

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

Order Form

CALL-OFF REFERENCE: **PS/24/67**

THE BUYER: **Driver and Vehicle Licensing Agency (DVLA)**

BUYER ADDRESS: **Longview Road, Swansea, SA6 7JL**

THE SUPPLIER: **Insight Direct (UK) Ltd**

SUPPLIER ADDRESS: **1st Floor, 1 St Paul's Place, Sheffield, S1 2JX**

REGISTRATION NUMBER: **02579852**

DUNS NUMBER: **769387739**

SID4GOV ID: **208171**

SUPPLIER REFERENCE: **18051**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated as below in the signature panel.

It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

CALL-OFF LOT(S):

Lot 3 Software

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6098
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 7 (Financial Difficulties) [including Annex 5 – Optional Terms for Bronze Contracts]
 - Joint Schedule 11 (Processing Data)
 - Call-Off Schedules for RM6098
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 6 (ICT Services) including Annexes A to E
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery) [amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule]
 - Call-Off Schedule 9 (Security) - Part A
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098

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

Any special terms will be confirmed/agreed with the successful supplier on Contract Award

CALL-OFF START DATE: **19th August 2024**

CALL-OFF EXPIRY DATE: **18th August 2026**

CALL-OFF INITIAL PERIOD: **24 months**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

LOCATION FOR DELIVERY

Driver and Vehicle Licensing Agency, Longview Road, Swansea SA6 7JL

DATES FOR DELIVERY

The contract must be in place to commence 19th August 2024

TESTING OF DELIVERABLES

N/A

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 days

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 £15,048.00

CALL-OFF CHARGES

Total contract value - £30,096.00

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

N/A

PAYMENT METHOD

**All invoice payments will be via BACS
Payment in full on receipt of invoice.**

BUYER'S INVOICE ADDRESS:

Email Address: SSa.invoice@Ubusinessservices.co.uk

Invoice Procedures embedded below:



**Appendix C -
Invoicing Procedures.**

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Commercial Advisor

REDACTED@dvla.gov.uk

Commercial Directorate, DVLA, Longview Road, Swansea SA6 7JL

BUYER'S ENVIRONMENTAL POLICY



dvla011-corporate-environmental-policy.p

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Public Sector Business Development Director

REDACTED@insight.com

1st Floor, 1 St Paul's Place, Sheffield, S1 2JX

SUPPLIER'S CONTRACT MANAGER

REDACTED

Account Manager

REDACTED@insight.com

1st Floor, 1 St Paul's Place, Sheffield, S1 2JX

PROGRESS REPORT FREQUENCY

N/A

PROGRESS MEETING FREQUENCY

N/A

KEY STAFF

N/A

KEY SUBCONTRACTOR(S)

Buyer and Supplier agree that QBS LTD (8 Herbert Avenue, Wellington, Telford, TF1 2BP) shall provide 100% of the services.

COMMERCIALLY SENSITIVE INFORMATION

N/A

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Public Sector Business Development Director	Role:	Commercial Category Lead
Date:	23 July,2024	Date:	24 July, 2024