**Award Form**

This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier’s contact details.

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|  | **Buyer** | Driver and Vehicle Standards Agency (DVSA) on behalf of the Secretary of State for Transport  Berkeley House Croydon Street Bristol BS5 0DA |
|  | **Supplier** | |  |  | | --- | --- | | Name: | GTG Training Limited | | Address: | 454 Hillington Road, Hillington Park, Glasgow, G52 4FH | | Registration number: | XXXXXX redacted under FOIA section 40 | | SID4GOV ID: | N/A | |
|  | **Contract** | This Contract between the Buyer and the Supplier is for the supply of Deliverables.  This opportunity is advertised in the Contract Notice in Find A Tender, reference 2023-040364 (FTS Contract Notice). |
|  | **Contract reference** | K28021907a |
|  | **Deliverables** | IRTEC Inspection Technician Large Commercial Vehicle assessments a. XXXXXX redacted under FOIA section 40  IRTEC Advanced Technician Large Commercial Vehicle assessments a. XXXXXX redacted under FOIA section 40  See Schedule 2 (Specification) for further details. |
|  | **Buyer Cause** | Any breach of:  the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier. |
|  | **Collaborative working principles** | The Collaborative Working Principles do not apply to this Contract. |
|  | **Financial Transparency Objectives** | The Financial Transparency Objectives do not apply to this Contract. |
|  | **Start Date** | 25 September 2023 |
|  | **End Date** | 24 September 2026 |
|  | **Extension Period** | Further period up to 12 months plus an additional 12-month options |
|  | **Ending the Contract without a reason** | The Buyer shall be able to terminate the Contract in accordance with Clause 14.3. |
|  | **Incorporated Terms**  (together these documents form the **"the Contract"**) | The following documents are incorporated into the Contract. Where numbers are missing, we are not using these Schedules. If the documents conflict, the following order of precedence applies:   1. This Award Form 2. Any Special Terms (see **Section 14 (Special Terms)** in this Award Form) 3. Core Terms 4. Schedule 36 (Intellectual Property Rights) 5. Schedule 1 (Definitions) 6. Schedule 5 (Commercially Sensitive Information) 7. Schedule 6 (Transparency Reports) 8. Schedule 20 (Processing Data) 9. The following Schedules (in equal order of precedence):    1. Schedule 2 (Specification)    2. Schedule 3 (Charges)    3. Schedule 21 (Variation Form)    4. Schedule 22 (Insurance Requirements)    5. Schedule 25 (Rectification Plan)    6. Schedule 26 (Sustainability) 10. Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer), in which case that aspect of the Tender will take precedence over the documents above. |
|  | **Special Terms** | Not applicable |
|  | **Sustainability** | The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability). |
|  | **Buyer’s Environmental Policy** | Appended at Appendix 8 |
|  | **Social Value Commitment** | The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) |
|  | **Buyer’s Security Policy** | Not applicable |
|  | **Commercially Sensitive Information** | Not applicable |
|  | **Charges** | Details in Schedule 3 (Charges) |
|  | **Reimbursable expenses** | None |
|  | **Payment method** | Suppliers must be in possession of a Purchase Order (PO), before commencing any work under this contract. The PO Number will be issued following contract award. You must quote the PO number on all invoices, and these must be submitted directly to:  ***Accounts Payable,***  ***Shared Services arvato,***  ***5 Sandringham Park,***  ***Swansea Vale,***  ***Swansea***  ***SA7 0EA***  To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.  If you have a query regarding an outstanding payment, please contact our Accounts Payable section:  [**ssa.invoice@sharedservicesarvato.co.uk**](mailto:ssa.invoice@sharedservicesarvato.co.uk) |
|  | **Service Levels** | Not applicable |
|  | **Insurance** | Details in Annex of Schedule 22 (Insurance Requirements). |
|  | **Liability** | In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than or **150**% of the Estimated Yearly Charges |
|  | **Cyber Essentials Certification** | Not required |
|  | **Progress Meetings and Progress Reports** | * The Supplier shall attend Progress Meetings with the Buyer every quarter. * The Supplier shall provide the Buyer with Progress Reports following delivery of the assessment(s). |
|  | **Guarantee** | Not applicable |
|  | **Virtual Library** | Not applicable |
|  | **Supplier**  **Contract**  **Manager** | XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40 |
|  | **Supplier Authorised Representative** | XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40 |
|  | **Supplier Compliance Officer** | XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40 |
|  | **Supplier Data Protection Officer** | XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40 |
|  | **Supplier Marketing Contact** | XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40 |
|  | **Key Subcontractors** | Not Used |
|  | **Buyer Authorised Representative** | XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40  XXXXXX redacted under FOIA section 40 |

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| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | XXXXXX redacted under FOIA section 40 | Signature: | XXXXXX redacted under FOIA section 40 |
| Name: | XXXXXX redacted under FOIA section 40 | Name: | XXXXXX redacted under FOIA section 40 |
| Role: | XXXXXX redacted under FOIA section 40 | Role: | XXXXXX redacted under FOIA section 40 |
| Date: | 19/09/2023 | Date: | 21/09/2023 |

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