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

**Order Form**

CALL-OFF REFERENCE: PS/21/101

THE BUYER: **DRIVER AND VEHICLE LICENSING AGENCY**

BUYER ADDRESS Longview Road, Clase, Swansea, SA6 7JL

THE SUPPLIER: **Willis Limited**

SUPPLIER ADDRESS: 3 Temple Quay, Bristol, BS1 6DZ

REGISTRATION NUMBER: 00181116

DUNS NUMBER: 21-032-0073

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.

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]

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 22nd June 2021.

It’s issued under the Framework Contract with the reference number [RM6020 Framework Contract Reference number] for the Provision of Insurance and Related Services.

CALL-OFF LOT(S):

Lot 1 Insurance Brokerage and Associated 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 including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) **RM6020**
3. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6020 – available from appointed supplier**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Call-Off Schedules for **RM6020**
  + Call-Off Schedule 1 (Transparency Reports)
  + Call-Off Schedule 2 (Staff Transfer)
  + Call-Off Schedule 3 (Continuous Improvement)
  + [Call-Off Schedule 5 (Pricing Details)
  + [Call-Off Schedule 14 (Service Levels)

1. CCS Core Terms (version 3.0.7)
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6020**– available from appointed supplier.
3. [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

**Not required**

CALL-OFF START DATE: **22nd June 2021**

CALL-OFF EXPIRY DATE: **22nd June 2023**

CALL-OFF INITIAL PERIOD: **12 months + 12 months extension (buyer option)**

CALL-OFF DELIVERABLES

[Option A: Recommendation of Insurance Policy provisions and Markey Analysis – by 31st July 2021.

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

£2000.00

CALL-OFF CHARGES

As agreed £2000.00 for analysis & support for Year 1 of the agreement.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Annually in advance via BACS

BUYER’S INVOICE ADDRESS:

DVLA

BUYER’S AUTHORISED REPRESENTATIVE

|  |
| --- |
| Xxxxx redacted under FOI Section 40 |

Facilities and People Commercial Specialist

|  |
| --- |
| Xxxxx redacted under FOI Section 40 |

BUYER’S ENVIRONMENTAL POLICY

SUPPLIER’S AUTHORISED REPRESENTATIVE (please insert)

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

SUPPLIER’S CONTRACT MANAGER

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: | (signed via e-mail) |
| Name: |  | Name: | Xxxxx redacted under FOI Section 40 |
| Role: |  | Role: | Category Lead |
| Date: |  | Date: | 22nd June 2021 |