# Department for Transport



Award Form

# Department for Transport



This Award Form creates the Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

**1. Buyer**

Driver and Vehicle Standards Agency (DVSA) on behalf of the Secretary of State for Transport

Berkeley House Croydon Street Bristol BS50DA

**2. Supplier**

Name:

The Road Haulage Association Limited

Address:

Roadway House, Bretton Way, Peterborough, PE3 8DD

Registration number:

XXXXXX redacted under FOIA section 40

SID4GOV ID:

**N/A**

**3. Contract**

This Contract between the Buyer and the Supplier is for the supply of Deliverables.

This opportunity is advertised in the Contract Notice in Find A Tender, reference 2023-040364 (FTS Contract Notice).

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1. **Contract reference**
2. **Deliverables**
3. **Buyer Cause**
4. **Collaborative working principles**
5. **Financial Transparency Objectives**
6. **Start Date**
7. **End Date**

K28021907b

IRTEC Inspection Technician Large Commercial Vehicle assessments Lots 2 and 3

See Schedule 2 (Specification) for further details.

Any breach of:

the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Buyer is liable to the Supplier.

The Collaborative Working Principles do not apply to this Contract.

The Financial Transparency Objectives do not apply to this Contract.

31 July 2023

30 July 2026

**Extension Period**

**Ending the Contract without a reason**

Further period up to 12 months plus an additional 12-months options.

The Buyer shall be able to terminate the Contract in accordance with Clause 14.3.

1. **Incorporated Terms**

(together these documents form

The following documents are incorporated into the Contract. Where numbers are missing, we are not using these Schedules. If the documents conflict, the following order of precedence applies:

* 1. This Award Form

the **"the Contract")**

* 1. Any Special Terms (see **Section 14 (Special Terms)** in this Award Form)
  2. Core Terms
  3. Schedule 36 (Intellectual Property Rights)
  4. Schedule 1 (Definitions)
  5. Schedule 6 (Transparency Reports)
  6. Schedule 20 (Processing Data)
  7. Appendix 1 of this Contract Award Form (DIT Corporate Environmental Policy)
  8. The following Schedules (in equal order of precedence):
     1. Schedule 2 (Specification)
     2. Schedule 3 (Charges)
     3. Schedule 21 (Variation Form)
     4. Schedule 22 (Insurance Requirements)
     5. Schedule 25 (Rectification Plan)
     6. Schedule 26 (Sustainability)
  9. Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer), in which case that aspect of the Tender will take precedence over the documents above.
     1. Annex 1 (Schedule 4) Confirmation Statement and Locations RHA Training
     2. Annex 2 (Schedule 4) Proposed Methodology RHA Training
     3. Annex 3 (Schedule 4) RHA Schedule
     4. Annex 4 (Schedule 4) Demonstrated Competence RHA Training
     5. Annex 5 (Schedule 4) Quality Assurance RHA Training
     6. Annex 6 (Schedule 4) Social Value RHA Training

1. **Special Terms**
2. **Sustainability**
3. **Buyer's**

**Environmental Policy**

1. **Social Value Commitment**
2. **Buyer's Security Policy**
3. **Commercially Sensitive Information**
4. **Charges**
5. **Reimbursable expenses**
6. **Payment method**

Not applicable

The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, that it will comply with Schedule 26 (Sustainability).

Appended at Appendix 1 of this Contract Award Form

The Supplier agrees, in providing the Deliverables and performing its obligations under the Contract, to deliver the Social Value outcomes in Schedule 4 {Tender)

Not applicable

Not applicable

Details in Schedule 3 (Charges) None

Suppliers must be in possession of a Purchase Order (PO), before commencing any work under this contract. The PO Number will be issued following contract award. You must quote the PO number on all invoices, and these must be submitted directly to:

***Accounts Payable, Shared Services Arvato, 5 Sandringham Park, Swansea Vale,***

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***Swansea***

***SA70EA***

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

1. **Service Levels**
2. **Insurance**
3. **Liability**
4. **Cyber Essentials Certification**
5. **Progress**

**Meetings and Progress Reports**

1. **Guarantee**
2. **Virtual Library**

If you have a query regarding an outstanding payment, please contact our Accounts Payable section:

**[ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)**

Not applicable

Details in Annex of Schedule 22 (Insurance Requirements).

In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than or **150%** of the Estimated Yearly Charges

Not required

* The Supplier shall attend Progress Meetings with the Buyer every quarter.
* The Supplier shall provide the Buyer with Progress Reports following delivery of the assessment(s).

Not applicable

Not applicable

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1. **Supplier** XXXXXX redacted under FOIA section 40

**Contract** XXXXXX redacted under FOIA section 40

**Manager** XXXXXX redacted under FOIA section 40

**Supplier** XXXXXX redacted under FOIA section 40

**Authorised** XXXXXX redacted under FOIA section 40

**Representative**

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

**Supplier** XXXXXX redacted under FOIA section 40

**Compliance** XXXXXX redacted under FOIA section 40

**Officer**

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

**Supplier Data** XXXXXX redacted under FOIA section 40

**Protection Officer** XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40 XXXXXX redacted under FOIA section 40

**Supplier** XXXXXX redacted under FOIA section 40

**Marketing** XXXXXX redacted under FOIA section 40

**Contact**

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

1. **Key** XXXXXX redacted under FOIA section 40

**Subcontractors**

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**36. Buyer Authorised Representative**

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

XXXXXX redacted under FOIA section 40

07831 540723

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | XXXXXX redacted under FOIA section 40 | Role: | XXXXXX redacted under FOIA section 40 |
| Date: | *08/08/2023* | Date: | 08/08/2023 |