

RM6098 Framework Schedule 6a (Short Order Form Template and Call-Off Schedules)

Buyer Guidance This Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) can be used, in instances where a Contract is low complexity, and no changes are made to the Framework standard Terms and Conditions as detailed this Framework Schedule 6a, and the Specification is in line with Framework Schedule 1 (Specification). If a Contracting Authority wishes to run a further competition or wishes to make any adjustments to Terms and Conditions, then Framework Schedule 6 - Order Form Template should be used.

Order Form

CALL-OFF REFERENCE: PSA/25/105 – Provision of UX Lab Upgrade

THE BUYER: Driver and Vehicle Licensing Agency

BUYER ADDRESS Long View Road, Morriston, Swansea, SA6 7JL

THE SUPPLIER: Boxxe Ltd

SUPPLIER ADDRESS: Artemis House Eboracum Way, York YO31 7RE

REGISTRATION NUMBER: 02109168

DUNS NUMBER: 390294056

SID4GOV ID: **211841**

[Buyer guidance: This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier.

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

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APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 27/01/2026. It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Services.

CALL-OFF LOT(S)

Lot 1: Hardware and Software and 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
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Call-Off Schedules for RM6098
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 20 (Call-Off Specification)
5. 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: 27/01/2026

CALL-OFF EXPIRY DATE: 26/01/2031

CALL-OFF INITIAL PERIOD: 5 Years

CALL-OFF DELIVERABLES



QU0091563.pdf

LOCATION FOR DELIVERY

D – Basement Morriston
FAO: OCSD Central Supp c/o D-Block Stores, DVLA, Longview Road, Morriston, Swansea SA6 7JL (7am till 3pm)

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be

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
Total ex. VAT £43,948.92

Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

CALL-OFF CHARGES



QU0091563 - New
price.pdf

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@sharedservicesarvato.co.uk

The DVLA's invoicing procedures are detailed below.

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



Invoicing
Procedures.docx

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).

SUPPLIER'S AUTHORISED REPRESENTATIVE
Xxxxx redacted under FOI section 40

Partner alliances specialist

Xxxxx redacted under FOI section 40@boxxe.com

Artemis House Eboracum Way, York YO31 7RE

SUPPLIER'S CONTRACT MANAGER
Xxxxx redacted under FOI section 40

Partner alliances specialist

Xxxxx redacted under FOI section 40 [@boxxe.com](mailto:Xxxxx redacted under FOI section 40@boxxe.com)

Artemis House Eboracum Way, York YO31 7RE

KEY SUBCONTRACTOR(S)

100% DMS Custom Install Limited

Xxxxx redacted under FOI section 40 [@decibelms.co.uk](mailto:xxxx@decibelms.co.uk)

COMMERCIALY SENSITIVE INFORMATION

Not applicable

GUARANTEE

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Xxxxx redacted under FOI section 40	Signature:	Xxxxx redacted under FOI section 40
Name:	Xxxxx redacted under FOI section 40	Name:	Xxxxx redacted under FOI section 40
Role:	Interim Head of Legal	Role:	Commercial Category Lead
Date:	28/01/2026	Date:	27/01/2026