

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

Order Form

CALL-OFF REFERENCE:	K280022038
THE BUYER:	Driver and Vehicle Standards Agency (DVSA)
BUYER ADDRESS	DVSA, Berkeley House, Croydon Street, Bristol. BS5 0DA
THE SUPPLIER:	Gerald Eve LLP
SUPPLIER ADDRESS:	6 Mortimer Street, London W1T 3JJ
REGISTRATION NUMBER:	XXXXXX Redacted under FOIA section 40
DUNS NUMBER:	XXXXXX Redacted under FOIA section 40
SID4GOV ID:	XXXXXX Redacted under FOIA section 40

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 01/05/2024. It's issued under the Framework Contract with the reference number RM6240 for the provision of Public Sector Legal Services.

CALL-OFF LOT(S):

Lot 1: Total Estate Management

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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) **RM6168**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6168**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee)
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Call-Off Schedules for **RM6168**
 - Order Form- Template-Short-Form
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 4 (Call Off tender)
 - Call-Off Schedule 6 (ICT Services)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery)]
 - Call-Off Schedule 9 (Security)
 - Call-Off Schedule 10 (Exit Management)
 - Call-Off Schedule 13 (Implementation Plan and Testing)
 - Call-Off Schedule 14 (Service Levels)
 - Call-Off Schedule 15 (Call-Off Contract Management)
 - Call-Off Schedule 20 (Call-Off Specification)
4. CCS Core Terms (version 3.0.10)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6168**
6. Call-Off Schedule 4 (Call-Off Tender) as long as any parts of the Call-Off Tender that offer a better commercial position for the Buyer (as decided by the Buyer) take precedence over the documents above.

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

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The following Special Terms are incorporated into this Call-Off Contract:

None

CALL-OFF START DATE: 01/05/2024

CALL-OFF EXPIRY DATE: 31/04/2027

CALL-OFF INITIAL PERIOD: 36 months

CALL-OFF DELIVERABLES

Option B: See details in Call-Off Schedule 20 (Call-Off Specification)

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 £ XXXXXX Redacted under FOIA section 43

CALL-OFF CHARGES

See details in Annex 1 – Pricing Schedule, the completed pricing schedules.

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in Framework Schedule 3 (Framework Prices)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Via Invoice/Purchase Order (BACS)

BUYER'S INVOICE ADDRESS:

Invoices must be sent either electronically or by post. All electronic invoices and credit notes can be emailed, in PDF format, to:

XXXXXX Redacted under FOIA section 40

and

XXXXXX Redacted under FOIA section 40

BUYER'S AUTHORISED REPRESENTATIVE

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

DVSA, The Ellipse, Padley Road, Swansea. SA1 8AN

BUYER'S ENVIRONMENTAL POLICY

[DVSA sustainability strategy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/DVSA_sustainability_strategy.pdf)

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

6 Mortimer Street, London W1T 3JJ

SUPPLIER'S CONTRACT MANAGER

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

6 Mortimer Street, London W1T 3JJ

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

6 Mortimer Street, London W1T 3JJ

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

XXXXXX Redacted under FOIA section 40

6 Mortimer Street, London W1T 3JJ

KEY SUBCONTRACTOR(S)

Insert name (registered name if registered)

COMMERCIALLY SENSITIVE INFORMATION

To be found in Joint Schedule 4.

SERVICE CREDITS

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

The Service Credit Cap is: XXXXXX Redacted under FOIA section 43 per month

The Service Period is: One Month

A Critical Service Level Failure is: 3 repeat instances of the max service credit cap

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being reached.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

The Supplier agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Tender)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Signed via DocuSign	Signature:	Signed via DocuSign
Name:	XXXXXX Redacted under FOIA section 40	Name:	XXXXXX Redacted under FOIA section 40
Role:	Senior Commercial Category Manager	Role:	Partner
Date:	Signed via DocuSign	Date:	Signed via DocuSign