

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: K280021845
THE BUYER: Driver and Vehicle Standards Agency
BUYER ADDRESS Berkeley House, Croydon Street, Bristol, BS5 0DA
THE SUPPLIER: NCC Group Security Services Limited
SUPPLIER ADDRESS: XYZ, 2 Hardman Blvd,
Manchester
M3 3AQ
REGISTRATION NUMBER: 4474600
DUNS NUMBER: 640711540
DPS SUPPLIER
REGISTRATION SERVICE ID SQ-UADR7VS

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) RM3764iii
3. The following Schedules and Statement of Requirements document in equal order of precedence:
 - Joint Schedules for RM3764iii
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements) – Not applicable
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors) – Not applicable
 - Joint Schedule 7 (Financial Difficulties) – Not applicable
 - Joint Schedule 8 (Guarantee) – Not applicable
 - Joint Schedule 10 (Rectification Plan)

- Joint Schedule 11 (Processing Data)
- Order Schedules for RM3764iii
 - Order Schedule 1 (Transparency Reports) – Not applicable
 - Order Schedule 2 (Staff Transfer) – Not applicable
 - Order Schedule 4 (Order Tender) – Not applicable
 - Order Schedule 5 (Pricing Details) – Not applicable
 - Order Schedule 6 (ICT Services) - Not applicable
 - Order Schedule 7 (Key Supplier Staff) – Not applicable
 - Order Schedule 8 (Business Continuity and Disaster Recovery) – Not applicable
 - Order Schedule 9 (Security) Long Form Security Requirements
 - Order Schedule 10 (Exit Management) - Not applicable
 - Order Schedule 13 (Implementation Plan and Testing) - Not applicable
 - Order Schedule 14 (Service Levels) – Not applicable
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 17 (MOD Terms) - Not applicable
 - Order Schedule 18 (Background Checks) - Not applicable
 - Order Schedule 19 (Scottish Law) – Not applicable
 - Order Schedule 20 (Order Specification) – Not applicable
 - Order Schedule 21 (Northern Ireland Law) – Not applicable
 - Order Schedule 22 (Secret Matters) - Not applicable
- Attachment 3: Order of Requirements
- 4. CCS Core Terms (DPS version)
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM3764iii
- 6. Annexes A & B to Order Schedule 6

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 Buyer and the Supplier agree that clause 14.3 of the CCS Core Terms (DPS version) shall not apply to this Order Contract.

ORDER START DATE:	01 March 2023
ORDER EXPIRY DATE:	28 February 2025
ORDER INITIAL PERIOD:	Two Years
ORDER OPTIONAL EXTENSION	One Year

DELIVERABLES

See Attachment 3: Statement of Requirements

MAXIMUM LIABILITY

The limitation of liability for this Order 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 £40,000.

The Estimated Year 2 Charges used to calculate liability in the second Contract Year is £40,000.

The Estimated Year 3 Charges used to calculate liability in the third Contract Year is £40,000.

ORDER CHARGES

Maximum contract value is £120,000 excluding VAT which includes the 12 month extension.

The daily maximum rate for the PCI assessor is XXX REDACTED UNDER FOIA SECTION 43 not inc VAT and not inc expenses.

REIMBURSABLE EXPENSES

Expenses incurred by the Supplier under this Call-Off Contract shall be calculated in accordance with the following DVSA T&S Policy rates:

DVSA Travel and Subsistence (T&S) guidance – Travel rates

UK travel rates First 10,000 miles Over 10,000 miles per tax year per tax year

Cars and vans 45p 25p

Motor cycles	24p	24p
Bicycles	20p	20p
Passenger rate	5p	5p
Public Transport rate	25p	25p

Day subsistence

Breakfast indicative level (irregular start before 6.00 am)
up to £7.00

One meal indicative level (Five hour rate)
up to £7.00

Two meal indicative level (Ten hour rate)
up to £10.00

Late evening meal indicative level (irregular late finishers only) up to £15.00

Night subsistence

Hotel indicative level London

up to £150 per night

Hotel indicative level elsewhere

up to £100 per night

Overnight stay evening meal indicative level
up to £20.00

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

Invoices should be emailed to: ssa.invoice@sharedservicesarvato.co.uk or posted
to the following address:

Shared Services
Arvato 5 Sandringham
Park Swansea Vale
Swansea
SA7 0EA

BUYER'S AUTHORISED REPRESENTATIVE

XXX REDACTED UNDER FOIA SECTION 40

BUYERS CONTRACT OWNER:

XXX REDACTED UNDER FOIA SECTION 40

SUPPLIER'S AUTHORISED REPRESENTATIVE

XXX REDACTED UNDER FOIA SECTION 40

SUPPLIER'S CONTRACT MANAGER

XXX REDACTED UNDER FOIA SECTION 40

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Monthly

KEY SUBCONTRACTOR(S)

N/A

COMMERCIALLY SENSITIVE INFORMATION

As set out in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Not applicable

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:		Signature:	
Name:		Name:	
Role:		Role:	

Date:		Date:	
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