

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

Order Form

CALL-OFF REFERENCE: **PS/25/95**

THE BUYER: **DVLA**

BUYER ADDRESS **DVLA, Longview Road, Morriston, Swansea,
SA6 7JL**

THE SUPPLIER: **Probrand Limited**

SUPPLIER ADDRESS: **Probrand Limited**
Alpha Tower
Birmingham
B1 1TT

REGISTRATION NUMBER: **02653446**

DUNS NUMBER: **769990276**

SID4GOV ID: **208848**

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 27th January 2026.

It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

CALL-OFF LOT(S):

Lot 2 Hardware

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6098
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for RM6098
 - [Call-Off Schedule 5 (Pricing Details)
 - [Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098

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:	31 st January 2026
CALL-OFF EXPIRY DATE:	30th January 2029
CALL-OFF INITIAL PERIOD:	3 Years

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)



Specification -
Final.docx

RM6098 Framework Schedule 6 (Order Form Template and Call-Off Schedules)
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As this is a call of contract, orders will be made as and when required however the initial deliverables are shown below:

Table 1 - Requirement Costs			
CONTRACT TERM	THREE (3) YEARS		TOTAL COST
Product Description	Quantity	Cost per Unit (£)	
Microsoft Surface Laptop Copilot+ PC for Business 7th Edition 13.8" Intel Core Ultra 5 236V 16 GB RAM 512 GB SSD	100	£ 937.68	£ 93,768.00
Microsoft Extended Hardware Service Plan extended service agreement 3 years	100	£ 78.28	£ 7,828.00
Dell P2725HE LED monitor Full HD (1080p) 27" - Dell P2725HE - LED monitor 27" - 1920 x 1080 Full HD (1080p) @ 100 Hz - IPS - 300 cd/m² - 1500:1 - 5 ms HDMI, DisplayPort, USB-C - BTO - 3 years Limited Hardware Warranty with Advanced Exchange Service and Premium Panel Exchange.	20	£ 138.27	£ 2,765.40
Wireless Keyboard and Mouse Set, Full Size Wireless Keyboard Ergonomic Design & Quiet USB Cordless Mouse Combo UK Layout, 12 Multimedia Shortcuts for Windows Computer PC Laptop Desktop, Black.	20	£ 11.47	£ 229.40
Smart Docking Station - 2 x DP, HDMI - 1GbE, 2.5GbE	20	£ 68.16	£ 1,363.20
Poly Blackwire 3220 Wired Headset - Noise-Canceling Mic - Stereo Design - Connect to PC/Mac via USB-C or USB-A - Works w/Teams, Zoom.	20	£ 17.96	£ 359.20
Kensington SmartFit Easy Riser - Notebook cooling pad - 17" - black	20	£ 14.60	£ 292.00
TOTAL CONTRACT COST			£ 106,605.20

LOCATION FOR DELIVERY

<p>D – Basement Morriston FAO Xxxxx redacted under FOI Section 40</p>
<p>D-Block Stores, DVLA, Longview Road, Morriston, Swansea SA6 7JL (7am till 3pm)</p>

DATES FOR DELIVERY

Deliveries are accepted Mondays – Fridays between the hours of 7am – 3pm.

See details in Call-Off Schedule 20 (Call-Off Specification) for full delivery instructions.

WARRANTY PERIOD

Framework Ref: RM6098
 Project Version: v2.0
 Model Version: v3.8

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The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be as per the manufacturers warranty of the products purchased.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF CHARGES

This is a call off contract with a value of up to £4m over a 3 year period.

See details in Call-Off Schedule 5 (Pricing Details) for initial call off charges,

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD

The Supplier shall submit invoices directly to the billing address as per the Buyer's order. The Supplier shall invoice the Buyer for Goods on despatch and for Services as per Supplier's quotation. Payment to be made by BACS payment.

BUYER'S INVOICE ADDRESS:

Email Address: SSa.invoice@Ubusinessservices.co.uk

BUYER'S INVOICE ADDRESS:

The DVLA's invoicing procedures are detailed below.

Invoicing Address

All invoices and credit notes must be sent to the DfT Shared Service Centre at the following address:

DVLA
Accounts Payable
Unity Business Services (UBS)
5 Sandringham Park
Swansea Vale
SA7 0EA

Alternatively electronic invoices can be issued to SSa.invoice@Ubusinessservices.co.uk



Invoicing
Procedures.docx

All invoices submitted for payment must:

- state the relevant Business Unit (e.g. DVLA) the services or goods were supplied to:
- quote your Vendor Number
- quote Purchase Order Number
- use the units of measure, pricing units and description as stated in the Purchase Order

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RM6098 Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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- be submitted in a timely manner after the despatch of goods or provision of services (and not accumulated).

