

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

Order Form

CALL-OFF REFERENCE: PS/22/188A - Provision of Apple MacBook Tech Refresh

THE BUYER: Driver and Vehicle Licensing Agency (DVLA)

BUYER ADDRESS Longview Road, Swansea SA6 7JL

THE SUPPLIER: XMA LTD

SUPPLIER ADDRESS: WILFORD INDUSTRIAL ESTATE RUDDINGTON LANE WILFORD NOTTINGHAM NG11 7EP

REGISTRATION NUMBER: 02051703

DUNS NUMBER: 29-848-4148

SID4GOV ID: NA

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APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 4th January 2023. 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 1 Hardware & Software, & 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)

Framework Schedule 6

- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 5 (Corporate Social Responsibility)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Call-Off Schedules for []
 - [Call-Off Schedule 3 (Continuous Improvement)]
 - [Call-Off Schedule 5 (Pricing Details)]
 - []
 - []

4 CCS Core Terms (version 3.0.6)

5 Joint Schedule 5 (Corporate Social Responsibility) RM6068

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

None

CALL-OFF START DATE: 27/01/2023
CALL-OFF EXPIRY DATE: 26/01/2025
CALL-OFF INITIAL PERIOD: 2 Years
CALL-OFF OPTIONAL EXTENSION PERIOD: Not applicable

CALL-OFF DELIVERABLES

Provision of Apple devices to buyer location.

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

To be confirmed

TESTING OF DELIVERABLES

Option A - None

WARRANTY PERIOD

The warranty for the purposes of Clause 3.1.2 of the Core Terms shall be the one year standard manufacturer period from the date of shipment from distribution.

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 £1,468,642.50.

CALL-OFF CHARGES

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

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

Recoverable as stated in the Framework Contract

PAYMENT METHOD

Payment on delivery by BACS only

BUYER'S INVOICE ADDRESS:

Email Address: ssa.invoice@sharedservicesarvato.co.uk

Invoice Procedures embedded below:



Invoicing Procedures
v2.0 Sept 2020.pdf

BUYER'S AUTHORISED REPRESENTATIVE

Xxxxxxx redacted under FOI section 40

IT Controls

Xxxxxxx redacted under FOI 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

Xxxxxxx redacted under FOI section 40

Sales Manager

Xxxxxxx redacted under FOI section 40

Wilford Industrial Estate Ruddington Lane Wilford Nottingham NG11 7EP

SUPPLIER'S CONTRACT MANAGER

Xxxxxxx redacted under FOI section 40

Contracts Director

approvals@xma.co.uk

Wilford Industrial Estate Ruddington Lane Wilford Nottingham NG11 7EP

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter by Teams call.

KEY STAFF

Xxxxxxx redacted under FOI section 40

Sales Manager

Xxxxxxx redacted under FOI section 40

Wilford Industrial Estate Ruddington Lane Wilford Nottingham NG11 7EP

Xxxxxxx redacted under FOI section 40

Apple Vendor manager

Xxxxxxx redacted under FOI section 40

Wilford Industrial Estate Ruddington Lane Wilford Nottingham NG11 7EP

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable.

For and on behalf of the Supplier:

Signature: XXXXXXXX redacted under FOI section 40

Name: XXXXXXXX redacted under FOI section 40

Role: Chief Operating Officer

Date: 30/1/2023

For and on behalf of Buyer:

Signature: XXXXXXXX redacted under FOI section 40

Name: XXXXXXXX redacted under FOI section 40

Role: Head of IT Commercial

Date: 30/01/2023