

Order Form

CALL-OFF REFERENCE: K280021231

THE BUYER: The Driver & Vehicle Standards Agency

BUYER ADDRESS: Berkeley House, Croydon Street, Bristol,
BS5 0DA.

THE SUPPLIER: ACS Business Supplies LTD

SUPPLIER ADDRESS: 82 Wandsworth Bridge Road, London, SW6 2TF

REGISTRATION NUMBER: 06584936

DUNS NUMBER: **21-119-0503**

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 3rd March 2021.

It's issued under the Framework Contract with the reference number RM6059 Framework Contract for the provision of Office Supplies.

CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
1	Office Stationery and Electronic Office Supplies	No
2	Office and Electronic Office Supplies	YES
3	Electronic Office Supplies	No

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) RM6059
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6059
 - Joint Schedule 1 (Definitions)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - 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 K280021231
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 4 (Call-Off Tender)
 - 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 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6059

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

No special terms apply to this contract

CALL-OFF START DATE: 1st April 2021

CALL-OFF EXPIRY DATE: 31st March 2023

CALL-OFF INITIAL PERIOD: **2 years with the option to extend annually for a further 2 years (2+1+1)**

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 £375,000.00 (Approved Total Value divided by potential contract term of 4 years)

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

Not Applicable

PAYMENT METHOD

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

BUYER'S INVOICE ADDRESS:

Accounts Payable, Shared Services arvato, 5 Sandringham Park, Swansea Vale, Swansea SA7 0EA. ssa.invoice@sharedservicesarvato.co.uk

BUYER'S AUTHORISED REPRESENTATIVE

Commercial: **REDACTED TEXT**

Contract Manager: **REDACTED TEXT**

BUYER'S ENVIRONMENTAL POLICY

REDACTED TEXT

BUYER'S SECURITY POLICY

REDACTED TEXT

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT

ACS Business Supplies Ltd, Kismet Buildings, Otley Road, Baildon, West Yorkshire, BD17 7HB

SUPPLIER'S CONTRACT MANAGER

REDACTED TEXT

ACS Business Supplies Ltd, Kismet Buildings, Otley Road, Baildon, West Yorkshire, BD17 7HB

Order Form and Call-Off Schedules

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PROGRESS REPORT FREQUENCY

The Supplier shall provide monthly and cumulative statistics, narrative, and analysis to DVSA, reporting on achievement of the agreed KPIs, by 5th of the month.

PROGRESS MEETING FREQUENCY

Regular Contract Management meetings will be held during the life of the contract: monthly, as necessary at the inception of the contract, but then quarterly as the contract matures.

KEY STAFF

REDACTED TEXT

ACS Business Supplies Ltd, Kismet Buildings, Otley Road, Baildon, West Yorkshire, BD17 7HB

Key SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

N/A

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

ADDITIONAL INSURANCES

Details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements).

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) and adhere to the Supplier Code of Conduct.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED TEXT	Signature:	REDACTED TEXT
Name:	REDACTED TEXT	Name:	REDACTED TEXT
Role:	REDACTED TEXT	Role:	REDACTED TEXT
Date:	REDACTED TEXT	Date:	REDACTED TEXT

The text above has been redacted in with FOIA Section 40 Personal Information.