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

**Order Form (Lots 3 to 10)**

CALL-OFF REFERENCE: RM6017 Lot 9

DVLA REFERENCE: PS/21/122

THE BUYER: DVLA

BUYER ADDRESS Longview Rd, Morriston, Swansea SA6 7JL

THE SUPPLIER: Swiss Post Solutions Ltd

SUPPLIER ADDRESS: **Parkshot House, 5 Kew Road, Richmond-upon Thames, Surrey, TW9 2PR**

REGISTRATION NUMBER:04482213

DUNS NUMBER: 64-078-8878

SID4GOV ID:[**Insert** if known]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 2 August 2021.

It’s issued under the Framework Contract with the reference number **RM6017** for the provision of Postal Goods, Services and Solutions.

CALL-OFF LOT(S):

|  |  |  |
| --- | --- | --- |
| **Lot Number** | **Lot Description** | **Relevant (Yes / No)** |
| 3 | Collection and Delivery of Letters, Large Letters and Parcels |  |
| 4 | Collection and Delivery of Letters, Large Letters and Parcels to International Destinations |  |
| 5 | Audits, Efficiency Reviews and Niche Consultancy |  |
| 6 | Business Process Outsourcing, Mailroom, Document and Data Managed Service |  |
| 7 | Hybrid Mail, Digital and Transformational Communications |  |
| 8 | Inbound Delivery Services |  |
| 9 | Mail Opening and Digital Scanning Services | Yes |
| 10 | Security Screening 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.
2. Joint Schedule 1(Definitions and Interpretation) **RM6017**
3. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6017**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 8 (Guarantee)
  + Joint Schedule 9 (Minimum Standards of Reliability)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
  + Joint Schedule 13 (Continuous Improvement)
  + Joint Schedule 14 (Benchmarking)
* Call-Off Schedules for **RM6017**

* + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 6 (ICT Services)
  + Call-Off Schedule 7 (Key Supplier Staff)
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  + Call-Off Schedule 9 (Security)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 13 (Implementation Plan and Testing)
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 18 (Background Checks)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.6)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6017**

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

The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: **04 October 2021** Subject to change

CALL-OFF EXPIRY DATE:  **04 April 2022** subject to change

CALL-OFF INITIAL PERIOD: 6 Months (with option of two further 3 month extensions).

CALL-OFF DELIVERABLES

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

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms with the exception of Clause 9.5 (Intellectual Property Rights), where liability is limited to £100,000.

The Estimated Contract Charges used to calculate liability in the first Contract period is **£79,000** Estimated Charges in the first 6 months of the Contract

CALL-OFF CHARGES

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

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

* Specific Change in Law
* Benchmarking using Joint Schedule 14 (Benchmarking)
* Price Control Agreement (USO)

PAYMENT METHOD:

**BACS**

BUYER’S INVOICE ADDRESS:

Shared Services arvato

5 Sandringham Park

Swansea Vale

SA7 0EA

[ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

Invoices to be submitted monthly and payment will be in arrears.

Full invoicing details in document embedded below.



BUYER’S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

[Government’s Buying Standards for Transport (Vehicles)](https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-transport-vehicles)

BUYER’S SECURITY POLICY

Available in Call-Off Schedule 9 Part B

SUPPLIER’S AUTHORISED REPRESENTATIVE

xxxxxxxxxx

xxxxxxxxxxx

xxxxxxxxxxxx

Parkshot House, 5 Kew Road, Richmond-upon-Thames, Surrey, TW9 2PR

SUPPLIER’S CONTRACT MANAGER

xxxxxxxxxxxxx

xxxxxxxxxxxxx

xxxxxxxxxxxxx

Parkshot House, 5 Kew Road, Richmond-upon-Thames, Surrey, TW9 2PR

PROGRESS REPORT FREQUENCY

Daily

PROGRESS MEETING FREQUENCY

Initially weekly (to be reviewed for change to monthly)

BUYER’S OPERATIONAL BOARD MEMBERS

xxxxxxxxxxxx

xxxxxxxxxxxx

xxxxxxxxxxxx

xxxxxxxxxxxx

xxxxxxxxxxxxx

xxxxxxxxxxxxx

Please see Specification document 6.1.6.3 and 6.1.7 for further operational and statistical contacts. (Call off schedule 20)

SUPPLIER’S OPERATIONAL BOARD MEMBERS

xxxxxxxxxxxxx

xxxxxxxxxxxxx

Parkshot House, 5 Kew Road, Richmond-upon Thames, Surrey, TW9 2PR

OPERATIONAL BOARD PLANNED START DATE

To be agreed at commencement of contract - October 2021

OPERATIONAL BOARD MEETINGS FREQUENCY

To be agreed Monthly following initial commencement meeting

OPERATIONAL BOARD MEETINGS LOCATION

Initially – via Microsoft Teams then possibly buyer / supplier premises depending on requirements

KEY STAFF

As stated with Call-Off Schedule 7 – (Key Supplier Staff)

KEY SUBCONTRACTOR(S)

**[Insert** name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: **Insert** £5,000.

The Service Period is: one Month.

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: | **xxxxxxxxxxxxxxxxx** | Signature: | **xxxxxxxxxxxx** |
| Name: | **xxxxxxxxxxxxxxxxx** | Name: | **xxxxxxxxxxxx** |
| Role: |  | Role: |  |
| Date: | 24/08/2021 | Date: | 24/08/2021 |