

## Award Form

This Award Form creates this Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

<b>1. Buyer</b>	Driver and Vehicle Standards Agency on behalf of the Secretary of State for Transport (the Buyer).  Its offices are on: Berkeley House, Croydon Street, Bristol, BS5 0DA
<b>2. Supplier</b>	Name: <b>Nevis Marketing Limited</b>  Address: <b>Hillview Business Park Centre, 2 Laybourne Avenue, Bournemouth, Dorset, BH10 6HF</b>  Registration number: <b>02327895</b>  SID4GOV ID: <b>50-149-7259</b>
<b>3. Contract</b>	This Contract between the Buyer and the Supplier is for the supply of Deliverables, being motorcycle related clothing, PPE and communication items and services - see Schedule 2 (Specification) for full details.  This opportunity is advertised in this Contract Notice in Find A Tender, reference 2025/S 000-007034 (FTS Contract Notice).
<b>4. Contract reference</b>	<b>K280022456</b>
<b>5. Buyer Cause</b>	Any material breach of the obligations of the Buyer or any other default, act, omission, negligence or statement of the Buyer, of its employees, servants, agents in connection with or in relation to the subject-matter of this Contract and in respect of which the Buyer is liable to the Supplier.
<b>6. Collaborative working principles</b>	The Collaborative Working Principles do not apply to this Contract.  See Clause 3.1.3 for further details.

<b>7. Financial Transparency Objectives</b>	The Financial Transparency Objectives do not apply to this Contract. See Clause 6.3 for further details.
<b>8. Start Date</b>	17/05/2025
<b>9. Expiry Date</b>	16/05/2028
<b>10. Extension Period</b>	Further period up to 2 x 12 months.  Extension exercised where the Buyer gives the Supplier no less than 3 Months written notice before this Contract expires.
<b>11. Ending this Contract without a reason</b>	The Buyer shall be able to terminate this Contract in accordance with Clause 14.3.
<b>12. Incorporated Terms</b> (together these documents form the " <b>this Contract</b> ")	The following documents are incorporated into this Contract. Where numbers are missing we are not using these Schedules. If there is any conflict, the following order of precedence applies:  <ul style="list-style-type: none"> <li>(a) This Award Form</li> <li>(b) Core Terms</li> <li>(c) Schedule 1 (Definitions)</li> <li>(d) Schedule 6 (Transparency Reports)</li> <li>(e) Schedule 20 (Processing Data)</li> <li>(f) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> <li>(i) Schedule 2 (Specification)</li> <li>(ii) Schedule 3 (Charges)</li> <li>(iii) Schedule 5 (Commercially Sensitive Information)</li> <li>(iv) Schedule 7 (Staff Transfer)</li> <li>(v) Schedule 8 (Implementation Plan &amp; Testing)</li> <li>(vi) Schedule 10 (Service Levels)</li> <li>(vii) Schedule 11 (Continuous Improvement)</li> <li>(viii) Schedule 12 (Benchmarking)</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>(ix) Schedule 14 (Business Continuity and Disaster Recovery)</li> <li>(x) Schedule 16 (Security)</li> <li>(xi) Schedule 18 (Supply Chain Visibility)</li> <li>(xii) Schedule 19 (Cyber Essentials Scheme)</li> <li>(xiii) Schedule 21 (Variation Form)</li> <li>(xiv) Schedule 22 (Insurance Requirements)</li> <li>(xv) Schedule 24 (Financial Difficulties)</li> <li>(xvi) Schedule 25 (Rectification Plan)</li> <li>(xvii) Schedule 26 (Sustainability)</li> <li>(xviii) Schedule 27 (Key Subcontractors)</li> <li>(xix) Schedule 29 (Key Supplier Staff)</li> <li>(xx) Schedule 30 (Exit Management)</li> </ul> <p>(g) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above.</p>
<b>13.</b>	<b>Special Terms</b>	Not applicable.
<b>14.</b>	<b>Buyer's Environmental Policy</b>	<a href="#">DVSA sustainability strategy - GOV.UK</a>
<b>15.</b>	<b>Social Value Commitment</b>	The Supplier agrees, in providing the Deliverables and performing its obligations under this Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) and report on the Social Value KPIs as required by Schedule 10 (Service Levels)]
<b>16.</b>	<b>Buyer's Security Requirements and Security and ICT Policy</b>	Schedule 16 (Security)
<b>17.</b>	<b>Charges</b>	Details in Schedule 3 (Charges)
<b>18.</b>	<b>Estimated Year 1 Charges</b>	£193,959.72

