

DPS Schedule 6 (Order Form Template and Order Schedules)
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Order Form

ORDER REFERENCE: **PS/25/22**

-THE BUYER: **Driver and Vehicle licensing Agency 'DVLA'**

BUYER ADDRESS **Longview Road, Swansea SAG 7JL**

THE SUPPLIER: **Charterhouse Voice & Data Ltd t/a Symity**

SUPPLIER ADDRESS:

- 14 New Street, London, EC2M 4TR

REGISTRATION NUMBER:

- ### Redacted under FOI No 41 –

DUNS NUMBER: **Information provided in confidence**

- #### Redacted under FOI No 41 – Information provided in confidence

DPS SUPPLIER REGISTRATION SERVICE ID: **[Insert if known]**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 27th August 2025.

It's issued under the DPS Contract with the reference number RM6225 - Audio Visual Technical Consultancy & Commissioning for the provision of Audio Visual Equipment and Maintenance.

DPS FILTER CATEGORY(IES): Lot 1: Audio Visual Technical Consultancy & Commissioning

DPS Ref: RM6225 Audio Visual Technical Consultancy & Commissioning

Project Version: v1.1

Model Version: v1.3

DPS Schedule 6 (Order Form Template and Order Schedules)

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ORDER INCORPORATED TERMS

The following documents are incorporated into this Order 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 Order Special Terms and Order Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6225**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6225**

- o Joint Schedule 2 (Variation Form)
- o Joint Schedule 3 (Insurance Requirements)
- o Joint Schedule 4 (Commercially Sensitive Information)
- o Joint Schedule 6 (Key Subcontractors)
- o Joint Schedule 7 (Financial Difficulties)
- o Joint Schedule 10 (Rectification Plan)
- o Joint Schedule 11 (Processing Data)
- o Joint Schedule 12 (Supply Chain Visibility)

- Order Schedules for **RM6225**

DPS Ref: RM6225 Audio Visual Technical Consultancy & Commissioning

Project Version: v1.1

2

Model Version: v1.3

DPS Schedule 6 (Order Form Template and Order Schedules)

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- o Order Schedule 1 (Transparency Reports)
- o Order Schedule 2 (Staff Transfer)'
- o Order Schedule 3 (Continuous Improvement)
- o Order Schedule 5 (Pricing Details)
- o Order Schedule 7 (Key Supplier Staff)
- o Order Schedule 10 (Exit Management)
- o Order Schedule 15 (Order Contract Management)
- o Order Schedule 18 (Background Checks)
- o Order Schedule 20 (Specification)

5. CCS Core Terms (DPS version) v1.0.3

6. Joint Schedule 5 (Corporate Social Responsibility) RM6225

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

None

ORDER START DATE: **9th September 2025**

ORDER EXPIRY DATE: **7th September 2028**

ORDER INITIAL PERIOD: **3 years**

ORDER OPTIONAL EXTENSION **.1 year**

DELIVERABLES

As stipulated within DVLA's Specification - Specification is within Order Schedule 20

MAXIMUM LIABILITY

DPS Ref: RM6225 Audio Visual Technical Consultancy & Commissioning

Project Version: v1.1

3

Model Version: v1.3

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The limitation of liability for this Order Contract is stated in Clause 11.2 the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£31,300.00** Estimated Charges in the first .12 months of the Contract.

ORDER CHARGES

Please see embedded Cost Model/Pricing Schedule within Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

Not Applicable

PAYMENT METHOD

DVLA Invoicing
Procedures.docx

BUYER'S INVOICE ADDRESS:

Redacted under FOI section No 43 – Commercial sensitive information
BUYER'S AUTHORISED REPRESENTATIVE

Redacted under FOI section No 40 – Personal Information

BUYER'S AUTHORISED REPRESENTATIVE#### Redacted under FOI section No 40 – Personal Information

BUYER'S ENVIRONMENTAL POLICY

Please see Policy embedded within DVLA's Specification - Order Schedule 20

BUYER'S SECURITY POLICY

DPS Ref: RM6225 Audio Visual Technical Consultancy & Commissioning

Project Version: v1.1

4

DPS Schedule 6 (Order Form Template and Order Schedules)
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Please see Policy embedded within DVLA's Specification - Order Schedule 20

SUPPLIER'S AUTHORISED REPRESENTATIVE

- ##### Redacted under FOI Section No 40 – Personal Information

SUPPLIER'S CONTRACT MANAGER

- ##### Redacted under FOI section No 40 – Personal Information

PROGRESS REPORT FREQUENCY

As stipulated within DVLA's Specification within Order Schedule 20

PROGRESS MEETING FREQUENCY

As stipulated within DVLA's Specification within Order Schedule 20

KEY STAFF

- ##### Redacted under FOI section No 40 – Personal Information

KEY SUBCONTRACTOR(S)

CliqueAV Ltd

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

None

ADDITIONAL INSURANCES:

None

GUARANTEE

DPS Ref: RM6225 Audio Visual Technical Consultancy & Commissioning

Project Version: v1.1

5

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Not Applicable

SOCIAL VALUE COMMITMENT
MAC 3.2: Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services.

DPS Ref: RM6225 Audio Visual Technical Consultancy & Commissioning

Project Version: v1.1

DPS Schedule 6 (Order Form Template and Order Schedules)
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For and on behalf of the Supplier:	For and on behalf of the Buyer:
Signature: ##### Redacted under FOI section	Signature:

No40 – Personal Information

### Redacted under FOI section	
Name:	Name:
Role: Chief Finance Officer	Role: Associate Commercial Lead
Date: 9/9/2025	Date: n{ I z.ois

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