

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: PS/25/71- Supply of Desktop Scanners and Printers

THE BUYER: Driver and Vehicle Licensing Agency (DVLA)

BUYER ADDRESS DVLA, Long View Road, Swansea, SA6
7JL.

THE SUPPLIER: **Academia Limited**

SUPPLIER ADDRESS: **Unit 1 progression centre**

Mark Road

Hemel Hempstead

HP2 7DW

REGISTRATION NUMBER: **04771037**

DUNS NUMBER: **7350 79704**

SID4GOV ID: N/a

[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.

[Retain the highlighted Bronze Contract wording below only if this is applicable to this Call-Off Contract]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **19/09/2025** date of issue.

It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Services.

CALL-OFF LOT(S): [this order form may be used for direct award only, where your requirement is bespoke or where adjustments have been made to terms and conditions, the full Framework Schedule 6 - Order Form Template should be used]

Lot 2 Hardware

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)

- Joint Schedule 11 (Processing Data)

Call-Off Schedules for RM6098

- Call-Off Schedule 1 (Transparency Reports)
- Call-Off Schedule 5 (Pricing Details)
- Call-Off Schedule 6 (ICT Services)

5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098

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: 23/09/2025

CALL-OFF EXPIRY DATE: 22/09/2028

CALL-OFF INITIAL PERIOD: **3 Years**

CALL-OFF DELIVERABLES

The overall contract value will be up to £115,000.00 exclusive of Value Added Tax

Goods to the value of the below quote. The prices quoted within the pricing schedule for these items should reflect current costs, however DVLA accept costs may vary over the duration of the contract in line with average costings for these particular products.

Framework Schedule 6a (Order Form Template and Call-Off Schedules) Crown
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Line	Part	Description	QTY	Unit Price	Ext. Price	VAT Code
1	PA03810-B101	Ricoh fi-8150 fi 8150 fi8150- Document scanner - Dual CIS - Duplex - 216 x 355.6 mm - 600 dpi x 600 dpi - up to 50 ppm (mono) / up to 50 ppm (colour) - ADF (100 sheets) - up to 8000 scans per day - Gigabit LAN, USB 3.2 Gen 1	230	396.93	91,293.90	STD
2	U3-EXTW-WKG	Ricoh Scanner Service Program 3 Year Extended Warranty for Ricoh Workgroup Scanners - Extended service agreement (extension) - replacement - 3 years - shipment - 8x5 - response time: NBD - for fi7030, 7140, 7160, 7240, 7260, 7300NX, 800R, 8150, 8170, 825	230	54.99	12,647.70	STD
3	42900116	SLP650-UK 12V 300DPI USB UK-PS USBCAB LABEL-SW 1 ROLL	100	71.30	7,130.00	STD
Quote Misc Charge		Freight Charges			0.00	

For lines with a VAT Code of RC (Reverse charge): Customer to pay the VAT to HMRC

Quote Totals	
Sub Total:	111,071.60
VAT:	22,214.32
Total:	133,285.92

LOCATION FOR DELIVERY -

DVLA Stores,
D Basement,
Morrison,
DVLA Longview Road,
SWANSEA,
SA99 1DX.
Opening hours: 7am till 3pm

DATES FOR DELIVERY -

TBC BY DVLA AT POINT OF ORDER IN LINE WITH CURRENT LEAD TIMES

WARRANTY PERIOD

3 years

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
The value of the initial order is £13,557.60 exclusive of Value Added Tax

CALL-OFF CHARGES

The value of the initial order is £13,557.60 exclusive of Value Added Tax

Framework Ref: RM6098

Project Version: v2.0

Model Version: v3.8

PAYMENT METHOD

BACS payment 30 days from invoice

BUYER'S INVOICE ADDRESS:

Email Address: ssa.invoice@sharedservicesarvato.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

Xxxxx redacted under FOI Section 40 Contract Owner

Xxxxx redacted under FOI Section 40 @dvla.gov.uk

SUPPLIER'S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40 Head of Sales

Xxxxx redacted under FOI Section 40.co.uk

Unit 1 Progression Centre · Mark Road · Hemel Hempstead · HP2 7DW

SUPPLIER'S CONTRACT MANAGER

Framework Ref: RM6098

Project Version: v2.0

Model Version: v3.8

Xxxxx redacted under FOI Section 40
ule 6a (Order Form Template and Call-Off Schedules) Crown
Head of Bids

Xxxxx redacted under FOI Section 40 @academia.co.uk

[Unit 1 Mark Road, Hemel Hempstead, HP2 7DW

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KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

N/A

GUARANTEE

N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Xxxxx redacted under FOI Section 40	Signature:	<i>Xxxxx redacted under FOI Section 40</i>
Name:	Xxxxx redacted under FOI Section 40	Name:	Xxxxx redacted under FOI Section 40
Role:	Xxxxx redacted under FOI Section 40	Role:	Xxxxx redacted under FOI Section 40
Date:	19/09/2025	Date:	24/09/2025

[**Buyer guidance:** execution by seal / deed where required by the Buyer].