

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

### Order Form

CALL-OFF REFERENCE:	<b>K280021825</b>
THE BUYER:	<b>Driver &amp; Vehicle Standards Agency (DVSA)</b>
BUYER ADDRESS	Head Office, Berkeley House, Croydon Street, Bristol, BS5 0DA.
THE SUPPLIER:	<b>Flexiform Business Furniture Limited</b>
SUPPLIER ADDRESS:	1392 Leeds Road, Bradford, West Yorkshire, BD3 7AE
REGISTRATION NUMBER:	2542123
DUNS NUMBER:	762662468
SID4GOV ID:	As above

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1<sup>st</sup> of August 2023.

It's issued under the Framework Contract with the reference number RM6119 for the provision of Furniture and Associated Services.

CALL-OFF LOT(S):  
Lot 8: Hubs furniture.

## 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) **RM6119**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6119
    - 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 K280021825:
    - Call-Off Schedule 1 (Transparency Reports)
    - Call-Off Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 4 (Call-Off Tender)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
    - Call-Off Schedule 11 (Installation Works)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 16 (Benchmarking)
    - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.7)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6119

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:

N/A

CALL-OFF START DATE: **1<sup>st</sup> of August 2023**

CALL-OFF EXPIRY DATE: 31<sup>st</sup> of July 2026, with an option to further extend to 31<sup>st</sup> of July 2027, and a final further option to extend to 31<sup>st</sup> of July 2028.

**CALL-OFF INITIAL PERIOD:** 3 years, with an option to further extend by one year to 31<sup>st</sup> of July 2027, and a final further option to extend by one further year to 31<sup>st</sup> of July 2028.

**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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£23,805.**

**CALL-OFF CHARGES**

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

**REIMBURSABLE EXPENSES**

None.

**PAYMENT METHOD**

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.

**BUYER'S INVOICE INSTRUCTION**

It is important that invoices contain the correct information, or they will be returned and will delay payment to you. Invoices should include any information required to ensure efficient and effective receipting/ invoice matching. Be aware that the following information must be included on every invoice:

- Business unit (e.g.: DVSA)
- PO Number relevant to the goods being invoiced
- Quantities/ prices (as applicable) consistent to those on the original PO
- Clear and detailed text describing the goods or services, which should match with the descriptions provided in our Call-Off Schedule 5 – Pricing Details

**BUYER'S INVOICE ADDRESS:**

Invoices must be sent either electronically or postal. All electronic invoices and credit notes will need to be emailed to: [Ssa.invoice@dftssc.gsi.gov.uk](mailto:Ssa.invoice@dftssc.gsi.gov.uk).

All postal invoices and credit notes to be sent to:

Shared Services Arvato  
Sandringham Park

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CCS URN: FURN-19186-2022  
Flexiform

Swansea Vale  
Swansea  
SA7 0EA

Suppliers must not send an electronic invoice and then send the same document through the post, and vice versa, as this could lead to delays in payment.

### BUYER'S AUTHORISED REPRESENTATIVE

XXXXXX redacted under FOIA section 40

Email: XXXXXX redacted under FOIA section 40

Mobile: XXXXXX redacted under FOIA section 40

### BUYER'S ENVIRONMENTAL POLICY

N/A

### BUYER'S SECURITY POLICY

Please check access policy and arrange access with the Frontline Logistics team before any visit to site is made.

Supplier's staff, including delivery and installation teams, must always be accompanied by appropriate persons on site at DVSA.

### SUPPLIER'S AUTHORISED REPRESENTATIVE

**XXXXXX redacted  
under FOIA section 40**

XXXXXX redacted  
under FOIA section 40

### SUPPLIER'S CONTRACT MANAGER

XXXXXX  
redacted under  
FOIA section 40  
XXXXXX redacted under FOIA section 40

### PROGRESS REPORT FREQUENCY

Monthly.

### PROGRESS MEETING FREQUENCY

Quarterly.

**KEY STAFF**

XXXXXX redacted under

FOIA section 40

**XXXXXX redacted under FOIA section 40**

**KEY SUBCONTRACTOR(S)**

None

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable]

**SERVICE CREDITS**

Not applicable.

**ADDITIONAL INSURANCES**

The supplier shall meet its insurance obligations under applicable Law in full, as included within the Framework's Joint Schedule 3 (Insurance Requirements), and includes the addition of the following;

- Third party Public and Products Liability Insurance - £10,000,000
- Motor Third Party Liability Insurance

**GUARANTEE**

Not applicable.

**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)

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
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:	XXXXXX redacted under FOIA section 40	Role:	XXXXXX redacted under FOIA section 40
Date:	14 July 2023	Date:	17 July 2023