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

**Order Form**

CALL-OFF REFERENCE: Provision of 300 Dell Laptops - PS/21/33

THE BUYER: DVLA

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

THE SUPPLIER: Computacenter (UK) Limited

SUPPLIER ADDRESS:Hatfield Ave, Hatfield, AL109TW

REGISTRATION NUMBER:01584718

DUNS NUMBER: **​**22-602-3463

SID4GOV ID:Not applicable

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. CCS Core Terms (version 3.0.6)

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: Third party software (if any) shall be licensed subject to the third party licensor’s standard license terms which shall govern the supply, the Customer’s use of and obligations relating to the software in their entirety and which shall prevail in the event of any conflict with the terms and conditions of this Call-Off Contract.

Special Term 2: Third party services (if any) shall be supplied subject to the applicable third party’s standard service terms.

Special Term 3: For the purpose of Clause 10.3 of the Core Terms ‘Ending the contract without a reason”, Customer shall not terminate this Call-Off Contract without cause.

CALL-OFF START DATE: **26/2/2021**

CALL-OFF EXPIRY DATE: 25/2/2022

CALL-OFF INITIAL PERIOD: **12 MONTHS**

CALL-OFF OPTIONAL EXTENSION **N/A**

PERIOD

CALL-OFF DELIVERABLES

300 x Dell Latitude 7410 (CTO) with Dell adaptor -USB 3 to Ethernet (PXE) included. Laptops to be issued with laptop bag/case.

|  |  |  |
| --- | --- | --- |
| Minimum amount required | Device | Model |
| 300 | Laptop | Latitude 7410Intel Integrated UHD Graphics i7 – 10610u 4 Core ProcessorWindows 10 ProMemory: 16GBHD 256GB SSDDell adaptor - USB 3 to Ethernet (PXE)Laptop bag/case |

Please see attached specification below;

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For each laptop, the following support is required:

* Hardware Pro Support for PCs (which includes 3 years manufacturer’s warranty including of keep your hard drive)

All units to have identical chipsets.

Devices to be registered against the DVLA Store for business (MS) – Auto Pilot.

LOCATION FOR DELIVERY

DVLA IT Stores Longview Road, Morriston, Swansea, SA6 7JL

Title to Goods is transferred to the Customer 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

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

DATES FOR DELIVERY OF THE DELIVERABLES

Delivery as advised in our response is upto 5 weeks.

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.

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 Customer from the Call Off commencement Date until the end of the first Call Off Contract Year.

CALL-OFF CHARGES

£288,588.00 as per Supplier’s quotation “PS/21/33 – Supply of 300 Dell Laptops”

The Supplier shall invoice the Customer for Goods on despatch. The Supplier shall invoice the Services (if applicable) as per Supplier’s quotation. 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

None

PAYMENT METHOD

The Supplier shall invoice the Customer for Goods on despatch and for Services as per Supplier’s quotation. Payment to be made by BACS payment.

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

DfT Shared Service Centre

5 Sandringham Park, Swansea Vale, Swansea SA7 0EA

Alternatively electronic invoices can be issued to ssa.invoice@sharedservicesarvato.co.uk

**Invoicing Requirements**

All invoices submitted to the DfT Shared Service Arvato 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

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

**Credit Notes**

Credit notes must quote the Invoice Number and Purchase Order Number that they relate to.

**Invoicing Queries**

For any queries regarding invoices you must contact the DfT Shared Services Arvato support desk on telephone number 0844 892 0196.

Please note that if an incorrect Purchase Order number or no Purchase Order number is quoted, then the invoice will be returned to you. You will be able to handwrite the correct Purchase Order numbers on the invoice that are returned, however it is preferable that you change in your system and reissue to ensure that any future invoices are referenced correctly.

**PLEASE BE ADVISED THAT COMPLIANCE WITH THESE PROCEDURES WILL SIGNIFICANTLY AID PROMPT PAYMENT**

BUYER’S AUTHORISED REPRESENTATIVE

*XXXXXX redacted under FOIA section 40*

DVLA,Longview Road, Morriston, Swansea, SA6 7JL

BUYER’S ENVIRONMENTAL POLICY

Not applicable for standard supply transactions.

BUYER’S SECURITY POLICY

Not applicable for standard supply transactions.

SUPPLIER’S AUTHORISED REPRESENTATIVE

*XXXXXX redacted under FOIA section 40*

Hatfield Avenue, HATFIELD AL10 9TW

SUPPLIER’S CONTRACT MANAGER

*XXXXXX redacted under FOIA section 40*

Hatfield Avenue, HATFIELD AL10 9TW

PROGRESS REPORT FREQUENCY

Where applicable on the first Working Day of each calendar month.

PROGRESS MEETING FREQUENCY

Where applicable, Quarterly on the first Working Day of each quarter.

KEY STAFF

Not applicable for standard supply transactions.

KEY SUBCONTRACTOR(S)

Not applicable for standard supply transactions.

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s pricing and/or any Supplier specific solution(s) for the period of the Call-Off Term +2 years

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: |  | Signature: |  |
| Name: | *XXXXXX redacted under FOIA section 40* | Name: | *XXXXXX redacted under FOIA section 40* |
| Role: | Account Manager | Role: | Category Lead |
| Date: |  | Date: |  |