BUYER'S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

Contract Owner

Xxxxx redacted under FOI Section 40@dvla.gov.uk

MEASURABLE DELIVERABLES

Service	Description	SLA Target
Account Management	Suppliers to provide a response to purchase queries.	Up to 24 hrs (Working days)
Account Management	Supplier to provide quotes.	Within 3 working days
Account Management	Supplier to advise on unavailability of stock and provide alternatives.	Within 3 working days
Account Management	Supplier to provide special logistic and delivery arrangements where necessary to meet delivery requirements for urgent orders.	Up to 48 hrs (Working Days)
Returns Policy	Returns of not fit for purpose and unused stock items.	30 calendar days' notice policy
Damaged items	Collection on faulty returns equipment.	30 calendar days' notice policy
Deliveries	Supplier to provide DVLA stores 48hrs notice of delivery via email.	48 hrs notice (Working Days)
Deliveries	Supplier to provide Purchase order details on all delivery items.	100%
Invoices	Invoices must have breakdown of stock being delivered.	100%
Deliveries	Deliveries must be planned between 7am and 3pm.	48 hrs notice (Working days)
Credits/Refunds	All invoice queries to be resolved over 30 calendar day period.	Within 30 calendar days

Deliveries Packing	Palletised delivery must be on 4 way single deck non-returnable pallets with a base size of 1200mm x 1000mm. Maximum weight (including pallet) 1000 kilogrammes, maximum height (including pallet) 1060mm. Cartons when stacked must not overlap the pallet.	1
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- The Supplier shall provide the Services so as to meet or exceed the Service Levels set out in this Schedule.
- Quotes provided are to be valid for 30 days.
- Meeting or exceeding a Service Level indicates that the Supplier is meeting some (but not necessarily all) of its contractual commitments to the Customer with respect to levels of performance.
- Service Levels may be added, deleted, or modified and agreed by both parties at any time during the Term, in accordance with the change control procedure in the call-off agreement. For the avoidance of doubt, the Supplier shall not withhold or delay its consent to any requested changes to the Service Levels that are required to achieve a fair, accurate and consistent measurement of the Supplier’s performance in delivering the Services.
- The Supplier shall use appropriate tools in order to measure and report the levels of performance of the Services that are subject to the Service Levels. Such measurement shall permit reporting that is detailed enough to verify compliance with the Service Levels which can be reviewed in monthly meetings.

BUYER’S SUSTANABILITY AND ENVIRONMENTAL POLICY

The DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns to the Government’s Greening Commitment which states we must: “Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society.”

DVLA is certified to ISO 14001:2015 and more information is available in our Environmental Policy The Supplier shall comply with this policy.

Where appropriate, the Supplier shall assist the DVLA in achieving its Greening Government Commitments i.e. Reduce CO₂ emissions through energy consumption and travel, reduce water consumption and waste produced.

If requested, the Supplier shall be able to provide data on carbon emissions related to the products being supplied to aid with Scope 3 Emission calculation.

If requested, the Supplier shall be able to provide data on the carbon emissions for the transportation of goods to the DVLA site.

The Supplier shall provide the specified goods without the use of single use plastic, in line with Government commitments.

The Supplier shall ensure that any activities conform to overarching principles in the Greening Government ICT and digital services strategy 2020-2025. Namely the Government's vision to be a global leader in sustainable ICT. The Supplier must confirm their understanding and acceptance of the strategy.

The Supplier shall be able to meet and provide evidence, if requested, of conforming to the relevant Government Buying Standards.

BUYER'S SECURITY POLICY

Removable Media (Mandatory)

Tenderers should note that removable media is not permitted in the delivery of this Contract. Where there is a requirement for Contractor's Staff to take data off site in electronic format, the DVLA will consider if it is appropriate to supply an encrypted hard drive.

Security Clearance (Mandatory)

Level 1

Tenders are required to acknowledge in their tender response that any Contractors' Staff that will have access to the DVLA site for meetings and similar (but have no access to the DVLA systems), must be supervised at all times by DVLA staff.

SUPPLIER'S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

Enterprise Account Director Digital Solutions

Xxxxx redacted under FOI Section 40

[XXXXX redacted under FOI Section 40@Probrand.co.uk](mailto:XXXXX.redacted.under.FOI.Section.40@Probrand.co.uk)

11th Floor, Alpha Tower, Birmingham, B1 1TT

SUPPLIER'S CONTRACT MANAGER

Xxxxx redacted under FOI Section 40

Tenders & Frameworks Manager

[XXXXX redacted under FOI Section 40@probrand.co.uk](mailto:XXXXX.redacted.under.FOI.Section.40@probrand.co.uk)

11th Floor, Alpha Tower, Birmingham, B1 1TT

PROGRESS REPORT FREQUENCY

N/A

PROGRESS MEETING FREQUENCY

Monthly, as stated in the in Call-Off Schedule 20 (Call-Off Specification)

COMMERCIALLY SENSITIVE INFORMATION

To be agreed with successful supplier on contract award

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Xxxxx redacted under FOI Section 40	Signature:	<i>Xxxxx redacted under FOI Section 40</i>
Name:	Xxxxx redacted under FOI Section 40	Name:	Xxxxx redacted under FOI Section 40
Role:	Tenders & Frameworks Manager	Role:	Head of IT Commercial
Date:	27.01.26	Date:	28/1/26

[Buyer guidance: execution by seal / deed where required by the Buyer].