**Framework Schedule 6 (Order Form Template and**

**Call-Off Schedules)**

**Order Form**

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| CALL-OFF REFERENCE:   | K280021502  |
| THE BUYER:   | **Driver & Vehicle Standards Agency (DVSA)**  |
| BUYER ADDRESS   | Head Office, Berkeley House, Croydon Street, Bristol, BS5 0DA |
| THE SUPPLIER:  | Restore Datashred Limited (part of Restore Plc)  |
| SUPPLIER ADDRESS: | Unit Q1, Queen Elizabeth Distribution Centre, Purfleet, Essex, RM19 1NA  |
| REGISTRATION NUMBER: | 9969408 |
| DUNS NUMBER:  | 221520030  |
| SID4GOV ID: | 221520030 |

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1st of November 2021.

It’s issued under the Framework Contract with the reference number RM6175 for the provision of Records and Information Management, Digital Solutions and Associated Services.

CALL-OFF LOT(S):

Lot 1: Records Information Management Systems, SL3: On site / Off site secure shredding, destruction and disposal 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) **RM6175**
3. The following Schedules in equal order of precedence:
	* Joint Schedules for **RM6175** o Joint Schedule 2 (Variation Form) o Joint Schedule 3 (Insurance Requirements)
		+ Joint Schedule 10 (Rectification Plan)
		+ Joint Schedule 11 (Processing Data)
		+ Joint Schedule 12 (Supply Chain Visibility)
		+ Joint Schedule 13 (Continuous Improvement)
		+ Joint Schedule 14 (Benchmarking)

* + Call-Off Schedules for **RM6175** o Call-Off Schedule 1 (Transparency Reports)
		- Call-Off Schedule 5 (Pricing Details)
		- Call-Off Schedule 7 (Key Supplier Staff) o Call-Off Schedule 8 (Business Continuity and Disaster Recovery) o Call-Off Schedule 9 (Security) o Call-Off Schedule 11 (Installation Works) o Call-Off Schedule 14 (Service Levels) o Call-Off Schedule 15 (Call-Off Contract Management) o Call-Off Schedule 20 (Call-Off Specification)
		- Call-Off Schedule 23 (HMRC)

1. CCS Core Terms (version 3.0.10)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6175**

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 None.

CALL-OFF START DATE: 1st of November 2021

CALL-OFF EXPIRY DATE: 31st of January 2024 with an option to extend by a further 12 months to 31st of January 2025, and a final further 12 months to 31st of January 2026.

The contract will be subject to break clauses at 31st January 2023, and at each 12 month anniversary thereafter to the end of the contract, to allow for any necessary changes in business needs. If at any of these break-clause points, there is a requirement to terminate the contract, there will be a minimum notice period of 3 months given from the break-clause date before final exit from the contract.

PAYMENT METHOD

Payment will be made by BACS no later than 30 days following receipt of a valid invoice. We will aim to pay you within 10 days.

BUYER’S INVOICE INSTRUCTION:

It is important that invoices contain the correct information, or they will be returned and will delay payment to you. Invoices should include any information required to ensure efficient and effective receipting/invoice matching. Be aware that the following information must be included on every invoice:

* Business unit (e.g.: DVSA)
* PO number relevant to the goods being invoiced
* Quantities/prices (as applicable) consistent with those on the original PO
* Clear and detailed text describing the goods or services

BUYER’S INVOICE ADDRESS:

Invoices must be sent either electronically or postal. All electronic invoices and credit notes will need to be emailed to: Ssa.invoice@dftssc.gsi.gov.uk.

All postal invoices and credit notes to be sent to:

Shared Services Arvato

Sandringham Park

Swansea Vale

Swansea

SA7 0EA

Suppliers must not send an electronic invoice and then send the same document through the post, and vice versa, as this could lead to delays in payment.

BUYER’S ENVIRONMENTAL POLICY

None

BUYER’S SECURITY POLICY

Please see Call-Off Schedule 9 – Security.

