

# Direct award Order Form Template

**CALL-OFF REFERENCE:** PS/22/126

**THE BUYER:** DVLA

**BUYER ADDRESS:** C1 West, DVLA, Swansea, SA6 7JL

**SUPPLIER REFERENCE** OP001181079

**THE SUPPLIER:** Virgin Media Business Limited

**SUPPLIER ADDRESS:** 500 Brook Drive, Reading, RG2 6UU

**REGISTRATION NUMBER:** 01785381

**DUNS NUMBER:** 289824328

**SID4GOV ID:** 289824328

## APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and is dated as per the final signature date on the last page of this Order Form.

It's issued under the Framework Contract with the reference number RM3808 for the provision of Network Services.

## CALL-OFF LOT(S): 1

## 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) RM3808
3. The following Schedules in equal order of precedence:

Joint Schedules for framework reference number RM3808

- 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 11 (Processing Data)
- Call-Off Schedules for RM3808-VMB-LOT1-VMBSO127a
  - Call-Off Schedule 1 (Transparency Reports)
  - Call-Off Schedule 2 (Staff Transfer)
  - Call-Off Schedule 6 (ICT Services)
  - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  - Call-Off Schedule 9 (Security)
  - Call-Off Schedule 11 (Installation Works)
  - Call-Off Schedule 14 (Service Levels)
- 4. CCS Core Terms (version 3.0.5)
- 5. Joint Schedule 5 (Corporate Social Responsibility)

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 applicable when the Call-Off Contract is awarded through a direct award procedure.

**CALL-OFF START DATE** 08/11/2022

**CALL-OFF EXPIRY DATE** 07/11/2023

**CALL-OFF INITIAL PERIOD** 12 months

**CALL-OFF OPTIONAL EXTENSION PERIOD** N/A

#### **MINIMUM PERIOD OF NOTICE FOR WITHOUT REASON TERMINATION**

The Buyer may terminate the Contract or an individual Service by giving the Supplier not less than 90 days' written notice provided that such notice does not take effect until the last date of the Call-Off Initial Period.

**CATALOGUE SERVICE OFFER REFERENCE:** RM3808-VMB-LOT1-VMBSO127a

#### **CALL-OFF DELIVERABLES**

XXX, XXX, XXX and XXX as detailed in the Call-Off Charges table below

#### **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 are £39,714.33

## CALL-OFF CHARGES

Post Code (A-end)	Chosen Premise (A-end)	Post Code (B-end)	Chosen Premise (B-end)	Circuit Reference	Product	Bearer	Bandwidth	SO Service	SO Installation Charge	SO Annual Rental Charge
SA6 7JL	DVLA, Long View Road, Clase, Swansea	SA7 0AN	Upper Forrest Way, Swansea Vale	CAL0123387	National HCS	10 Gbps	2 Gbps	HCS-Connect02-2G:050	£0.00	£2,738.82
SA7 0AD	4 Sandringham Park, Swansea Vale, Swansea	SA5 4AW	Ty Felin Felinfach, Fforestfach, Swansea	CAL0123394	Dedicated HCS	10 Gbps	10 Gbps	HCS-Connect01-10G:015	£0.00	£17,803.77
SA6 7JL	DVLA, Long View Road, Clase, Swansea	SA5 4AW	Ty Felin Felinfach, Fforestfach, Swansea	CAL0123345	Dedicated HCS	10 Gbps	2 Gbps	HCS-Connect01-2G:015	£0.00	£2,738.82
SA6 7JL	DVLA, Long View Road, Clase, Swansea	SA5 4AW	Ty Felin Felinfach, Fforestfach, Swansea	CAL0123346	Dedicated HCS	10 Gbps	2 Gbps	HCS-Connect01-2G:015	£0.00	£2,738.82
SA6 7JL	DVLA, Long View Road, Clase, Swansea	SA5 4AW	Ty Felin Felinfach, Fforestfach, Swansea	CAL0123354	Dedicated HCS	10 Gbps	2 Gbps	HCS-Connect01-2G:015	£0.00	£2,738.82
SA6 7JL	DVLA, Long View Road, Clase, Swansea	SA5 4AW	Ty Felin Felinfach, Fforestfach, Swansea	CAL0123356	Dedicated HCS	10 Gbps	2 Gbps	HCS-Connect01-2G:015	£0.00	£2,738.82
SA6 7JL	DVLA, Long View Road, Clase, Swansea	SA7 0AD	4 Sandringham Park, Swansea Vale, Swansea	CAL0123373	Dedicated HCS	10 Gbps	2 Gbps	HCS-Connect01-2G:015	£0.00	£2,738.82
SA6 7JL	DVLA, Long View Road, Clase, Swansea	SA7 0AD	4 Sandringham Park, Swansea Vale, Swansea	CAL0123376	Dedicated HCS	10 Gbps	2 Gbps	HCS-Connect01-2G:015	£0.00	£2,738.82
SA6 7JL	DVLA, Long View Road, Clase, Swansea	SA7 0AN	Upper Forrest Way, Swansea Vale	CAL0123385	Dedicated HCS	10 Gbps	2 Gbps	HCS-Connect01-2G:015	£0.00	£2,738.82
Total									£0.00	£39,714.33

