



Driver & Vehicle  
Standards  
Agency

**Award Form**  
**K280022603 Site**  
**Clearance and Disposal Services 2025**

This Award Form creates this Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

<b>1.</b>	<b>Buyer</b>	Driver & Vehicle Standards Agency (DVSA) on behalf of the Secretary of State for Transport  DVSA Head office address is: <b>Berkeley House, Croydon Street, Bristol, BS5 0DA</b>
<b>2.</b>	<b>Supplier</b>	Name: Pickfords Move Management Ltd  Address: Pickfords Park, 10 Laxcon Close, London, NW10 0TG  Registration number: XXXXXX Redacted under FOIA section 40  SID4GOV ID: N/A
<b>3.</b>	<b>Contract</b>	This Contract between the Buyer and the Supplier is for the service for site clearances and associated disposal of a wide variety of items on an ad-hoc basis throughout the DVSA estate - see Appendix 2 (Specification) for full details.
<b>4.</b>	<b>Contract reference</b>	K280022603
<b>5.</b>	<b>Buyer Cause</b>	The Buyer shall have no obligation to perform any obligations placed on it in Appendix 2 (Specification) and Tender unless they are specifically identified above.
<b>6.</b>	<b>Collaborative working principles</b>	The Collaborative Working Principles does not apply to this Contract.
<b>7.</b>	<b>Financial Transparency Objectives</b>	The Financial Transparency Objectives do not apply to this Contract
<b>8.</b>	<b>Start Date</b>	3 October 2025
<b>9.</b>	<b>Expiry Date</b>	2 October 2027
<b>10.</b>	<b>Extension Period</b>	After the initial 2 year contract, there is an option to extend for a further one plus one year, with break clauses at each extension

		period. The maximum duration of this Contract, including any extension options, shall not exceed four years.
<b>11. Ending this Contract without a reason</b>		The Buyer shall be able to terminate the Contract in accordance with Appendix 14 Core Terms Clause 50.
<b>12. Incorporated Terms</b> (together these documents form the " <b>this Contract</b> ")		<p>The following documents are incorporated into this Contract. Where numbers are missing we are not using these Schedules. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> <li>a) This Award Form</li> <li>b) Appendix 2 Specification Rev 1 Timeline</li> <li>c) Appendix 3 Form of Tender</li> <li>d) Appendix 4 Standard Selection Questionnaire REV.1</li> <li>e) Appendix 5 Pricing Schedule REV.1 30.4.25</li> <li>f) Appendix 7 Commercially Sensitive Information</li> <li>g) Appendix 8 Processing Data</li> <li>h) Appendix 9 Instructions to Tenderers</li> <li>i) Appendix 10 Armed Forces Covenant</li> <li>j) Appendix 11: Counter Fraud, Bribery, Corruption and Ethical Procurement Statement</li> <li>k) Appendix 12 Variation Form</li> <li>l) Appendix 13 Benchmarking</li> <li>m) Annex 2 Statement of Assurance Questionnaire</li> <li>n) Any Special Terms (see Section 13 (Special Terms) in this Award Form)</li> <li>o) Appendix 14 Core Terms Revision 1 04.01.2024</li> <li>p) Appendix 15 Cyber Essentials Scheme</li> <li>q) Appendix 16 Insurance Requirements</li> <li>r) Appendix 17 Sustainability</li> <li>s) Tender, unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above.</li> </ul>
<b>13. Special Terms</b>		N/A

14.	<b>Buyer's Environmental Policy</b>	Appended at Appendix 17 Sustainability
15.	<b>Social Value Commitment</b>	The Supplier agrees, in providing the Deliverables and performing its obligations under this Contract, to deliver the Social Value outcomes in the Tender and provide the Social Value Reports as set out in Appendix 17 Sustainability
16.	<b>Buyer's Security Requirements and Security and ICT Policy</b>	To be advised on a site by site basis.
17.	<b>Charges</b>	Details in the Tender (completed Appendix 5 Pricing Schedule)
18.	<b>Estimated Year 1 Charges</b>	Estimated Year 1 Charges are XXXXXX Redacted under FOIA section 43 however, no volume or spend value is guaranteed.
19.	<b>Reimbursable expenses</b>	Not applicable.
20.	<b>Payment method</b>	<p>Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The PO Number for this contract will be advised by our Property Investment Team, following Contract signature. You must quote the aforementioned PO number on all invoices, and these must be submitted as a PDF by email directly to XXXXXX Redacted under FOIA section 40 or sent to:</p> <p>Accounts Payable, Unity Business Service (UBS), 5 Sandringham Park, Swansea Vale, Swansea SA7 0EA.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p>

		<p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section: XXXXXX Redacted under FOIA section 40</p> <p>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.</p>
<b>21. Service Levels</b>		Details at Appendix 2 Specification Rev 1 Timeline, Section 15 Service levels and performance.
<b>22. Liability</b>		In accordance with Appendix 16 Insurance
<b>23. Cyber Essentials Certification</b>		Details in Appendix 15 Cyber Essentials Scheme
<b>24. Progress Meetings and Progress Reports</b>		Details in Appendix 2 Specification Rev 1 Timeline
<b>25. Guarantor</b>		Not applicable
<b>26. Virtual Library</b>		Not applicable. Please refer to Contract Management Plan for Exit Management Strategy.
<b>27. Supplier's Contract Manager</b>		<p>XXXXXX Redacted under FOIA section 40</p> <p>Environment Services Manager</p> <p>XXXXXX Redacted under FOIA section 40</p> <p>XXXXXX Redacted under FOIA section 40</p>
<b>28. Supplier Authorised Representative</b>		<p>XXXXXX Redacted under FOIA section 40</p> <p>Sales Director and Brand Ambassador</p> <p>XXXXXX Redacted under FOIA section 40</p> <p>XXXXXX Redacted under FOIA section 40</p>
<b>29. Supplier Compliance Officer</b>		<p>XXXXXX Redacted under FOIA section 40</p> <p>Quality &amp; Accreditations Manager</p> <p>XXXXXX Redacted under FOIA section 40</p> <p>XXXXXX Redacted under FOIA section 40</p>

<b>30.</b>	<b>Supplier Data Protection Officer</b>	XXXXXX Redacted under FOIA section 40 Legal Services Manager & Company Secretary XXXXXX Redacted under FOIA section 40 XXXXXX Redacted under FOIA section 40
<b>31.</b>	<b>Supplier Marketing Contact</b>	XXXXXX Redacted under FOIA section 40 Marketing Director XXXXXX Redacted under FOIA section 40
<b>32.</b>	<b>Key Subcontractors</b>	Key Subcontractor 1 Name (Registered name if registered): N/A Registration number (if registered): N/A Role of Subcontractor: N/A <i>[Guidance: copy above lines as needed]</i>
<b>33.</b>	<b>Buyer Authorised Representative</b>	XXXXXX Redacted under FOIA section 40 - Estates Programme Manager (Contract Manager) XXXXXX Redacted under FOIA section 40 - Senior Commercial Category Manager XXXXXX Redacted under FOIA section 40 - Commercial Category Officer

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	XXXXXX Redacted under FOIA section 40	Signature:	XXXXXX Redacted under FOIA section 40
Name:	XXXXXX Redacted under FOIA section 40	Name:	XXXXXX Redacted under FOIA section 40
Role:	Sales Director & Brand Ambassador	Role:	Senior Commercial Category Manager
Date:	08/10/25	Date:	10.10.25