Please check access policy for each site with the appointed Contract Manager, before visits or collections to any of the sites are planned.

Supplier’s staff including delivery and installation teams where applicable, must always be accompanied by appropriate persons on all of DVSA’s sites.

BUYER’S AUTHORISED REPRESENTATIVE

XXXX Redacted under FOIA Section 40XXXX

# XXXX Redacted under FOIA Section 40XXXX

# Email: XXXX Redacted under FOIA Section 40XXXX

Mobile Number: XXXX Redacted under FOIA Section 40XXXX

BUYER’S CONTRACT MANAGER

XXXX Redacted under FOIA Section 40XXXX

# XXXX Redacted under FOIA Section 40XXXX

# Email: XXXX Redacted under FOIA Section 40XXXX

Mobile Number: XXXX Redacted under FOIA Section 40XXXX

SUPPLIER’S AUTHORISED REPRESENTATIVE

XXXX Redacted under FOIA Section 40XXXX

# XXXX Redacted under FOIA Section 40XXXX

# Email: XXXX Redacted under FOIA Section 40XXXX

Mobile Number: XXXX Redacted under FOIA Section 40XXXX

Address: Unit 1, Queen Elizabeth Distribution Centre, Purfleet Byp, Purfleet, RM19 1NA.

SUPPLIER’S CONTRACT MANAGER

XXXX Redacted under FOIA Section 40XXXX

# XXXX Redacted under FOIA Section 40XXXX

# Email: XXXX Redacted under FOIA Section 40XXXX

Mobile Number: XXXX Redacted under FOIA Section 40XXXX

Address: Unit 1, Queen Elizabeth Distribution Centre, Purfleet Byp, Purfleet, RM19 1NA.

PROGRESS REPORT FREQUENCY

On the 5th Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Monthly, within the first working week of each calendar month

KEY STAFF

Corporate Helpdesk – Day to day contact

Email: XXXX Redacted under FOIA Section 40XXXX

Telephone: XXXX Redacted under FOIA Section 40XXXX

XXXX Redacted under FOIA Section 40XXXX

# XXXX Redacted under FOIA Section 40XXXX

# Email: XXXX Redacted under FOIA Section 40XXXX

Mobile Number: XXXX Redacted under FOIA Section 40XXXX

XXXX Redacted under FOIA Section 40XXXX

# XXXX Redacted under FOIA Section 40XXXX

# Email: XXXX Redacted under FOIA Section 40XXXX

Mobile Number: XXXX Redacted under FOIA Section 40XXXX

KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: 10% of the overall contract value

The Service Period is: One Month

A Critical Service Level Failure is: The failure to provide an agreeable and timely solution to any breach of the Service Level Performance Criteria.

ADDITIONAL INSURANCES

The supplier shall meet its insurance obligations under applicable Law in full, as included within the Framework’s Joint Schedule 3 (Insurance Requirements), and shall include the addition of the following;

Third Party Public and Products Liability Insurance - £10,000,000 Motor Third Party Liability Insurance – As required.

GUARANTEE

Not applicable.

SOCIAL VALUE COMMITMENT

Not applicable, as this contract is awarded as the result of a further competition within the Crown Commercial Services (CCS) Framework RM6175 Records and Information Management, Digital Solutions and Associated Services, Lot 1: Records Information Management Systems, SL3: On site / Off site secure shredding, destruction and disposal services.

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| --- | --- |
| **For and on behalf of the Supplier:**  | **For and on behalf of the Buyer:**  |
| Signature:  | XXXX Redacted under FOIA Section 40XXXX  | Signature:  | XXXX Redacted under FOIA Section 40XXXX  |
| Name:  | XXXX Redacted under FOIA Section 40XXXX  | Name:  | XXXX Redacted under FOIA Section 40XXXX  |
| Role:  | XXXX Redacted under FOIA Section 40XXXX  | Role:  | XXXX Redacted under FOIA Section 40XXXX  |
| Date:  | 04/11/21  | Date:  | 04.11.2021  |