

REDACTED
DVSA CONTRACT REFERENCE: K280021390
FRAMEWORK SCHEDULE 6 CALL OFF ORDER
FORM AND CALL OFF TERMS
DIRECT AWARD OF FURNITURE REQUIREMENTS
CCS FRAMEWORK RM6119 FURNITURE &
ASSOCIATED SERVICES
LOT 1: OFFICE FURNITURE

Order Form

CCS Customer User Agreement No.: FURN-0069-2021

CALL-OFF REFERENCE:	K280021390
THE BUYER:	Driver and Vehicle Standards Agency (DVSA)
BUYER ADDRESS	Head Office, Berkeley House, Croydon Street, Bristol, BS5 0DA
THE SUPPLIER:	Southerns Broadstock Limited
SUPPLIER ADDRESS:	XXXX Redacted under FOIA Section 41 XXXX
REGISTRATION NUMBER:	XXXX Redacted under FOIA Section 41 XXXX
DUNS NUMBER:	XXXX Redacted under FOIA Section 41 XXXX
SID4GOV ID:	XXXX Redacted under FOIA Section 41 XXXX

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 1st of April 2021.

It's issued under the Framework Contract with the reference number RM6119 for the provision of Furniture and Associated Services.

CALL-OFF LOT(S):

Lot 1: Office Furniture

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) **RM6119**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6119
 - Joint Schedule 1 (Definitions)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for **K280021390**
 - 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 11 (Installation Works)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 16 (Benchmarking)
4. 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: **1st of April 2021**
CALL-OFF EXPIRY DATE: **29th of March 2023 with an option to extend for a further 12 months thereafter, to 31st of March 2024.**

CALL-OFF INITIAL PERIOD: **2 years, with a break clause after the initial period, and each period thereafter of 12 months, i.e.: 31st of March 2022 and 29th of March 2023.**

CALL-OFF DELIVERABLES

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

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 XXXX Redacted under FOIA Section 43 XXXX Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

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

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

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

Payment will be made by BACS no later than 30 days following receipt of a valid invoice. We will aim to pay you within 10 days.

BUYER'S INVOICE INSTRUCTION:

It is important that invoices contain the correct information, or they will be returned and will delay payment to you. Invoices should include any information required to ensure efficient and effective receipting/invoice matching. Be aware that the following information must be included on every invoice:

- Business unit (e.g.: DVSA)
- PO number relevant to the goods being invoiced
- Quantities/prices (as applicable) consistent with those on the original PO
- Clear and detailed text describing the goods or services

BUYER'S INVOICE ADDRESS:

Invoices must be sent either electronically or postal. All electronic invoices and credit notes will need to be emailed to: XXXX Redacted under FOIA Section 40 XXXX

All postal invoices and credit notes to be sent to:
XXXX Redacted under FOIA Section 40 XXXX

Suppliers must not send an electronic invoice and then send the same document through the post, and vice versa, as this could lead to delays in payment.

BUYER'S AUTHORISED REPRESENTATIVE
XXXX Redacted under FOIA Section 40 XXXX

BUYER'S CONTRACT MANAGER
XXXX Redacted under FOIA Section 40 XXXX

BUYER'S ENVIRONMENTAL POLICY
None.

BUYER'S SECURITY POLICY
Please see Call-Off Schedule 9 – Security.
Please check access policy for each site with the appointed Project Manager, before visits or deliveries to any of the sites are planned.
Supplier's staff including delivery and installation teams, must always be accompanied by appropriate persons on all of DVSA's sites.

SUPPLIER'S AUTHORISED REPRESENTATIVE
XXXX Redacted under FOIA Section 40 XXXX

SUPPLIER'S CONTRACT MANAGER
XXXX Redacted under FOIA Section 40 XXXX

PROGRESS REPORT FREQUENCY
Monthly: On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY
Quarterly: On the first Working Day of each quarter

KEY SUBCONTRACTOR(S)
XXXX Redacted under FOIA Section 43 XXXX

COMMERCIALLY SENSITIVE INFORMATION
XXXX Redacted under FOIA Section 43 XXXX

SERVICE CREDITS
XXXX Redacted under FOIA Section 43 XXXX

ADDITIONAL INSURANCES

XXXX Redacted under FOIA Section 43 XXXX

GUARANTEE

XXXX Redacted under FOIA Section 43 XXXX

SOCIAL VALUE COMMITMENT

XXXX Redacted under FOIA Section 43 XXXX

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	XXXX Redacted under FOIA Section 40 XXXX	Signature:	XXXX Redacted under FOIA Section 40 XXXX
Name:	XXXX Redacted under FOIA Section 40 XXXX	Name:	XXXX Redacted under FOIA Section 40 XXXX
Role:	XXXX Redacted under FOIA Section 40 XXXX	Role:	XXXX Redacted under FOIA Section 40 XXXX
Date:		Date:	

