



Department for Transport

Below-threshold ITT

Contract Reference: K280021906

Schedule 1 - Draft contract including draft Order Form and Contract Conditions

Draft Order Form

1. Contract Reference	K280021906	
2. Date	29/09/2022	
3. Buyer	Driver and Vehicle Standards Agency (DVSA) The Ellipse Padley Road Swansea SA1 8AN	
4. Supplier	DS Callards Ashburton Devon TQ13 7EF	
5. The Contract	<p>The Supplier shall supply the deliverables described below on the terms set out in this Order Form and the attached contract conditions ("Conditions") and any [Annex/Annexes]</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in Conditions.</p> <p>In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail.</p> <p>Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.</p>	
6. Deliverables	Goods	[None]
	Services	To be performed remotely
7. Specification	The specification of the Deliverables is as set out in the Supplier's invoice dated 09 September 2022.	



Department
for Transport

Below-threshold ITT

Contract Reference: K280021906

8. Term	<p>The Term shall commence on</p> <p>01 January 2023</p> <p>and the Expiry Date shall be</p> <p>31 December 2023, unless it is otherwise extended or terminated in accordance with the terms and conditions of the Contract.</p> <p>There is no option for extension.</p>
9. Charges	<p>The Charges for the Deliverables shall be as set out in the Supplier's invoice dated 09 September 2022</p>
10. Payment	<p>Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:</p> <p>Accounts Payable, Shared Services arvato, 5 Sandringham Park, Swansea Vale, Swansea SA7 0EA</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>ssa.invoice@sharedservicesarvato.co.uk</p>
11. Buyer Authorised Representative(s)	<p>For general liaison your contact will continue to be</p> <p>Name: XXXXXX redacted under FOIA section 40</p> <p>Email: XXXXXX redacted under FOIA section 40</p>



Department for Transport

Below-threshold ITT

Contract Reference: K280021906

12.Address notices	for	Buyer: Driver and Vehicle Standards Agency (DVSA) The Ellipse Padley Road Swansea SA1 8AN Email: commercial.enquiries@dvsa.gov.uk	Supplier: DS Callards Ashburton Devon TQ13 7EF Email: XXXXXX redacted under FOIA section 40
13.Key Personnel		Please see signatories.	
14.Procedures and Policies		N/A	

Signed for and on behalf of the Supplier	Signed for and on behalf of the Buyer (<i>on behalf of the Secretary of State for Transport</i>)
Name: XXXXXX redacted under FOIA section 40 XXXXXX redacted under FOIA section 40	Name: XXXXXX redacted under FOIA section 40 XXXXXX redacted under FOIA section 40
Date: 29 September 2022	Date: 30/09/2022



Below-threshold ITT
Contract Reference: K280021906

Signature: XXXXXX redacted under FOIA section 40	Signature: XXXXXX redacted under FOIA section 40