

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

Order Form

CALL-OFF REFERENCE: **PS/23/43**

THE BUYER: Driver and Vehicle Licensing Agency (DVLA)

BUYER ADDRESS Longview Road, Swansea, SA6 7JL

THE SUPPLIER: Jigsaw Systems Limited (t/a Jigsaw24)

SUPPLIER ADDRESS: The Old Mill, 40 High Church Street, Nottingham, NG7 7JA

REGISTRATION NUMBER: 02682904

DUNS NUMBER: 77-105-9292

SID4GOV ID: 77-105-9292

APPLICABLE FRAMEWORK CONTRACT

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

It's issued under the Framework Contract with the reference number RM6068 for the provision of Technology Products and Associated Services.

CALL-OFF LOT(S):

- Lot 3 Software & Associated 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) RM6068

3. The following Schedules in equal order of precedence:

- Joint Schedules for RM6068
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 11 (Processing Data)
- Call-Off Schedules for **PS/23/43**
 - Call-Off Schedule 5 (Pricing details)
 - [Call-Off Schedule 6 (ICT Services)
 - [Call-Off Schedule 8 (Business Continuity & Disaster Recovery) Part [A/B]
 - [Call-Off Schedule 9 (Security) Part [A/B/C]
 - [Call-Off Schedule 10 (Exit Management) Part [A/B]
 - Call-Off Schedule 20 (Call-Off Specification)

4. CCS Core Terms (version 3.0.6)

5. Joint Schedule 5 (Corporate Social Responsibility) RM6068

6. Annexes A to E Call-Off Schedule 6 (ICT Services)

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

Not applicable

CALL-OFF START DATE: **23rd April 2023**

CALL-OFF EXPIRY DATE: **22nd April 2026**

CALL-OFF INITIAL PERIOD: **36 months**

CALL-OFF OPTIONAL EXTENSION PERIOD **No extension option**

CALL-OFF DELIVERABLES

Adobe Creative Cloud is the industry standard design software that the Creative Services team use to deliver creative products to support all agency corporate reports; legislative, project and business requirements as well as communications campaigns.

The Agency has previously acquired and wishes to renew:

- x21 Adobe Creative Cloud software licences
- x11 Adobe Pro DC software licences

LOCATION FOR DELIVERY

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

DATES FOR DELIVERY OF THE DELIVERABLES

By 23rd April 2023

TESTING OF DELIVERABLES

None

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 **£13,313.51**, with a total liability of **£39,940.54** for the 36 month Call-Off Initial Period

CALL-OFF CHARGES

Total contract value - **£39,940.54**

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

None

PAYMENT METHOD

All invoice payments will be via BACS

BUYER'S INVOICE ADDRESS:

Email Address: ssa.invoice@sharedservicesarvato.co.uk

Invoice Procedures embedded below:



Invoicing Procedures
v2.1.pdf

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Commercial Advisor

REDACTED@dvla.gov.uk
Commercial Directorate, DVLA, Longview Road, Swansea SA6 7JL

BUYER'S ENVIRONMENTAL POLICY



DVLA Corporate
Environmental Policy

BUYER'S SECURITY POLICY

None

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED
Head of Enterprise Sales
REDACTED@Jigsaw24.com
The Old Mill, 40 High Church Street, New Basford, Nottinghamshire, NG7 7JA

SUPPLIER'S CONTRACT MANAGER

REDACTED
Director of Bids & Frameworks
Tenders@Jigsaw24.com
The Old Mill, 40 High Church Street, New Basford, Nottinghamshire, NG7 7JA

PROGRESS REPORT FREQUENCY

Not applicable

PROGRESS MEETING FREQUENCY

Not applicable

KEY STAFF

REDACTED – Account Manager

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Pricing

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Director of Bids & Frameworks	Role:	Commercial Lead Category
Date:	14 th April 2023	Date:	17 th April 2023