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

**Order Form**

CALL-OFF REFERENCE: PS/24/94

THE BUYER: Department for Transport - The DVLA

BUYER ADDRESS Longview Road, Morriston, Swansea

SA6 7JL

THE SUPPLIER: **XMA LIMITED**

SUPPLIER ADDRESS: **WILFORD INDUSTRIAL ESTATE RUDDINGTON LANE WILFORD NOTTINGHAM NG11 7EP**

REGISTRATION NUMBER: **02051703**

DUNS NUMBER: 29-848-4148

SID4GOV ID: **NA**

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 21/8/2024

It’s issued under the Framework Contract with the reference number RM6098 for the provision of Technology Products & Associated Service.

CALL-OFF LOT(S):

Lot 2 Hardware

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) RM6098
3. Framework Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6098
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
* Call-Off Schedules for RM6098
  + Call-Off Schedule 5 (Pricing Details)
  + Call-Off Schedule 20 (Call-Off Specification)

1. CCS Core Terms (version 3.0.11) as amended by the Framework Award Form

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

CALL-OFF START DATE: 19/08/2024

CALL-OFF EXPIRY DATE: 19/08/2025

CALL-OFF INITIAL PERIOD: 1 year

CALL-OFF DELIVERABLES

|  |  |
| --- | --- |
| Lexmark Printers - MS826DE (50G0335) | 20 |
| 550 Sheet Tray (50G0802) | 50 |
| 11cm Spacer (50G0854) | 60 |
| Castor Base (50G0855) | 27 |

LOCATION FOR DELIVERY

D-Block Stores,

DVLA,

Longview Road,

Morriston,

Swansea

SA6 7JL

(7am till 3pm)

DATES FOR DELIVERY

TESTING OF DELIVERABLES

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be as per manufacturer warranty.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Year 1 Charges used to calculate liability in the first Contract Year is **£29,695.36**

CALL-OFF CHARGES

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

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD

See Invoicing Procedures shared in Jaggaer

BUYER’S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

[Xxxxx redacted under FOI Section 40 @dvla.gov.uk](mailto:Nicola.Green@dvla.gov.uk)

01792 662249

BUYER’S ENVIRONMENTAL POLICY

Not applicable

BUYER’S SECURITY POLICY

Not applicable

SUPPLIER’S AUTHORISED REPRESENTATIVE

Xxxxx redacted under FOI Section 40

Contracts Director

[approvals@xma.co.uk](mailto:approvals@xma.co.uk)

Wilford Industrial Estate Ruddington Lane Wilford Nottingham NG11 7EP

SUPPLIER’S CONTRACT MANAGER

Xxxxx redacted under FOI Section 40

Sales Operations manager

[Xxxxx redacted under FOI Section 40 @xma.co.uk](mailto:approvals@xma.co.uk)

Wilford Industrial Estate Ruddington Lane Wilford Nottingham NG11 7EP

PROGRESS REPORT FREQUENCY

Not applicable

PROGRESS MEETING FREQUENCY

Not applicable

KEY STAFF

Not applicable

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

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: | Xxxxx redacted under FOI Section 40 | Signature: | Xxxxx redacted under FOI Section 40 |
| Name: | Xxxxx redacted under FOI Section 40 | Name: | Xxxxx redacted under FOI Section 40 |
| Role: | Xxxxx redacted under FOI Section 40 | Role: | Commercial Category Lead |
| Date: | Xxxxx redacted under FOI Section 40 | Date: | 23/08/24 |