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

**Order Form**

CALL-OFF REFERENCE: PS/21/210A – Provision of Birmingham End User IT

THE BUYER: Driver and Vehicle Licensing Agency (DVLA)

BUYER ADDRESS Longview Road, Swansea SA6 7JL

THE SUPPLIER: **Insight Direct (UK) LTD**

SUPPLIER ADDRESS: **4th floor The Charter Building,Charter Place, Uxbridge. UB8 1JG**

REGISTRATION NUMBER: **2579852**

DUNS NUMBER: **​769387739**

SID4GOV ID: **208171**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated the date of last signature. It’s issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

CALL-OFF LOT(S):

* Lot 2 Hardware & Associated Services

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) RM6068
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6068
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 7 (Financial Difficulties)
* Call-Off Schedules for PS/21/210 – Provision of Birmingham End User IT
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.6)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6068
3. Annexes A to E Call-Off Schedule 6 (ICT Services)

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: N/A

CALL-OFF START DATE: 10/12/2021

CALL-OFF EXPIRY DATE: 09/12/2022

CALL-OFF INITIAL PERIOD: 1 year only

CALL-OFF OPTIONAL EXTENSION: N/A

PERIOD

CALL-OFF DELIVERABLES

A purchase of the items listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Detailed Spec | Qty | Price | Total Price |
| **Dell OptiPlex 3090:**  MFF (Micro Form Factor) desktop with Intel Core i5-10500T, 16Gb memory, M.2 256Gb PCIe NVMe Class 35 SSD, optional VGA port  \*\*\***All units to have identical chipsets TO PS/21/170 PROCUREMENT**\*\*\* |  | 150 | £448.08 | £67,212.00 |
| 24-inch Monitors (Dell or equivalent):  Resolution: Full HD (1080p) 1920 x 1080, Contrast: 1000:1, Input Connectors: HDMI, Display Port, (VGA optional), Anti-glare coating, Response time: 8ms to 5ms  With Stand  VESA 100 X 100 mount plate compatible (optional) | N/A | 300 | £142.19 | £42,657.00 |
| Keyboard 600 wired UK (Microsoft ANB-00006 or equivalent) | N/A | 150 | £7.99 | £1,198.50 |
| Wired Mice (HP MOFYOU or equivalent) | N/A | 150 | £4.29 | £643.50 |
| Printers Lexmark MS826 DE and Accessories (See embedded doc) |  | 5 | £2,480.41 | £12,402.05 |
| Printers Lexmark MS826 DE Form and Bar Code Card | Part No: 40C9200 | 5 | £262.37 | £1,311.85 |

LOCATION FOR DELIVERY

IT Stores, Driver and Vehicle Licensing Agency, Longview Road, Swansea SA6 7JL

Title to Goods is transferred to the Buyer on payment to the Supplier in full (save in respect of software where title to the same shall remain at all times with the relevant licensor).

DELIVERY REQUIREMENTS

Delivery Location: DVLA, ITS Stores, Longview Road, Morriston, Swansea, SA6 7JL.

The Supplier must provide the Buyer with advanced notice of at least 2 days for all deliveries. All deliveries must have a delivery note attached that specifies the Purchase Order number. The Supplier must deliver the Goods during the Buyer’s working hours between 07:00hrs and 15:00hrs

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.

DATES FOR DELIVERY OF THE DELIVERABLES: TBC

TESTING OF DELIVERABLES

None

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be the duration of any guarantee or warranty period the Supplier has received from the third party manufacturer or supplier. For Clarity this includes 3 years Pro support as detailed in the specification attached.

MAXIMUM LIABILITY

Each Party's total aggregate liability in each Contract Year under this Call-Off Contract (whether in tort, contract or otherwise) is no more than the lower of £5 million or 125% of the Estimated Yearly Charges.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year shall be the total aggregate Charges paid or payable by the Buyer from the Call-Off Start Date until the end of the first Call-Off Contract Year.

CALL-OFF CHARGES

The total contract value is £125,424.90 ex vat as per above table.

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of a Specific Change in Law or Benchmarking using Call-Off Schedule 16 (Benchmarking) where this is used.

REIMBURSABLE EXPENSES

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@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

Invoice Procedures embedded below:

BUYER’S AUTHORISED REPRESENTATIVE

XXXXXXRedacted under FOIA Section 40

IT Controls

XXXXXXRedacted under FOIA Section 40

BUYER’S ENVIRONMENTAL POLICY

Not applicable for standard supply transactions.

BUYER’S SECURITY POLICY

Not applicable for standard supply transactions.

SUPPLIER’S AUTHORISED REPRESENTATIVE

XXXXXXRedacted under FOIA Section 40

Account Manager

XXXXXXRedacted under FOIA Section 40

4th Floor, The Charter Building, Charter Place, Uxbridge, UB8 1JG

XXXXXXRedacted under FOIA Section 40

Account Manager

XXXXXXRedacted under FOIA Section 40

4th Floor, The Charter Building, Charter Place, Uxbridge, UB8 1JG

SUPPLIER’S CONTRACT MANAGER

XXXXXXRedacted under FOIA Section 40

Account Manager

XXXXXXRedacted under FOIA Section 40

4th floor The Charter Building

Charter Place

Uxbridge

UB8 1JG

United Kingdom

XXXXXXRedacted under FOIA Section 40

Account Manager

XXXXXXRedacted under FOIA Section 40

PROGRESS REPORT FREQUENCY: N/A

PROGRESS MEETING FREQUENCY: N/A

KEY STAFF: N/A

KEY SUBCONTRACTOR(S)

Not applicable for standard supply transactions.

COMMERCIALLY SENSITIVE INFORMATION: N/A

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: | XXXXXXRedacted under FOIA Section 40  Account Manager  XXXXXXRedacted under FOIA Section 40 | Signature: | XXXXXXRedacted under FOIA Section 40 |
| Name: | XXXXXXRedacted under FOIA Section 40  Account Manager  XXXXXXRedacted under FOIA Section 40 | Name: | XXXXXXRedacted under FOIA Section 40 |
| Role: | XXXXXXRedacted under FOIA Section 40 | Role: | XXXXXXRedacted under FOIA Section 40 |
| Date: | XXXXXXRedacted under FOIA Section 40 | Date: | XXXXXXRedacted under FOIA Section 40 |