19.	<b>Reimbursable expenses</b>	None
20.	<b>Payment method</b>	<p>Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. The Purchase Order Number for this contract is: TBC. You must quote the aforementioned PO number on all invoices, and these must be submitted as a PDF by email directly to <a href="mailto:SSa.invoice@Ubusinessservices.co.uk">SSa.invoice@Ubusinessservices.co.uk</a>.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable section:</p> <p><a href="mailto:support@Ubusinessservices.co.uk">support@Ubusinessservices.co.uk</a>.</p>
21.	<b>Service Levels</b>	<p>Credits will accrue in accordance with Schedule 10 (Service Levels)</p> <p>The Service Credit Cap is:</p> <ul style="list-style-type: none"> <li>• In the period from the Call Off Commencement Date to the end of the first Call Off Contract Year 25% of the Estimated Year 1 Call Off Contract Charges;</li> <li>• and during the remainder of the Call Off Contract Period, 50% of the Call Off Contract Charges payable to the Supplier under this Call Off Contract in the period of 12 Months immediately preceding the Month in respect of which Service Credits are accrued.</li> </ul> <p>The Service Period is one Month</p>
22.	<b>Liability</b>	<p>[In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) is no more than the greater of <b>£5 million</b>.</p> <p>In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being <b>£10 million</b>.</p>

23.	<b>Cyber Essentials Certification</b>	Details in Section 20.5 of the specification.
24.	<b>Progress Meetings and Progress Reports</b>	The Supplier shall attend Progress Meetings with the Buyer every month during the implementation period, and the quarterly. The Supplier shall provide the Buyer with Progress Reports every month.
25.	<b>Guarantor</b>	Not applicable
26.	<b>Virtual Library</b>	In accordance with Paragraph 2.2. of Schedule 30 (Exit Management) <ul style="list-style-type: none"> <li>the period in which the Supplier must create and maintain the Virtual Library, is within 2 weeks of the contract Start Date; and</li> <li>the Supplier shall update the Virtual Library at least once every month.</li> </ul>
27.	<b>Supplier's Contract Manager</b>	Redacted Under FOIA Section 40, Personal Information, <b>Commercial Manager</b>
28.	<b>Supplier Authorised Representative</b>	Redacted Under FOIA Section 40, Personal Information, <b>Sales Office Manager</b>
29.	<b>Supplier Compliance Officer</b>	Redacted Under FOIA Section 40, Personal Information, <b>Commercial Manager</b>
30.	<b>Supplier Data Protection Officer</b>	Redacted Under FOIA Section 40, Personal Information, <b>Managing Director</b>

31.	<b>Supplier Marketing Contact</b>	Redacted Under FOIA Section 40, Personal Information,  Marketing Manager
32.	<b>Key Subcontractors</b>	<b>Key Subcontractor 1</b> Name (Registered name if registered): <b>N/A</b> Registration number (if registered): <b>N/A</b> Role of Subcontractor: <b>N/A</b>
33.	<b>Buyer Authorised Representative</b>	Redacted Under FOIA Section 40, Personal Information,  <b>Policy Specialist</b>

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	Redacted Under FOIA Section 40, Personal Information	Signature:	Redacted Under FOIA Section 40, Personal Information
Name:	Redacted Under FOIA Section 40, Personal Information	Name:	Redacted Under FOIA Section 40, Personal Information
Role:	Commercial Manager	Role:	Commercial Manager Category
Date:		Date:	