

DVSA Contract Reference: K280021711
Lockers for MPTC sites

**CCS Framework RM6119 Furniture and Associated
Services, Lot 8: Hub Furniture**
CCS User Agreement Nbr: FURN-17710-2022

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

Order Form

| | |
|----------------------|--|
| CALL-OFF REFERENCE: | K280021711 |
| THE BUYER: | Driver and Vehicle Standards Agency (DVSA) |
| BUYER ADDRESS | Head Office, Berkeley House, Croydon Street, Bristol, BS5 0DA |
| THE SUPPLIER: | Flexiform Business Furniture Limited |
| SUPPLIER ADDRESS: | 1392 Leeds Road, Bradford, BD3 7AE |
| REGISTRATION NUMBER: | XXXXXX redacted under the FOIA section No 40 |
| DUNS NUMBER: | XXXXXX redacted under the FOIA section No 40 |
| SID4GOV ID: | TBC |

APPLICABLE FRAMEWORK CONTRACT

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

This Order Form is for the provision of the Call-Off Deliverables and dated 21st of October 2022.

It's issued under the Framework Contract with the reference number RM6119 for the provision of Furniture and Associated Services.

CALL-OFF LOT(S):
RM6119, Lot 8: Hub Furniture.

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) **RM6119 Furniture and Associated Services.**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6119 Furniture and Associated Services
 - 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 10 Rectification Plan
 - Joint Schedule 12 Supply Chain Visibility
 - Call-Off Schedules for RM6119 Furniture and Associated Services
 - Call-Off Schedule 1 Transparency Reports
 - Call-Off Schedule 3 Continuous Improvement
 - Call-Off Schedule 7 Key Supplier Staff
 - Call-Off Schedule 8 Business Continuity and Disaster Recovery
 - Call-Off Schedule 11 Installation Works
 - Call-Off Schedule 14 Service Levels
 - Call-Off Schedule 16 Benchmarking
 - Framework Schedules for RM6119 Furniture and Associated Services
 - Framework Schedule 3 Framework Prices
 - Framework Schedule 6 Order Form and Call-Off Schedules (This document)
4. CCS Core Terms (version 3.0.7)

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 START DATE: | 24 October 2022 |
| CALL-OFF EXPIRY DATE: | 30 September 2025, with an option to extend for 12 months to 30 September 2026, and a further option to extend by 12 months to 30 September 2027. |
| CALL-OFF INITIAL PERIOD: | Up to three years to 30 September 2025 |
| CALL-OFF EXTENSION PERIOD: | One year plus a further one year, to no later than 30 September 2027 |

CALL-OFF DELIVERABLES

Lockers will be ordered according to bespoke requirements. Purchase Orders will be placed on Flexiform Business Furniture Limited by DVSA's Frontline Logistics Team.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year One Charges used to calculate liability in the first Contract Year is £85,000. There is no guarantee that estimated charges will be achieved at any point during the Contract period.

CALL-OFF CHARGES

See details pricing details in Framework Schedule 3 Framework Prices.

All changes to the charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 in Framework Schedule 3 Framework Prices.

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

REIMBURSABLE EXPENSES

Not applicable.

PAYMENT METHOD

Payment will be made by BACS no later than 30 days following receipt of a valid invoice. We will aim to pay you within 10 days.

BUYER'S INVOICE INSTRUCTION

It is important that invoices contain the correct information, or they will be returned and will delay payment to you. Invoices should include any information required to ensure efficient and effective receipting/ invoice matching. The following information must be included on every invoice:

- Business unit (eg: DVSA)
- PO Number relevant to the goods being invoiced
- Quantities/ prices as applicable, consistent with those on the original PO
- Clear and detailed text describing the goods and/ or services

BUYER'S INVOICE ADDRESS:

Invoices must be sent either electronically or by post. All electronic invoices and credit notes should be emailed to: Ssa.invoice@dftssc.gsi.gov.uk. Suppliers must not send an electronic invoice and then send the same document through the post, and vice versa, as this could lead to delays in payment.

All postal invoices and credit notes to be sent to:

Shared Services Arvato

DVSA Shared Service Provider

Accounts Payable

5 Sandringham Park

Swansea Vale

Swansea SA7 0EA

BUYER'S SECURITY POLICY

Please check policy for each site before visits or deliveries to any of the sites are planned.

Supplier's staff including delivery and installation teams, must always be accompanied by appropriate persons on all DVSA sites.

BUYER'S ENVIRONMENTAL POLICY

Not applicable.

BUYER'S COMMERCIAL REPRESENTATIVE

XXXXXX redacted under the FOIA section No 40

Senior Commercial Category Manager / SEO

Email: XXXXXX redacted under the FOIA section No 40

Mobile: XXXXXX redacted under the FOIA section No 40

DVSA, The Ellipse, Padley Road, St Thomas, Swansea. SA1 8AN

BUYER'S AUTHORISED REPRESENTATIVE

XXXXXX redacted under the FOIA section No 40

Head of Frontline Logistics

Email: XXXXXX redacted under the FOIA section No 40

DVSA, Tyneside House, Skinnerburn Road, Newcastle Upon Tyne. NE4 7BA

SUPPLIER'S AUTHORISED REPRESENTATIVE

XXXXXX redacted under the FOIA section No 40

National Sales Director

XXXXXX redacted under the FOIA section No 40

1392 Leeds Road

Bradford

BD3 7AE

SUPPLIER'S CONTRACT MANAGER

XXXXXX redacted under the FOIA section No 40

Project Manager

XXXXXX redacted under the FOIA section No 40

1392 Leeds Road

Bradford BD3 7AE

PROGRESS REPORT FREQUENCY

Monthly: On the first Working Day of each calendar month.

PROGRESS MEETING FREQUENCY

Monthly for the first three months of the Contract, with a view to moving to quarterly thereafter, date to be agreed between the parties.

SERVICE CREDITS

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

The Service Credit Cap is: 1% of the overall contract value.

The Service Period is: one calendar month.

A Critical Service Level Failure is: The failure of the supplier to provide an agreeable and timely solution to any breach of the Service Level Performance Criterion.

ADDITIONAL INSURANCES

The Supplier shall meet its insurance obligations under applicable Law in full as included within the Framework's Joint Schedule 3 Insurance Requirements.

GUARANTEE

The Supplier should refer to Joint Schedule 8 (Guarantee)

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with the social value commitments made to the CCS RM6119 Framework Agreement.

| For and on behalf of the Supplier: | | For and on behalf of the Buyer: | |
|------------------------------------|--|---------------------------------|--|
| Signature: | XXXXXX redacted under the FOIA section No 40 | Signature: | XXXXXX redacted under the FOIA section No 40 |
| Name: | XXXXXX redacted under the FOIA section No 40 | Name: | XXXXXX redacted under the FOIA section No 40 |
| Role: | National Sales Director | Role: | Senior Commercial Category Manager / SEO |
| Date: | 27 October 2022 | Date: | 28 October 2022 |