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4 and 5 in Framework Schedule 3 (Framework Prices).

The Charges will not be impacted by any change to the Framework Prices.

## **REIMBURSABLE EXPENSES**

Not recoverable

## **PAYMENT METHOD**

Payment is to be made by BACS  
Details will be provided on the Supplier's invoice.

Remittances can be e mailed to [ba](#) [REDACTED]  
[REDACTED] [REDACTED]

## **BUYER'S INVOICE ADDRESS:**

[REDACTED]

## **BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
Commercial Advisor  
C2/West, DVLA, Swansea, SA6 7JL  
[REDACTED]

## **BUYER'S ENVIRONMENTAL POLICY**

The Supplier will comply with its own Environmental Policy.

## **ADDITIONAL INSURANCES**

Not applicable when the Call-Off Contract is awarded through a direct award procedure.

## **GUARANTEE**

Not Applicable

## **SOCIAL VALUE COMMITMENT**

Not Applicable

## **STAFF TRANSFER**

Part C (No Staff Transfer on the Start Date) and PART E (Staff Transfer on Exit) of Call-Off Schedule 2 (Staff Transfer) applies.

**QUALITY PLAN**

Not Applicable

**MAINTENANCE OF ICT ENVIRONMENT**

Not Applicable

**BUSINESS CONTINUITY AND DISASTER RECOVERY**

In accordance with Call-Off Schedule 8 (Business Continuity and Disaster Recovery) Part A, the Supplier's BCDR Plan at Annex 1 will apply.

**SECURITY REQUIREMENTS**

In accordance with Call-Off Schedule 9, Part A (Short Form Security Requirements) to apply.

**BUYER'S SECURITY POLICY**

Not Applicable

**INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)**

Not Applicable

**CLUSTERING**

Not Applicable

**SERVICE LEVELS AND SERVICE CREDITS**

Service Credits will accrue in accordance with Call-Off Schedule 14 Part B (Long Form Service Levels and Service Credits).

The required Service Maintenance Level is:

- Service Maintenance Level 4 for HCS, National Ethernet, Ethernet Extension Services.

The Service Credit Cap is in accordance with Call-Off Schedule 14 (Service Levels).

The Service Period is one (1) Month.

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
Account Manager

[REDACTED]  
500 Brook Drive, Reading, RG2 6UU

**SUPPLIER'S CONTRACT MANAGER**

Not Applicable

**PROGRESS REPORT FREQUENCY**

Not Applicable

**PROGRESS MEETING FREQUENCY**

Not Applicable

**OPERATIONAL BOARD**

Not applicable.

**KEY STAFF**



Not Applicable

**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

The following is Supplier's Commercially Sensitive Information: Call-Off Charges, Supplier's Business Continuity and Disaster Recovery Plan, Supplier's Security Management Plan and all Supplier's policies.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	Category Lead
Date:		Date:	08/11/2022