

PURCHASE ORDER



To:

Integrated Protection Services Limited
Unit B7, Smallmead House
Smallmead
Horley
Surrey
RH6 9LW

Address your invoice to:

The Lord Mayor & Citizens of the City of
Westminster
27143 Emanuel House
C/O FirstPort
11 Queensway,
New Milton,
Hampshire
BH25 5NR

Property:

27143 Emanuel House
18 Rochester Row
London
United Kingdom
SW1P 1BS

Purchase Order: 223705

Job Reference: MM/Job 164499

Order Date: 6 Feb 2024

Job Type: Planned

Urgency:

Due Date: 5 Feb 2024

Please attend the above property and carry out the work of;

AOV Monthly testing 5-2-24 - 31-5-25 27143

Order Value £5357.00
includes VAT
Invoices Expected 12

Special Instructions & known hazards:

For site specific asbestos, height and hazard information, please contact the Property Manager

Payment of any PPM compliance asset invoices, is subject to you sending service certificates to DataStation via firstport@datastation.co.uk. Please submit all remedials quotes to the schemes Property Manager

Asset information (if applicable):

Property	Asset Description	Asset Details	Asset Location
1-70 Emanuel HouseP	Smoke Relief - AOV Automatic Opening Vent	52-03	

Contact details;

Operational Contact Name	Jennie Roos
Telephone	
Email	JRoos@firstport.co.uk

Customer Service Contact details;

FirstPort Property Services	0333 321 4080
FirstPort Retirement Property Services	0333 321 4041
FirstPort Scotland	0333 321 4077

We are acting as managing agents on behalf of: The Lord Mayor & Citizens of the City of Westminster

Your Purchase Order is governed by FirstPort's Standard Terms and Conditions (Terms) which can be found at <https://www.firstport.co.uk/about-us/contractors-and-suppliers/terms-and-conditions>.

This order is assumed accepted unless we with hear from you within 1 hour for emergency P1 and 24 hours for P2 & P3 orders.

Building a reliable, skilled and cost effective network of contractors to serve our clients and customers is key to enable us to deliver great quality customer service.

Unlike many of our competitors, FirstPort Limited apply no administration charges to contractors wanting to become an 'Approved Contractor' and, mostly importantly, take no percentage fee on invoices or 'kick-backs' of any kind. As part of our duty of care to our clients and customers we ensure that contractors adhere to our Business Code of Conduct.

The health and safety of our colleagues, customers and contractors is paramount therefore all suppliers and contractors of FirstPort must have supporting written policies for their work, the requisite skills and adequate insurance cover. Please review our full terms and conditions at <https://www.firstport.co.uk/about-us/contractors-and-suppliers/terms-and-conditions>.

You agree by accepting this Purchase Order that these Terms override any additional terms you may have provided to FirstPort. If you are under a Framework Agreement pursuant to clause 2.2 of the terms then the terms of the Framework Agreement will prevail over these terms; unless previous terms have already been agreed for major works.

When submitting an invoice, it will be rejected and NOT PAID if:
You do not address the invoice as per the billing address detailed on the purchase order
You do not quote the relevant order number.

All maintenance and servicing to be carried out in accordance with SFG20. Where Firstport's requirements exceed SFG20 standard this will take precedence.

If your work qualifies for CIS please ensure that you include the appropriate labour breakdown on the invoice to avoid queries and potential delays in payment. For full details on CIS see the following:
<https://www.gov.uk/topic/business-tax/construction-industry-scheme>

You must immediately contact Customer Services or the originator of the PO (as per the above 'Contact' details) in the event that:
Work cannot be carried out due to access, awaiting parts, etc. If we have provided you with the details of our resident/s, you should also inform them of this.
The order is rejected and you cannot attend as per the purchase order.

All work must be carried out in accordance with your written method statement. Should the specific nature of the site require any changes to your procedures, the method statement must be updated to reflect this.

Sub-contractors must not be used without prior notification and agreement by the Procurement team at FirstPort.

If you deem that works or services on any one FirstPort scheme will exceed £500, you must produce a full written quotation and forward to Customer Services or the originator of the purchase order. No works are to be undertaken until express permission has been received from FirstPort by way of a purchase order for the quotation value. FirstPort retains the right to seek further quotations before approval of works is granted. FirstPort reserves the right to refuse payment of invoices over £500 where approval has not been granted.

Following the last service/maintenance visit of any planned order the order will naturally expire. You should not, under any circumstances, undertake any servicing or maintenance without a new planned order. Failure to adhere to this will result in non-payment as you will not be contractually covered for the work.