

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

## Order Form

CALL-OFF REFERENCE: RM6299 - K280022457

THE BUYER: Driver & Vehicle Standards Agency

BUYER ADDRESS Berkeley House, Croydon Street, Bristol BS5 0DA

THE SUPPLIER: BANNER GROUP LTD

SUPPLIER ADDRESS: 1<sup>st</sup> Floor, 1 Europa Drive, Sheffield, S9 1XT

REGISTRATION NUMBER: 05510758

DUNS NUMBER: **34-706-6339**

SID4GOV ID:

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 03<sup>rd</sup> March 2025

It's issued under the Framework Contract with the reference number **RM6299** for the provision of Office Stationery and Electronic Supplies.

CALL-OFF LOT(S):

Lot 1 – Office Stationery and Electronic Office Supplies (EOS) Multi Supplier Lot
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### 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) **RM6299** framework Framework Special Terms

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3. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6299** framework
  - o Joint Schedule 1 (Definitions )v3.12
  - o Joint Schedule 2 (Variation Form) v.31.1
  - o Joint Schedule 3 (Insurance Requirements) v.3.1
  - o Joint Schedule 4 (Commercially Sensitive Information)v.3.1
  - o Joint Schedule 6 (Key Subcontractors) v.3.1
  - o Joint Schedule 9 (Minimum Standards of Reliability) v.3.3
  - o Joint Schedule 10 (Rectification Plan) v.3.0
  - o Joint Schedule 11 (Processing Data) v4.7
  - o Joint Schedule 12 (Supply Chain Visibility) v.1.0
  - o Joint Schedule 13 (Continuous Improvement)v1.0
  - o Joint Schedule 14 (Benchmarking) v1.0

Call-Off Schedules for **RM6299** Call-Off reference number

- o Call-Off Schedule 1 (Transparency Reports) v3.0
  - o Call-Off Schedule 2 (Staff Transfer) v3.3
  - o Call-Off Schedule 4 (Call-Off Tender) v3.1
  - o Call-Off Schedule 5 (Pricing Details) v3.1
  - o Call-Off Schedule 6 Order Form Template v1.1
  - o Call-Off Schedule 7 (Key Supplier Staff) v3.1
  - o Call-Off Schedule 8 (Business Continuity and Disaster Recovery)v.3.5-1
  - o Call-Off Schedule 9 (Security) v3.4
  - o Call-Off Schedule 10 (Exit Management) v3.2
  - o Call-Off Schedule 13 (Implementation Plan and Testing) v3.4
  - o Call-Off Schedule 14 (Service Levels) v3.4
  - o Call-Off Schedule 15 (Call-Off Contract Management) v.3.1
4. Schedule 20 (Specification) V6.1
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility) v3.2 RM6299
7. Framework Schedule 3 – Framework Prices v3.1 RM6299

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

The following Special Terms are incorporated into this Call-Off Contract: none

CALL-OFF START DATE: **01<sup>st</sup> April 2025**

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CALL-OFF EXPIRY DATE: **31<sup>st</sup> March 2028**

CALL-OFF INITIAL PERIOD:

**3 years 0 months with further 1 year extension option**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification) for deliverables.

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 £173,281.20 excl. VAT – Tendered price for anticipated first year orders volume.

CALL-OFF CHARGES

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

Any variation to the Charges payable under this Call Off Contract must be agreed between the Supplier and the Buyer and implemented using the same procedure for altering Framework Prices in accordance with the provisions of Framework Schedule 3.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS. See Schedule 20 Specification for details

BUYER'S INVOICE ADDRESS:

DVSA, Accounts Payable, Unity Business Services (UBS), 5 Sandringham Park,  
Swansea Vale, Swansea, SA7 0EA

[SSa.invoice@Ubusinessservices.co.uk](mailto:SSa.invoice@Ubusinessservices.co.uk)

BUYER'S AUTHORISED REPRESENTATIVE

Contract Manager: **Redacted Under FOIA Section 40, Personal Information**

Commercial : **Redacted Under FOIA Section 40, Personal Information**

BUYER'S ENVIRONMENTAL POLICY

[DVSA sustainability strategy - GOV.UK](#)

BUYER'S SECURITY POLICY



Supplier Security  
Policy.pdf

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**Redacted Under FOIA Section 40, Personal Information**

Newland House  
Tuscany Park  
Express Way  
Normanton  
West Yorkshire  
WF6 2TZ

**SUPPLIER'S CONTRACT MANAGER**

**Redacted Under FOIA Section 40, Personal Information**

Newland House  
Tuscany Park  
Express Way  
Normanton  
West Yorkshire  
WF6 2TZ

**PROGRESS REPORT FREQUENCY**

The Supplier will provide monthly and cumulative statistics, narrative, and analysis to DVSA, reporting on achievement of the agreed KPIs, by 5th of the month.

**PROGRESS MEETING FREQUENCY**

Regular Contract Management meetings will be held during the life of the contract:

- weekly, as necessary during the implementation period,
- monthly, as necessary during the first quarter,
- quarterly as the contract matures.

**KEY STAFF**

**Redacted Under FOIA Section 40, Personal Information**

**KEY SUBCONTRACTOR(S)**

**N/A**

**COMMERCIALLY SENSITIVE INFORMATION**

- Call-Off Schedule 5 (Pricing Details) v3.1
- All pricing and pricing information submitted with the Supplier's Tender.
- All cost pricing (including but not limited to the Supplier's cost (ex-works prices) and sell prices / Framework Price(s)) or any component thereof in any context under the Framework Agreement or any Call Off Contract together with all related or ancillary information including but not limited to any

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breakdown of the foregoing or any subsequent review, analysis or variation of the same – whether in any context under the Framework Agreement or any Call Off Contract, any benchmarking or otherwise.

- All information provided in the contract examples / case studies within the Supplier's Tender. All information relating to specific personnel of the Supplier. The Supplier's Tender as a whole contains a wide variety of information that, when taken as a whole, is acutely commercially sensitive as it reveals the Supplier's proposition to strategic customers and the way in which the Supplier presents and articulates it to them (such information amounting to a trade secret of the Supplier).

### **SERVICE CREDITS**

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

The Service Period is: one Month

### **ADDITIONAL INSURANCES**

Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

### **GUARANTEE**

Not applicable

### **SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted Under FOIA Section 40, Personal Information	Signature:	Redacted Under FOIA Section 40, Personal Information
Name:	Redacted Under FOIA Section 40, Personal Information	Name:	Redacted Under FOIA Section 40, Personal Information
Role:	Redacted Under FOIA Section 40, Personal Information	Role:	Redacted Under FOIA Section 40, Personal Information
Date:	17/03/2025	Date:	17/03/2025