

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

### Order Form

CALL-OFF REFERENCE: K280022730

THE BUYER: Driver and Vehicle Standards Agency (DVSA)

BUYER ADDRESS Berkeley House,  
Croydon Street,  
Bristol  
BS5 0DA

THE SUPPLIER: Michael Page International Recruitment Limited

SUPPLIER ADDRESS: 200 Dashwood Lang Road  
Bourne Business Park  
Weybridge  
Surrey  
KT15 2NX

REGISTRATION NUMBER: 04130921

DUNS NUMBER: 221117117

SID4GOV ID: Not applicable

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 11 February 2025.

It's issued under the Framework Contract with the reference number RM6229 for the provision of SEO Commercial Recruitment Campaign.

CALL-OFF LOT(S):  
**Lot 2**

#### 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:

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1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6229**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6229**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Call-Off Schedules for **RM6229**
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.11)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6229**
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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:

None

CALL-OFF START DATE: 12 February 2025

CALL-OFF EXPIRY DATE: 11 August 2026

CALL-OFF INITIAL PERIOD: 18 months

### CALL-OFF DELIVERABLES

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 a maximum of £45,000.

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### **CALL-OFF CHARGES**

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

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

Invoices are to be submitted monthly or at a frequency to be agreed with DVSA.

Payment will be made by BACS no later than 30 (thirty) days of receipt of a valid invoice. We will aim to pay you within 10 (ten) days. All payments will be made in arrears after works have been approved and signed off by the DVSA contract owner.

A Purchase Order (PO) number for this requirement will be provided to the supplier. The supplier must quote the PO number on all invoices, and these must be submitted directly to: XXXXXX redacted under FOIA section 40

Invoices received without the correct PO number will be returned and will delay receipt of payment. Invoices should be copied to the DVSA contract owner and the supplier should include any information required to ensure efficient and effective receipting/invoice matching.

### **BUYER'S INVOICE ADDRESS:**

XXXXXX redacted under FOIA section 41

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

### **BUYER'S AUTHORISED REPRESENTATIVE**

XXXXXX redacted under FOIA section 40

Commercial Category Manager

XXXXXX redacted under FOIA section 40

Driver and Vehicle Standards Agency

1 Unity Square

Queensbridge Road

Nottingham

NG2 1AY

### **BUYER'S ENVIRONMENTAL POLICY**

Not applicable

**BUYER'S SECURITY POLICY**

Not applicable

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

XXXXXX redacted under FOIA section 40

Head of Bid Solutions

XXXXXX redacted under FOIA section 40

200 Dashwood Lang Road

Bourne Business Park

Weybridge

Surrey

KT15 2NX

**SUPPLIER'S CONTRACT MANAGER**

XXXXXX redacted under FOIA section 40

UK Frameworks Director

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

**PROGRESS REPORT FREQUENCY**

Within 3 days of the sift

**PROGRESS MEETING FREQUENCY**

Weekly updates

**KEY STAFF**

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

**KEY SUBCONTRACTOR(S)**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

XXXXXX redacted under FOIA section 41

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

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**SOCIAL VALUE COMMITMENT**

Not applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	XXXXXXX redacted under FOIA section 40	Signature:	XXXXXXX redacted under FOIA section 40
Name:	XXXXXXX redacted under FOIA section 40	Name:	XXXXXXX redacted under FOIA section 40
Role:	UK Frameworks Director	Role:	Senior Commercial Category Manager
Date:	12.02.2025	Date:	12.02.2025