

## RM6098 Framework Schedule 6a (Short Order Form Template and Call-Off Schedules)

**[Buyer guidance]** this Framework Schedule 6a (Short Order Form Template and Call-Off Schedules) can be used, in instances where a Contract is low complexity, and no changes are made to the Framework standard Terms and Conditions as detailed this Framework Schedule 6a, and the Specification is in line with Framework Schedule 1 (Specification). If a Contracting Authority wishes to run a further competition, or wishes to make any adjustments to Terms and Conditions, then Framework Schedule 6 - Order Form Template should be used.]

### Order Form

CALL-OFF REFERENCE: PS/25/94

THE BUYER: Driver and Vehicle Licensing Agency

BUYER ADDRESS: Long View Road, Morriston, Swansea, SA6 7JL.

THE SUPPLIER: Akhter Computers Limited

SUPPLIER ADDRESS: 1-3 Marshgate Business Centre, Harlow Business Park, Parkway, Harlow, Essex, CM19 5QP

REGISTRATION NUMBER: 02253061

DUNS NUMBER: 399470210

SID4GOV ID: n/a

[Buyer guidance: 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.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block

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.

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

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[Retain the highlighted Bronze Contract wording below only if this is applicable to this Call-Off Contract]

### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 16<sup>th</sup> December 2025.

It's issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Services.

CALL-OFF LOT(S): [this order form may be used for direct award only, where your requirement is bespoke or where adjustments have been made to terms and conditions, the full Framework Schedule 6 - Order Form Template should be used]

Lot 1 Hardware and Software and Associated Services

### CALL-OFF INCORPORATED TERMS

This is a Bronze Contract

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) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6098
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
  - Call-Off Schedules for RM6098
    - Call-Off Schedule 5 (Pricing Details)
    - Call-Off Schedule 20 (Call-Off Specification)
5. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form
6. Joint Schedule 5 (Corporate Social Responsibility) RM6098

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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 START DATE: 16<sup>th</sup> December 2025

CALL-OFF EXPIRY DATE: 15<sup>th</sup> December 2028

CALL-OFF INITIAL PERIOD: 3Years

### CALL-OFF DELIVERABLES

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

### LOCATION FOR DELIVERY

D-Block Stores, DVLA, Longview Road, Morriston, Swansea, SA6 7JL

### DATES FOR DELIVERY

TBC

### WARRANTY PERIOD

Standard warranty

### 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 £39,441.53 exclusive of VAT

### CALL-OFF CHARGES

£39,441.53 exclusive of VAT

### PAYMENT METHOD

Invoice – Bank Payment

### BUYER'S INVOICE ADDRESS:

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

BUYER'S INVOICE ADDRESS: The DVLA's invoicing procedures are detailed below. Invoicing Address All invoices and credit notes must be sent to the DfT Shared Service Centre at the following address:  
DVLA Accounts Payable Unity Business Services (UBS),  
5 Sandringham Park,  
Swansea Vale,  
SA7 0EA.

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Alternatively electronic invoices can be issued to

SSa.invoice@Ubusinessservices.co.uk

All invoices submitted for payment must:

- state the relevant Business Unit (e.g. DVLA) the services or goods were supplied to:
- quote your Vendor Number
- quote Purchase Order Number
- use the units of measure, pricing units and description as stated in the Purchase Order
- be submitted in a timely manner after the despatch of goods or provision of services (and not accumulated).

### BUYER'S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

Contract Owner

Xxxxx redacted under FOI Section 40@dvla.gov.uk

### SUPPLIER'S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

Sales & Purchasing Administrator

[ccsales@akhter.co.uk](mailto:ccsales@akhter.co.uk)

Akhter Computers Limited, 1-3 Marshgate Business Centre, Harlow Business Park, Parkway, Harlow, Essex, CM19 5QP

### SUPPLIER'S CONTRACT MANAGER

Xxxxx redacted under FOI Section 40

Contracts Officer

[ccsales@akhter.co.uk](mailto:ccsales@akhter.co.uk)

Akhter Computers Limited, 1-3 Marshgate Business Centre, Harlow Business Park, Parkway, Harlow, Essex, CM19 5QP

### KEY SUBCONTRACTOR(S)

Not applicable

### COMMERCIALY SENSITIVE INFORMATION

Not applicable

### GUARANTEE

Not applicable

**Framework Schedule 6a (Order Form Template and Call-Off Schedules)**  
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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	Xxxxx redacted under FOI Section 40	Signature:	Xxxxx redacted under FOI Section 40
Name:	Xxxxx redacted under FOI Section 40	Name:	Xxxxx redacted under FOI Section 40
Role:	Sales & Purchasing Administrator	Role:	Associate Commercial Lead
Date:	15 December 2025	Date:	<i>15/12/2025</i>

**[Buyer guidance:** execution by seal / deed where required by the Buyer].