

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

Order Form Template

CALL-OFF REFERENCE:	PRO-000146
THE BUYER:	Vehicle Certification Agency
BUYER ADDRESS	Unit 1 Eastgate Office Centre, Eastgate Road, Bristol, BS5 6XX
SUPPLIER REFERENCE	[N/A]
THE SUPPLIER:	Southern Communications Corporate Solutions
SUPPLIER ADDRESS:	1 st Floor, Foundation House, 42-48 London Rd, Reigate, RH2 9QQ
REGISTRATION NUMBER:	02645307
DUNS NUMBER:	N/A
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 10th November 2023.

It's issued under the Framework Contract with the reference number RM6116 for the provision of Network Services.

CALL-OFF LOT(S):

Lot 1a: Inter Site Connectivity (Wider Area Network) / Data Access 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) RM6116
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6116
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6116
 - Call-Off Schedule 1 (Transparency Reports)
 - [Call-Off Schedule 5 (Pricing Details)]
 - [Call-Off Schedule 6 (ICT Services)]
 - [Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]
 - [Call-Off Schedule 9 (Security)]
 - [Call-Off Schedule 10 (Exit Management)]
 - [Call-Off Schedule 11 (Installation Works)]
 - [Call-Off Schedule 13 (Implementation Plan and Testing)]
 - [Call-Off Schedule 14 (Service Levels)]
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6116

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

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

[None]

CALL-OFF START DATE: **20th November 2023**

CALL-OFF EXPIRY DATE: **19th November 2026**

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

CALL-OFF OPTIONAL EXTENSION PERIOD 2x 1 year

MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION 120 days

CALL-OFF DELIVERABLES VIA FURTHER COMPETITION

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 **£85,411.18+VAT.**

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.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment will be made monthly via BACS. All invoices must include a valid Purchase Order number.

BUYER'S INVOICE ADDRESS:

Vehicle Certification Agency
Unit 1 Eastgate Office Centre
Eastgate Road
Bristol
BS5 6XX

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

Vehicle Certification Agency
Unit 1 Eastgate Office Centre
Eastgate Road
Bristol
BS5 6XX

BUYER'S ENVIRONMENTAL POLICY

[DfT operational sustainability strategy 2021 to 2025 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672212/dft-operational-sustainability-strategy-2021-to-2025.pdf)

BUYER'S SECURITY POLICY

Available upon request

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

1st Floor, Foundation House, 42-48 London Rd, Reigate, RH2 9QQ

SUPPLIER'S CONTRACT MANAGER

As above.

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

Buyer guidance: Review Call-Off Schedule 7 (Key Supplier Staff)] Not applicable

KEY SUBCONTRACTOR(S)

Thrive Operations Ltd.

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Service credits will apply should any of these targets not be met. These are listed below:

Reduction in Monthly Circuit Cost per month - Hours in Excess of Target Resolution

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Up to 1 Hour - 2%

Between 1 and 3 hours - 4%

Between 3 and 5 hours - 6%

Between 5 and 10 hours - 8%

10hrs or more - For every additional 10 hours, 8% up to the maximum of 80% of 1 month's

Recurring Monthly Charges payable in respect of the End-User Site affected.

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:		Name:	
Role:	Business Development Director	Role:	Chief Executive
Date:	29/11/2023	Date:	03/09/2025