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

Order Form

CALL-OFF REFERENCE: K28002799

THE BUYER: Driver and Vehicle Standards Agency

BUYER ADDRESS Berkeley House, Croydon Street, Bristol, BS5 0DA

THE SUPPLIER: SWARCO UK & Ireland Ltd

SUPPLIER ADDRESS: Hazlewood House, Lime Tree Way, Chineham business Park, Basingstoke, RB24 8WZ

REGISTRATION NUMBER: 1490333

DUNS NUMBER: 292693694

SID4GOV ID: N/A

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 15/09/2025. It's issued under the Framework Contract with the reference number RM6099 for the provision of Transport Technology and Associated Services.

CALL-OFF LOT(S):
Lot 3 - Transport Signage And Lighting

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 RM6099)
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

    - Joint Schedules for RM6099
        - 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)
    - Call-Off Schedules for RM6099
        - Call-Off Schedule 1 (Transparency Reports)
        - Call-Off Schedule 3 (Continuous Improvement)
        - 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 11 (Installation Works)
        - 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 16 (Benchmarking)
        - Call-Off Schedule 18 (Background Checks)
        - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.10)
6. Joint Schedule 5 (Corporate Social Responsibility) RM6099
7. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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: 01/10/2025

CALL-OFF EXPIRY DATE: 30/09/2027

CALL-OFF INITIAL PERIOD: 2 years, with 1 optional 12 month extension.

CALL-OFF DELIVERABLES
Please refer to 03. K280022799 – 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 £130,000.00

PRICING APPROACH & CALL-OFF CHARGES

PRICING APPROACH – See pricing schedule.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES
None.

PAYMENT METHOD
Suppliers must email their invoices as PDF to DVSA's Finance Shared Services with a valid Purchase Order (PO)
number: ssc.accountspayable@ubusinessservices.co.uk

Upon receipt, Shared Services completes a 3-way match of the supplier's invoice; as follows:
Valid purchase order, with PO number; TBC during implementation.
Goods receipt confirmation – completed on receipt of goods/services; and
Correct invoice – matches PO and goods receipt confirmation.

When matched, the supplier's invoice will be paid by BACS within 5 working days.

BUYER’S INVOICE ADDRESS:
DVSA, Accounts Payable,
Unity Business Services (UBS),

5 Sandringham Park,
Swansea Vale,
Swansea,
SA7 0EA

BUYER'S AUTHORISED REPRESENTATIVE
Redacted Under FOIA Section 40, Personal Information

BUYER'S ENVIRONMENTAL POLICY
[DVSA sustainability strategy - GOV.UK]

BUYER'S SECURITY POLICY

Supplier Security Policy.pdf

SUPPLIER'S AUTHORISED REPRESENTATIVE
Redacted Under FOIA Section 40, Personal Information
Head of Business Development – Urban

SUPPLIER'S CONTRACT MANAGER
Redacted Under FOIA Section 40, Personal Information
Regional Operations Manger

PROGRESS REPORT FREQUENCY
On the firth Working Day of each calendar month.

PROGRESS MEETING FREQUENCY
Quarterly, to be agreed during implementation.

KEY STAFF
Redacted Under FOIA Section 40, Personal Information
Service Delivery Manger

Redacted Under FOIA Section 40, Personal Information
Project Manager

KEY SUBCONTRACTOR(S)
Depending on location of works:

Traffic Direct for VMS Lifting and Traffic Management:

Or

Veg Limited for Civil Engineering works:

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

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

ADDITIONAL INSURANCES
Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

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)]

For and on behalf of the Supplier:		**For and on behalf of the Buyer:**	
Signature:		Signature:	
Name:	Redacted Under FOIA Section 40, Personal Information	Name:	Redacted Under FOIA Section 40, Personal Information
Role:	Regional Operations Director	Role:	Commercial Category Manager
Date:	29/9/25	Date:	30/09/2025