**Attachment 5 (Order Form Template and Call-Off Schedules)**

**Order Form**

CALL-OFF REFERENCE: **PS/24/70 Provision of Furniture & Associated Services**

THE BUYER: **Driver Vehicle and Licensing Agency (DVLA)**

BUYER ADDRESS Longview Road, Morriston, Swansea, SA6 7JL

THE SUPPLIER: Gresham Office Furniture Limited

SUPPLIER ADDRESS:Platinum Park, Lynstock Way, Bolton, BL6 4SA

REGISTRATION NUMBER:01284733

DUNS NUMBER: 227547817

SID4GOV ID: **N/A**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 26th March 2025.

It’s issued under the Framework Contract with the reference number **RM6308** for the **Provision of Furniture & Associated Services**

CALL-OFF LOT(S):

**Lot 1**

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) **RM6308 Furniture and Associated Services 2**
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6308**
  + 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 **RM6308**
  + 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 15 (Call-Off Contract Management)
  + Call-Off Schedule 16 (Benchmarking)
  + Call-Off Schedule 18 (Background Checks)
  + Call-Off Schedule 20 (Call-Off Specification)
  + Call-Off Schedule 24 (Corporate Resolution Planning

1. Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility)
3. 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: 26/03/2025

CALL-OFF EXPIRY DATE: 31/03/2029

CALL-OFF INITIAL PERIOD: The initial contract term will be for four years, with an option to extend by a further one year, to a total of five years.

START DATE / DATE THE ORDER CONTRACT INITIAL PERIOD COMMENCES / DATE CONTRACT YEAR 1 COMMENCES: 1st April 2025

DATE ORDER CONTRACT INITIAL PERIOD ENDS: 31st March 2029

Fixed Price & Contract Award Value (4 years) - £ 589,165.4

Total Contract Award Value including extension and DVLA Discretionary sum - £1,000,000

ORDER CONTRACT OPTIONAL EXTENSION PERIOD 1 (start and end dates):

1st April 2029 to 31st March 2030

TOTAL MAXIMUM CONTRACT PERIOD 1st April 2025 to 31st March 2030

CALL-OFF DELIVERABLES

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 **£140,000**

GUARANTEE PERIOD FOR DELIVERABLES

The Guarantee Period for Deliverables is as set out in Framework Schedule 1 (Specification) unless otherwise specified in this Order Form.

20 working Days delivery timescale on all furniture orders.

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

1. Please refer to Annex 8 - DVLA invoicing procedures
2. Purchase order numbers will need to be communicated from DVLA to the supplier on each work order. The purchase order number will need to be quoted on each invoice from the supplier.

BUYER’S INVOICE ADDRESS:

Unity Business Services (UBS)

Email: **XXXXXX redacted under FOIA section 43**

Postal Address: Unity Business Services (UBS) 5 Sandringham Park Swansea Vale

SA7 0EA

INDEXATION

**Pricing Schedule Completion – Application of CPI**

The costs for Year 1 in the pricing schedule should be fixed and not subject to change.  Future years (Year 2 – Year 5, and extension periods.) should be costed using a **CPI rate of 2%**.

**Note:**  This is for evaluation purposes only. The actual rate of CPI applied (when the contract is live) will be adjusted in accordance with and up to but not to exceed the actual CPI rate from the November prior to the contractual anniversary date.

BUYER’S AUTHORISED REPRESENTATIVE

**XXXXXX redacted under FOIA section 43**

Head of Workplace and Accommodation

**XXXXXX redacted under FOIA section 43**

BUYER’S ENVIRONMENTAL POLICY



BUYER’S SECURITY POLICY



SUPPLIER’S AUTHORISED REPRESENTATIVE

**XXXXXX redacted under FOIA section 43**

Sales Director

**XXXXXX redacted under FOIA section 43**

Platinum Park, Lynstock Way, Bolton, Lancashire, BL6 4SA

SUPPLIER’S CONTRACT MANAGER

**XXXXXX redacted under FOIA section 43**

Contracts Manager

**XXXXXX redacted under FOIA section 43**

Platinum Park, Lynstock Way, Bolton, Lancashire, BL6 4SA

PROGRESS REPORT FREQUENCY

To be discussed at point of transition

PROGRESS MEETING FREQUENCY

To be discussed at point of transition

KEY STAFF

**XXXXXX redacted under FOIA section 43**

Account Manager

**XXXXXX redacted under FOIA section 43**

Platinum Park, Lynstock Way, Bolton, Lancashire, BL6 4SA

**XXXXXX redacted under FOIA section 43**

KEY SUBCONTRACTOR(S)

Ergochair Ltd

COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4 Commercially Sensitive Information.

SERVICE CREDITS

Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).

ADDITIONAL INSURANCES

The Supplier shall meet its insurance obligations under applicable Law in full, as

included within the Framework’s Joint Schedule 3 (Insurance Requirements),

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)

i. Attachment 3 Specification – Section 6.39 Social Value Commitments

ii. Alignment to Evaluation Questions – Q4 & Q5- Social Value Outcomes

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **XXXXXX redacted under FOIA section 43** | Signature: | **XXXXXX redacted under FOIA section 43** |
| Name: | **XXXXXX redacted under FOIA section 43** | Name: | **XXXXXX redacted under FOIA section 43** |
| Role: | Sales Director | Role: | Head of FM Commercials |
| Date: | 28th March 2025 | Date: | 1st April 2025 |