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

**Call-Off Schedules)**

**Order Form**

CALL-OFF REFERENCE: **PS/25/04 – Provision of Mobile Device Hardware and Peripherals**

THE BUYER: **Driver and Vehicle Licensing Agency**

BUYER ADDRESS Longview Road, Morriston, Swansea

SA6 7JL

|  |  |
| --- | --- |
| THE SUPPLIER: | ACADEMIA LIMITED |
| SUPPLIER ADDRESS: | UNIT 1 PROGRESSION CENTER, MARK ROAD,  HEMEL HEMPSTEAD,  HP2 7DW |
| REGISTRATION NUMBER: | **REDACTED** |
| DUNS NUMBER: | **REDACTED** |
| SID4GOV ID: | **N/A** |

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **1st May** It’s issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service 2.

CALL-OFF LOT(S):

Lot 2 Hardware & 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) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* + Joint Schedules for RM6098 o Joint Schedule 2 (Variation Form) o Joint Schedule 3 (Insurance Requirements)

* + Call-Off Schedules for RM6098 o [Call-Off Schedule 5 (Pricing Details) o [Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form

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 START DATE: |  | **1st May 2025** |
| CALL-OFF EXPIRY DATE: |  | **30th April 2027** |
| CALL-OFF INITIAL PERIOD: |  | **2 Year** |

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 5 (Pricing Details) and Call-Off Schedule 20 (Call-Off Specification)



Initial deliverables are as below:



LOCATION FOR DELIVERY

|  |
| --- |
| **FAO REDACTED**  **ECU Manager**  **DVLA Stores**  **D Basement Morriston** |
| DVLA  Longview Road  SWANSEA  SA6 7JL  **7am till 3pm** |

TESTING OF DELIVERABLES

N/A

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be as per manufacturer warranty.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF CHARGES

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

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:

* [Indexation]
* [Specific Change in Law]
* [Benchmarking using Call-Off Schedule 16 (Benchmarking)]

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD

The Supplier shall submit invoices directly to the billing address as per the Buyer’s order. The Supplier shall invoice the Buyer for Goods on despatch and for Services as per Supplier’s quotation. Payment to be made by BACS payment.

BUYER’S INVOICE ADDRESS:

Email Address:SSa.invoice@Ubusinessservices.co.uk

BUYER’S INVOICE ADDRESS:

The DVLA’s invoicing procedures are detailed below.

**Invoicing Address**

All invoices and credit notes must be sent to the DfT Shared Service Centre at the following address:

DVLA

Accounts Payable

Unity Business Services (UBS)

5 Sandringham Park

Swansea Vale

SA7 0EA

Alternatively electronic invoices can be issued to SSa.invoice@Ubusinessservices.co.uk



All invoices submitted for payment must:

* state the relevant Business Unit (e.g. DVLA) the services or goods were supplied to:
* quote your Vendor Number
* quote Purchase Order Number
* use the units of measure, pricing units and description as stated in the Purchase Order • be submitted in a timely manner after the despatch of goods or provision of services (and not accumulated).

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED**

Contract Owner

**REDACTED**

BUYER’S ENVIRONMENTAL POLICY

N/A

BUYER’S SECURITY POLICY

N/A

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED**

**Head of Sales**

**REDACTED**

**Unit 1 The Progression Centre, Mark Road, Hemel Hempstead, HP2 7DW**

SUPPLIER’S CONTRACT MANAGER

**REDACTED**

**Head of Bids and Tender**

**REDACTED**

**Unit 1 The Progression Centre, Mark Road, Hemel Hempstead, HP2 7DW**

**COMMERCIALLY SENSITIVE INFORMATION**

To be agreed with successful supplier on contract award

**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  R | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Role: | Head of Sales | Role: | Commercial Category Lead |
| Date: | 06/05/2025 | Date: | 12/5/2025 |