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

**Order Form**

CALL-OFF REFERENCE: **PS/24/166 - Provision of F5 Load Balancer S&M Renewal**

THE BUYER: **Driver and Vehicle Licensing Agency (DVLA)**

BUYER ADDRESS Longview Road, Morriston, Swansea, SA67JL

THE SUPPLIER: European Electronique Limited

SUPPLIER ADDRESS:Forward House, Oakfield Industrial Estate, Eynsham, Witney, Oxfordshire, OX29 4TT

REGISTRATION NUMBER:“redacted under FOIA section No 40 – Personal Information”

DUNS NUMBER: “redacted under FOIA section No 40 – Personal Information”

SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 10/03/2025.

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 1 Hardware and Software and Associated Services

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

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 4 (Commercially Sensitive Information)
  + [Joint Schedule 6 (Key Subcontractors
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 12 (Supply Chain Visibility)
* Call-Off Schedules for RM6098
  + [Call-Off Schedule 5 (Pricing Details)
  + [Call-Off Schedule 8 (Business Continuity and Disaster Recovery) [amended for a Bronze Contract as per paragraph 10 of Part A of that Schedule]]
  + [Call-Off Schedule 20 (Call-Off Specification)

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

CALL-OFF START DATE: **17/03/2025**

CALL-OFF EXPIRY DATE: **16/03/2026**

CALL-OFF INITIAL PERIOD: **12 months**

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)]



LOCATION FOR DELIVERY

|  |
| --- |
| **D - Basement Morriston** |
| D-Block Stores,  DVLA,  Longview Road,  Morriston,  Swansea  SA6 7JL  **7am till 3pm** |

DATES FOR DELIVERY

Delivery date details

**Advance Delivery Booking Process**

All deliveries **must** be pre-booked and confirmed **48hours** in advance. Please contact the Logistic and Storage Team Leads, 01792 783185 or email <mailto:stores.order.forms@dvla.gov.uk> ensuring the following information is included.

1. Driver’s Name
2. Vehicle Make and Model
3. Vehicle Registration Number
4. Number/Volume of items to be delivered

You will be sent a notification email confirming the booking reference number and the time and date delivery is required.

Large volume deliveries will normally be allocated a morning delivery time. This helps ensure that the vehicle can be offloaded with minimum impact to the delivery driver and their onward transmission of additional deliveries.

If a scheduled delivery is delayed in transit (e.g. vehicle break down, significant traffic or tacho restrictions) please contact 01792 783185 immediately to provide information updates on progress and a revised estimated time of arrival.

**NOTE:** Failure to notify a delay will result in an impact to the official acceptance of the delivery and the vehicle could be prevented from accessing the site by the DVLA Security team.

TESTING OF DELIVERABLES

N/A

WARRANTY PERIOD

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

the Supplier must provide Deliverables with a warranty of at least 90 days from Delivery against all obvious defects.

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“redacted under FOIA section No – 41 Information provided in confidence”

CALL-OFF CHARGES

The Charges for the Deliverables are detailed in Call-Off Schedule 5 (Pricing Details)

“redacted under FOIA section No – 41 Information provided in confidence”

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, and 5 in Framework Schedule 3 (Framework Prices)]

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:

All invoices and/or credit notes will either need to be sent electronically as an attachment to an email or as a hard copy document through the post to the designated address listed below:

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

# Postal Address:

# Unity Business Services (UBS) 5 Sandringham Park Swansea Vale

SA7 0EA



BUYER’S AUTHORISED REPRESENTATIVE

“Redacted under FOIA section No 40 – Personal Information”

BUYER’S ENVIRONMENTAL POLICY

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BUYER’S SECURITY POLICY

N/A

SUPPLIER’S AUTHORISED REPRESENTATIVE

“Redacted under FOIA section No 40 – Personal Information**”**

SUPPLIER’S CONTRACT MANAGER

“Redacted under FOIA section No 40 – Personal Information”

PROGRESS REPORT FREQUENCY

N/A

PROGRESS MEETING FREQUENCY

N/A

KEY STAFF

“Redacted under FOIA section No 40 – Personal Information”

KEY SUBCONTRACTOR(S)

“Redacted under FOIA section No 40 – Personal Information”

COMMERCIALLY SENSITIVE INFORMATION

None

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

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)]

“Redacted under FOIA section No 40 – Personal Information”