



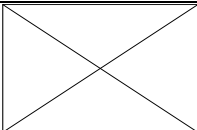

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RM6168: Estate Management Services Order Form Template

Order Form Template

This Order Form is for direct awards for the provision of the Deliverables which form part Framework Contract RM6168: Estate Management Services as outlined in section 4.3 of Framework Schedule 1 and Annex A of Framework Schedule 1 only.

Part 1: Buyer and Supplier to complete

Buyer Name	Driver and Vehicle Licensing Agency (DVLA)
Buyer Contact	XXXXXX redacted under FOIA section 40
Buyer Address	Longview Road, Clase, Swansea, SA6 7JL
Invoice Address (if different)	
Buyer's Authorised Representative	XXXXXX redacted under FOIA section 40
Buyer's Data Protection Officer	<p>Data Protection Officer Cabinet Office 70 Whitehall London SW1A 2AS</p> <p>Email: DPO@cabinetoffice.gov.uk</p> <p>To contact CCS, the relevant details are:</p> <p>Head of Privacy and Data Protection The Capital Old Hall Street Liverpool L3 9PP</p> <p>email: gdprgeneralenquiries@crowncommercial.gov.uk</p>
Buyer's Environmental Policy	 Corporate environmental policy.
Buyer's Security Policy	<p>As advised with the following schedules:</p> <ol style="list-style-type: none">1. RM6168-Call-Off-Schedule-20-Specification-v3.02. RM6168-Call-Off-Schedule-9-Security-v3.4
Security Representative of the Buyer	XXXXXX redacted under FOIA section 40

Estate Management Services Template (Short Form)

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Supplier Name	Gerald Eve LLP
Supplier Contact	XXXXXX redacted under FOIA section 40
Supplier Address	32 Windsor Place, Cardiff, CF10 3BZ
Registration Number:	OC339470
DUNS Number	21-134-3773
SID4GOV ID	1612455897
Payment Method	Purchase Order via the above invoicing procedures.
Supplier's Authorised Representative	XXXXXX redacted under FOIA section 40
Supplier's Contract Manager	XXXXXX redacted under FOIA section 40
Supplier's Data Protection Officer	XXXXXX redacted under FOIA section 40
Security Representative of the Supplier	XXXXXX redacted under FOIA section 40
Commercially Sensitive Information	As advised with the following schedule: 1. RM6168-Joint-Schedule-4-Commercially-Sensitive-Information

Framework Ref	RM6168
Call-Off Lot	5
Estate Management Services	Valuation and Compulsory Purchase Orders
Call-Off (Order) Ref	EMS-34613-2024
Call-Off (Order) Date	4 June 2024
Call-Off Charges	As advised within the following schedule: 1. RM6168-Call-Off-Schedule-5-Pricing-Details-v3.1
Call-Off Start Date	4 June 2024
Call-Off Expiry Date	The day falling 12 months after the Call-Off Start Date.
Extension Period	None
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 £20,000.00 (NET) .
Progress Report Frequency	As and when required, estimated to be weekly/bi-weekly.
Progress Meeting Frequency	Weekly/bi-weekly.

CALL-OFF INCORPORATED TERMS

The documents listed in Part 2 of the Order Form under the heading “Call-Off Incorporated Terms” are incorporated into this Call-Off Contract and the order of precedence listed. Where numbers are missing those schedules are not incorporated into the Call-Off Contract.

No other Supplier terms are part of the Call-Off Contract. This includes any terms that have either been written on the back of, or added to, this Order Form, or presented to the Buyer at the time of Delivery.

DELIVERABLES

The requirement
As stated within the following schedule: 1. RM6168-Call-Off-Schedule-20-Specification-v3.0

PERFORMANCE OF THE DELIVERABLES

Key Staff
XXXXXX redacted under FOIA section 40
Key Subcontractors
<u>DVLA</u> None <u>Gerald Eve LLP</u>

CALL-OFF SPECIAL TERMS

Call-Off Special Term 1
Not applicable
Call-Off Special Term 2
Not applicable
Call-Off Special Term 3
Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	XXXXXX redacted under FOIA section 40	Signature:	XXXXXX redacted under FOIA section 40
Name:	XXXXXX redacted under FOIA section 40	Name:	XXXXXX redacted under FOIA section 40
Role:	Partner	Role:	Category Lead
Date:	3 July 2024	Date:	4 June 2024

Part 2 – Other Applicable Terms

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.
2. The following Schedules in equal order of precedence:

Joint Schedules for RM6168

- Joint Schedules for **RM6168**
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Call-Off Schedules for RM6168

- Order Form- Template-Short-Form (this form)
- 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 9 (Security)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 18 (Background Checks)
- Call-Off Schedule 20 (Call-Off Specification)

3. CCS Core Terms (version 3.0.10)
4. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**

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.

REIMBURSABLE EXPENSES

None

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

SOCIAL VALUE COMMITMENT
Not applicable