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

**Order Form**

CALL-OFF REFERENCE: PS/22/163

THE BUYER: Driver and Vehicle Licencing Agency

BUYER ADDRESS Longview Rd, Morriston, Swansea SA6 7JL

THE SUPPLIER: Hertfordshire County Council Trading as Herts FullStop

SUPPLIER ADDRESS:Mundells, Welwyn Garden City AL7 1FT

DUNS NUMBER: 227470408

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 20 March 2023.

It’s issued under the Framework Contract with the reference number 6059 Framework Contract for the provision of Office Stationery and Electronic Office Supplies.

CALL-OFF LOT(S):

|  |  |  |
| --- | --- | --- |
| **Lot Number** | **Lot Description** | **Relevant (Yes / No)** |
| 1 | Office Stationery and Electronic Office Supplies | No |
| 2 | Office and Electronic Office Supplies | Yes |
| 3 | Electronic Office Supplies | No |

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) RM6059
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6059
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 5 (Corporate Social Responsibility)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 7 (Financial Difficulties)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)

* Call-Off Schedules for PS/22/163
  + 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 7 (Key Supplier Staff)
  + Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
  + Call-Off Schedule 9 (Security)
  + Call-Off Schedule 10 (Exit Management)
  + Call-Off Schedule 11 (Installation Works)
  + Call-Off Schedule 14 (Service Levels)
  + Call-Off Schedule 15 (Call-Off Contract Management)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.7)

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

None

CALL-OFF START DATE: 28 March 2023 (dependent on delivery date of equipment)

CALL-OFF EXPIRY DATE: 27 March 2028 (5 years from delivery date)

CALL-OFF INITIAL PERIOD: **5 years**

CALL-OFF DELIVERABLES

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**:**

**Xxxxxxx – Redacted under FOIA section 43 Commercial Interests**

**(Prices are exclusive of VAT)**

CALL-OFF CHARGES

Payment for goods will be made on delivery and on receipt of correct invoice.

Payment for services, support and maintenance – Annually on receipt of correct invoice.

See details in Call-Off Schedule 5 (Pricing Details)

**Xxxxxxx – Redacted under FOIA section 43 Commercial Interests**

The Charges will not be impacted by any change to the Framework Prices. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

* Indexation
* Specific Change in Law

REIMBURSABLE EXPENSES

**None**

PAYMENT METHOD

**BACS**

BUYER’S INVOICE ADDRESS:



BUYER’S AUTHORISED REPRESENTATIVE

See details Invoicing Procedures

BUYER’S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

BUYER’S SECURITY POLICY

Call-Off Schedule 9

SUPPLIER’S AUTHORISED REPRESENTATIVE

**Xxxxxxxx Redacted under FOIA section no 40 Personal Information**

Buyer

Herts FullStop

Mundells

Welwyn Garden City

Hertfordshire

AL7 1FT

SUPPLIER’S CONTRACT MANAGER

**Xxxxxxxx Redacted under FOIA section no 40 Personal Information**

Head of Sales & Marketing

Herts FullStop

Mundells

Welwyn Garden City

Hertfordshire

AL7 1FT

PROGRESS REPORT FREQUENCY

To be discussed and agreed with DVLA Contract Owner

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter (to be discussed and agreed with DVLA Contract Owner)

DVLA KEY STAFF

**Xxxxxxxx Redacted under FOIA section no 40 – Personal Information**

Output Services Group (OSG) Production Leader

**Xxxxxxxx Redacted under FOIA section no 40 – Personal Information**

OSG Graphic Print Unit Manager (GPU)

KEY SUBCONTRACTOR(S)

Joint Schedule 6

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information

SERVICE CREDITS

Service Credits will accrue in accordance with Call-Off Schedule 14 (Service Levels).

The Service Credit Cap is: £100.

The Service Period is: one Month

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not Applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **Xxxxxxx – Redacted under FOIA section 40**  **Personal Information** | Signature: | **Xxxxxxx–Redacted under FOIA section 40 Personal Information** |
| Name: | **Xxxxxxx – Redacted under FOIA section 40 Personal Information** | Name: | **Xxxxxxx–Redacted under FOIA section 40 Personal Information** |
| Role: | Head of Sales & Mkting | Role: | Category Specialist |
| Date: | 21 March 2023 | Date: | 21 March 2023 |