

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

Order Form

CALL-OFF REFERENCE: **PS-25-50**

THE BUYER: **Xxxxxx Redacted under FOIA Section 43 – Commercial Interests**

BUYER ADDRESS **Xxxxxx Redacted under FOIA Section 43 – Commercial Interests**

THE SUPPLIER: **Xxxxxx Redacted under FOIA Section 43 – Commercial Interests**

SUPPLIER ADDRESS: **Xxxxxx Redacted under FOIA Section 43 – Commercial Interests**

REGISTRATION NUMBER: **Xxxxxx Redacted under FOIA Section 43 – Commercial Interests**

DUNS NUMBER: **Xxxxxx Redacted under FOIA Section 43 – Commercial Interests**

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 30 June 2025.

This has been issued under the Framework Contract with the reference number RM6302 – Language Services for the provision of Written Translation Services.

CALL-OFF LOT(S):
Lot 2: Translation and Support 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)
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6302 – Language Services.
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for RM6302 – Language Services
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer)
 - Call-Off Schedule 3 (Continuous Improvement)
 - 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 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility)

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

The following Special Terms are incorporated into this Call-Off Contract:

- Special Term 1. Insert new clause 14.9. The Supplier shall notify the buyer upon becoming aware of any Breach of Security or any potential or attempted breach of security.

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- Special Term 2. Insert new clause 14.10. Upon becoming aware of any Breach of Security including any potential or attempted Breach of Security the supplier shall immediately take all reasonable steps necessary to:
 - (a) minimise the extent of the actual or potential harm caused by any Breach of Security;
 - (b) remedy such Breach of Security to the extent possible and protect the integrity of the Buyer and the provision of the Goods and/or Services to the extent within its control against any such Breach of Security or attempted Breach of Security;
 - (c) prevent an equivalent breach in the future exploiting the same cause failure; and
 - (d) as soon as reasonably practicable provide to the Buyer where the Buyer so requests, full details of the Breach of Security or attempted Breach of Security including a cause analysis where required by the Buyer.

CALL-OFF START DATE: **15 July 2025**

CALL-OFF EXPIRY DATE: **14 July 2028**

CALL-OFF INITIAL PERIOD: **3 years**

CALL-OFF OPTIONAL
EXTENSION PERIOD **1 year**

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

Xxxxxx Redacted under FOIA Section 43 – Commercial Interests

CALL-OFF CHARGES

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

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:

- Indexation

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- Specific Change in Law
- Benchmarking using Call-Off Schedule 16 (Benchmarking)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BUYER'S INVOICE ADDRESS:

Xxxxxx Redacted under FOIA Section 40 – Personal Information

BUYER'S AUTHORISED REPRESENTATIVE

Xxxxxx Redacted under FOIA Section 40 – Personal Information

BUYER'S ENVIRONMENTAL POLICY

Please see DVLA's specification Call-Off Schedule 20

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

BUYER'S SECURITY POLICY

Please see DVLA's specification Call-Off Schedule 20

SUPPLIER'S AUTHORISED REPRESENTATIVE

Xxxxxx Redacted under FOIA Section 40 – Personal Information

SUPPLIER'S CONTRACT MANAGER

Xxxxxx Redacted under FOIA Section 40 – Personal Information

PROGRESS REPORT FREQUENCY

Please see specification Call- Off Schedule 20

PROGRESS MEETING FREQUENCY

Please see specification Call-Off Schedule 20

KEY STAFF

Please refer to Call-Off Schedule 7 - Key Supplier Staff

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

N/A

SERVICE CREDITS

Please see Call-Off Schedule 20

ADDITIONAL INSURANCES

Framework Ref: RM6302 - Language Services

Project Version: v1.0

Model Version: v3.10

Please see Joint Schedule 3 (Insurance Requirements)

GUARANTEE
Not applicable

SOCIAL VALUE COMMITMENT
Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Xxxxxx Redacted under FOIA Section 40 – Personal Information	Signature:	Xxxxxx Redacted under FOIA Section 40 – Personal Information
Name:	Xxxxxx Redacted under FOIA Section 40 – Personal Information	Name:	Xxxxxx Redacted under FOIA Section 40 – Personal Information
Role:	Xxxxxx Redacted under FOIA Section 40 – Personal Information	Role:	Xxxxxx Redacted under FOIA Section 40 – Personal Information
Date:	Xxxxxx Redacted under FOIA Section 40 – Personal Information	Date:	Xxxxxx Redacted under FOIA Section 40 – Personal Information