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**Schedule 1: Order Form**

For

**Off-Site Bulk Storage**

**Contract Reference:** K280022123

**Date: December 2023**

**Version: 1**

**PLEASE NOTE:**

The Contract will provide for an initial three year term, with provision for a 12-month extension period exercisable by the buyer on not less than 10 working days’ notice, and also provision for a further 12-month extension period, also exercisable by the buyer on not less than 10 working days’ notice. The agreement envisages that if such a variation to the Contract period be required by the buyer, the variation should be made in writing using the appropriate Variation Agreement form.

In addition, the estimated value of the Contract is anticipated to be £11,000 however in the event of a variation for additional requirements, the contract value may be increased by up to 50% by £5,500 in addition to the initial contract value, ie; to a maximum value of £16,500 for the contract duration.

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| 1. **Contract Reference** | K280022123 | |
| 1. **Date** | 7th of February 2024 | |
| 1. **Buyer** | **Head Office:** Driver and Vehicle Standards Agency (DVSA),  Berkeley House  Croydon Street  Bristol  BS5 0DA | |
| 1. **Supplier** | Access Self Storage Nottingham 48 – 50 Queens Road Nottingham NG2 3AS  Reg Number: 05526726 | |
| 1. **The Contract** | This Contract between the Buyer and the Supplier is for the supply of Deliverables as set out in Schedule 2 (Specification)  Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract. | |
| 1. **Deliverables** | **Goods** | To be determined during the duration of the contract term, and may for instance, include packaging materials. |
| **Services** | To be performed at the Suppliers premises.  Date(s) of Delivery: To be advised as and when required. |
| 1. **Specification** | The specification of the Deliverables is as set out in Schedule 2 (Requirements Specification) and the successful Supplier’s Tender. | |
| 1. **Term** | The Term shall commence on  07/02/2024  and the Expiry Date shall be  08/02/2027  The Buyer may extend the Contract for a period of up to twelve (12) months, followed by a further twelve (12) months by giving not less than 10 Working Days notice in writing to the Supplier prior to the Expiry Date. The terms and conditions of the Contract shall apply throughout any such extended period. | |
| 1. **Charges** | Details in Schedule 13 (Charges) | |
| 1. **Optional Intellectual Property Rights (“IPR”) Clauses** | To be agreed, dependent on successful supplier’s tender submission. | |
| 1. **Payment** | Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract will be provided following Contract Award. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to: [ssa.invoice@sharedservicesavarto.co.uk](mailto:ssa.invoice@sharedservicesavarto.co.uk) or sent 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 Agency 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**] | |
| 1. **Data Protection Liability Cap** | In accordance with clause 12.5 of the Schedule 9 Core Terms, the Supplier’s total aggregate liability under clause 14.7 of the Schedule 9 Core Terms is no more than the Data Protection Liability Cap, being £500,000 | |
| 1. **Progress Meetings and Progress Reports** | * The Supplier shall attend progress meetings with the Buyer every Month * The Supplier shall provide the Buyer with progress reports every TBC   Guidance: See clause 7.1 of Schedule 9 Core Terms for further details | |
| 1. **Buyer Authorised Representative(s)** | For general liaison your contact will continue to be  XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX  or, in their absence,  XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX | |
| 1. **Supplier Authorised Representative(s)** | For general liaison your contact will continue to be XXXX Redacted under FOIA Section 40XXXX  or, in their absence, XXXX Redacted under FOIA Section 40XXXX | |
| 1. **Address for notices** | |  |  | | --- | --- | | **Buyer:** | **Supplier:** | | Estates & Professional Services Category  Head Office: DVSA Berkeley House Croydon Street Bristol BS5 0DA  Attention: Estates Category  Email: [epscategoryteam@dvsa.gov.uk](file:///C:\Users\BakeJ\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5MSRO6G0\epscategoryteam@dvsa.gov.uk) | Access Self Storage 48-50 Queens Road Nottingham NG2 3AS  Attention: XXXX Redacted under FOIA Section 40XXXX  Email: XXXX Redacted under FOIA Section 40XXXX | | |
| 1. **Key Staff** | |  |  | | --- | --- | | **Buyer:** | **Supplier:** | | XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX  1 Unity Square Queensbridge Road Nottingham NG2 1AY XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX 1 Unity Square Queensbridge Road Nottingham NG2 1AY XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX The Ellipse Padley Road St Thomas Swansea SA1 8AN XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX XXXX Redacted under FOIA Section 40XXXX Berkeley House Croydon Street Bristol BS5 0DA XXXX Redacted under FOIA Section 40XXXX | Access Self Storage Nottingham  Attention: XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX | | |
| 1. **Procedures and Policies** | For the purposes of the Contract:  The Buyer’s security / data security requirements are:      The Buyer’s additional sustainability requirements are:    The Buyer’s equality and diversity policy/requirements and instructions related to equality Law [and] environmental policy [is/are] contained in  [Civil Service Diversity and Inclusion Strategy 2022-2025 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069072/civil-service-diversity-inclusion-strategy.pdf)  [The Buyer’s health and safety policy is: | |
| 1. **Special Terms** | N/A | |
| 1. **Incorporated terms** | The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies:  a) This Order Form (Schedule 1)  b) Specification of Requirements (Schedule 2)  c) Form of Tender (Schedule 3)  d) Selection Questionnaire (Schedule 4)  e) Pricing (Schedule 5)  f) Core Terms (Schedule 9)  g) The following Schedules in equal order of precedence:  i. Commercially Sensitive Information (Schedule 7)  ii. Processing Data (Schedule 8)  iii. Variation Form (Schedule 10)  iv. Benchmarking (Schedule 11)  v. Charges (Schedule 13)  vi. Transparency Reports (Schedule 15)  vii. Service Levels (Schedule 17)  viii. Security (Schedule 18)  ix. Supply Chain Visibility (Schedule 19)  x. Insurance Requirements (Schedule 20)  xi. Financial Difficulties (Schedule 22)  xii. Rectification Plan (Schedule 23)  xiii. Sustainability (Schedule 24)  xiv. Key supplier Staff (Schedule 25)  xv. Exit Management (Schedule 26)  xvi. Intellectual Property Rights (Schedule 27)  xvii. Definitions (Schedule 28)  xviii. Business Continuity & Disaster Relief (Schedule 29)  e) Tender (Schedule 14), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above. | |

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| Signed for and on behalf of the **Supplier**  (Only by request of the Buyer after Contract Award) | Signed for and on behalf of the **Buyer** *(on behalf of the Secretary of State for Transport)*  *(Only by request of the Buyer after Contract Award).* |
| Name: XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX | Name: XXXX Redacted under FOIA Section 40XXXX  XXXX Redacted under FOIA Section 40XXXX |
| Date: 7th of February 2024 | Date: 7th of February 2024 |
| Signature: XXXX Redacted under FOIA Section 40XXXX | Signature: XXXX Redacted under FOIA Section 40XXXX |