

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

Order Form

CALL-OFF REFERENCE:	PS-23-41
THE BUYER:	Driver and Vehicle Licensing Agency (DVLA)
BUYER ADDRESS	xxxxxx redacted under FOIA Section 40
THE SUPPLIER:	Bruton Knowles Limited
SUPPLIER ADDRESS:	xxxxxx redacted under FOIA Section 40
REGISTRATION NUMBER:	12481998
DUNS NUMBER:	225731604
SID4GOV ID:	225731604

This Order Form is for the provision of the Call-Off Deliverables and dated **4 January 2024**.

It's issued under the Framework Contract with the reference number **RM6168** for the provision of Estate Management services.

CALL-OFF LOT(S):
Lot 5: Valuation and Compulsory Purchase Orders

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 7 (Financial Difficulties)
- Joint Schedule 9 (Minimum Standards of Reliability)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Call-Off Schedules for **RM6168**

- Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 4 (Call Off tender (V3.1))
 - 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 15 (Call-Off Contract Management)
 - Call-Off Schedule 18 (Background Checks)
 - 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

None

CALL-OFF START DATE: **4 January 2024**

CALL-OFF EXPIRY DATE: **3 June 2027**

CALL-OFF INITIAL PERIOD: **3 Years and 6 Months**

CALL-OFF DELIVERABLES

Framework Ref: RM6168 - Estate Management Services

Project Version: v1.0

Model Version: v3.7

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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 **£11,950.00** Estimated Charges in the first 12 months of the Contract.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Please refer to DVLA's invoicing procedures below.

BUYER'S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOIA Section 40
DVLA Commercial Directorate,
Longview Road,
Clase,
Swansea,
SA6 7JL

BUYER'S ENVIRONMENTAL POLICY

Appended at Call-Off Schedule 20 (Call-Off Specification)

BUYER'S SECURITY POLICY

Appended at Call-Off Schedule 20 (Call-Off Specification)

SUPPLIER'S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOIA Section 40
Senior Associate
Xxxxx redacted under FOIA Section 40
60 Church Street, Birmingham, B3 2DJ

SUPPLIER'S CONTRACT MANAGER

Xxxxx redacted under FOIA Section 40
Partner
Xxxxx redacted under FOIA Section 40
60 Church Street, Birmingham, B3 2DJ

PROGRESS REPORT FREQUENCY

See details in Call-Off Schedule 20 (Call-Off Specification)

PROGRESS MEETING FREQUENCY

As and when required.

KEY STAFF

Buyer contact:

Xxxxx redacted under FOIA Section 40

Head of Financial Reporting

xxxxxx redacted under FOIA Section 40

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Bruton Knowles Limited 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:	Xxxxx redacted under FOIA Section 40	Signature:	xxxxxx redacted under FOIA Section 40
Name:	Xxxxx redacted under FOIA Section 40	Name:	Xxxxx redacted under FOIA Section 40
Role:	Partner	Role:	Category Lead
Date:	05/01/2024	Date:	4 January 2024