

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

### Order Form

**DVSA Contract Reference: K280022260**  
**Smarter Working Ellipse Furniture Refurbishment**

**CCS Framework RM6119 Furniture & Associated Services, Lot 8: Hubs furniture**

|                      |   |
|----------------------|---|
| CALL-OFF REFERENCE:  | <b>K280022260</b>   |
| THE BUYER:           | <b>Driver and Vehicle Standards Agency (DVSA)</b>                         |
| BUYER ADDRESS        | Head Office, Berkeley House, Croydon Street,<br>Bristol, BS5 0DA          |
| THE SUPPLIER:        | <b>Senator International Limited</b>                                      |
| SUPPLIER ADDRESS:    | Syke Side Drive, Altham Business Park,<br>Accrington, Lancashire, BB5 5YE |
| REGISTRATION NUMBER: | 1323955   |
| DUNS NUMBER:         | 213239189   |
| SID4GOV ID:          | As above  |

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19<sup>th</sup> of January 2024.

It's issued under the Framework Contract with the reference number RM6119 for the provision of furniture and associated services.

CALL-OFF LOT(S):  
Lot 8: Hubs furniture

## 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) **RM6119**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6119
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Call-Off Schedules for **K280022260**
    - Call-Off Schedule 1 (Transparency Reports)
    - 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 11 (Installation Works)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119

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: 19<sup>th</sup> of January 2024.**

Installation will be undertaken and in consultation with DVSA. As the site may still be under the control of the building works contractor as part of the installation process, Senator must be able to supply any Health and Safety documentation required in order for the works contractor to be able to fulfil their legal requirements.

**CALL-OFF EXPIRY DATE: 31<sup>st</sup> of March 2024.**

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**CALL-OFF INITIAL PERIOD:** Completion expected within 3 months in accordance with the phased schedule provided.

### CALL-OFF DELIVERABLES

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

### 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 £600,471.34 excluding VAT.

### CALL-OFF CHARGES

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

### REIMBURSABLE EXPENSES

None

### 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](mailto: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

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

### BUYER'S ENVIRONMENTAL POLICY

N/A

### BUYER'S SECURITY POLICY

Please see Call-Off Schedule 9 – Security.

Please check access policy with the appointed Project Manager before visits or deliveries to any of the sites are planned.

Supplier's staff including delivery and installation teams, must always be accompanied by appropriate persons on the DVSA site.

### BUYER'S AUTHORISED REPRESENTATIVE

XXXX Redacted under FOIA Section 40XXXX

XXXX Redacted under FOIA Section 40XXXX

Email: XXXX Redacted under FOIA Section 40XXXX

Mobile: XXXX Redacted under FOIA Section 40XXXX

The Ellipse, Padley Road, St Thomas, Swansea, SA1 8AN.

### BUYER'S CONTRACT MANAGER

XXXX Redacted under FOIA Section 40XXXX

XXXX Redacted under FOIA Section 40XXXX

Email: XXXX Redacted under FOIA Section 40XXXX

Mobile: XXXX Redacted under FOIA Section 40XXXX

Tyneside House, Skinnerburn Road, Newcastle Business Park, Newcastle, NE4 7AR

### SUPPLIER'S AUTHORISED REPRESENTATIVE

XXXX Redacted under FOIA Section 40XXXX

XXXX Redacted under FOIA Section 40XXXX

Email: XXXX Redacted under FOIA Section 40XXXX

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Mobile: XXXX Redacted under FOIA Section 40XXXX

Syke Side Drive, Altham Business Park, Accrington, BB5 5YE

SUPPLIER'S CONTRACT MANAGER

XXXX Redacted under FOIA Section 40XXXX

XXXX Redacted under FOIA Section 40XXXX

Email: XXXX Redacted under FOIA Section 40XXXX

Mobile: XXXX Redacted under FOIA Section 40XXXX

Syke Side Drive, Altham Business Park, Accrington, BB5 5YE

PROGRESS REPORT FREQUENCY

Weekly: End of each working week

PROGRESS MEETING FREQUENCY

To be agreed

KEY STAFF

XXXX Redacted under FOIA Section 40XXXX

XXXX Redacted under FOIA Section 40XXXX

Email: XXXX Redacted under FOIA Section 40XXXX

Mobile: XXXX Redacted under FOIA Section 40XXXX

Syke Side Drive, Altham Business Park, Accrington, BB5 5YE

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

We believe the content and pricing of our response to be confidential – in that a competitor obtaining this information would have a level of knowledge of our pricing structure and business and our tender responses that would prejudice future procurement processes.

SERVICE CREDITS

Framework Ref: RM6119

Project Version: v1.0

Model Version: v3.5

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Not applicable

**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 includes the addition of the following;

Third party Public and Products Liability Insurance - £10,000,000

Motor Third Party Liability Insurance

**GUARANTEE**

Not applicable

**SOCIAL VALUE COMMITMENT**

As this contract is the result of a direct award, Senator Group will be required to report any social value outcomes achieved as a direct result of fulfilling this contract.

| <b>For and on behalf of the Supplier:</b> |   | <b>For and on behalf of the Buyer:</b> |   |
|---|---|--|---|
| 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:                                     | 19/01/2024                              | Date:                                  | 22.01.2024                              |