title/Role: Deputy Director, Commercial

Date Signed:

Signed on behalf of the Supplier:

Full Name:

Job Title/Role: Principal, Building & Project Consultancy - London

Date Signed: 09/11/2023

## 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
4. 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 7 (Financial Difficulties)
- Joint Schedule 8 (Guarantee)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 12 (Supply Chain Visibility)

#### Call-Off Schedules for **RM6168**

- Order Form - Template-Short-Form
- Call-Off Schedule 3 (Continuous Improvement)
- Call-Off Schedule 5 (Pricing Details)
- Call-Off Schedule 7 (Key Supplier Staff)
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 20 (Call-Off Specification)

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

**1. Annex 1 - Processing Personal Data**

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

1.1.1.1 The Processor shall comply with any further written instructions with respect to Processing by the Controller.

1.1.1.2 Any such further instructions shall be incorporated into this Annex.

Description	Details
Identity of Controller for each Category of Personal Data	<p><b>The Relevant Authority is Controller and the Supplier is Processor</b></p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 of Joint Schedule 11 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <p><b><i>There is no expected personal data expected under this contract bar Names, Addresses and Emails.</i></b></p>
Duration of the Processing	Period of the contract.
Nature and purposes of the Processing	The purpose may include the delivery of the survey which may require access to the personnel details.
Type of Personal Data	<p>Personal details of each Party's Personnel engaged in the performance of obligations and day to day management of the Contract:</p> <ul style="list-style-type: none"> <li>● Full name</li> <li>● Job title</li> <li>● Organisation name</li> <li>● Business/workplace address</li> <li>● Business/workplace email address</li> <li>● Business/workplace telephone/mobile number(s)</li> <li>● Registered company details including registered company name, address and company registration number (CRN)</li> </ul>

**Estate Management Services Template (Short Form)**

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Categories of Data Subject	Staff Personnel data of the Parties involved in the performance of obligations and day to day management of the Contract.
Plan for return and destruction of the data once the Processing is complete UNLESS requirement under Union or Member State law to preserve that type of data	In accordance with the Core Terms, all data and any copies held by the Supplier must be securely erased once the Processing is complete, unless the Supplier is required by law to retain it.