

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

Order Form

CALL-OFF REFERENCE:	TRST3026
THE BUYER:	Department for Transport
BUYER ADDRESS	Great Minster House, 33 Horseferry Road, London, SW1P 4DR
THE SUPPLIER:	ALLSTAR BUSINESS SOLUTIONS LIMITED
SUPPLIER ADDRESS:	Po Box 1463, SWINDON, Wiltshire, SN5 6PS, United Kingdom
REGISTRATION NUMBER:	02631112
DUNS NUMBER:	76-970-1400
SID4GOV ID:	N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19/09/2023. It's issued under the Framework Contract with the reference number **RM6186** for the provision of **GCS Fuel Card & Additional Services**.

CALL-OFF LOT(S):
Lot 1

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) **RM6186**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6186**
 - 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 **RM6186**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
 - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6186**
7. 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:

Special Term 1: XX

CALL-OFF START DATE: **1st October 2023**

CALL-OFF EXPIRY DATE: **30th September 2026**

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

OPTIONAL EXTENSION PERIOD: **12 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 **£350,000** (Three Hundred and Fifty Thousand Pounds)

CALL-OFF CHARGES

Maximum contract value **£950,000** (Nine Hundred and Fifty Thousand Pounds)

There is no guarantee of maximum spend.

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Invoicing will be provided monthly and paid by the Authority within 30 days of receipt.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include the PO number and a detailed elemental breakdown of work completed and the associated costs.

BUYER'S INVOICE ADDRESS:

DFT Shared Services Centre

5 Sandringham Park

Swansea

SA7 0EA.

Or via email: ssa.invoice@sharedservicesarvato.co.uk

BUYER'S AUTHORISED REPRESENTATIVE

XX

BUYER'S CONTRACT MANAGER

XX

BUYER'S ENVIRONMENTAL POLICY

N/A

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

XX

SUPPLIER'S CONTRACT MANAGER

XX

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Six monthly on the first Working Day of each quarter

KEY STAFF

XX

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

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

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	XX	Signature:	XX
Name:	XX	Name:	XX
Role:	XX	Role:	XX
Date:	September 25 th 2023	Date:	September 26 th 2023