

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

### Order Form

CALL-OFF REFERENCE: K280022280  
THE BUYER: Driver and Vehicle Standards Agency  
BUYER ADDRESS: Berkeley House, Croydon Street, Bristol, BS5  
**ODA**  
THE SUPPLIER: Kuehne + Nagel Limited  
SUPPLIER ADDRESS: 1 Roundwood Avenue, Stockley Park,  
**Uxbridge, UB11 1FG**  
REGISTRATION NUMBER: 01722216  
DUNS NUMBER: 22-845-3569

#### APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated **10<sup>th</sup> September 2024**

It's issued under the Framework Contract with the reference number **RM6074** for the provision of **Logistics and Warehousing**.

#### CALL-OFF LOT(S):

Lot Number	Lot Description	Relevant (Yes / No)
Lot 1	Logistics - Transport	Yes
Lot 2	Logistics - Warehousing and Storage	No

**Framework Schedule 6 (Order Form Template and Call-Off Schedules)**  
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Lot 3	Waste Logistics, Recycling, Disposal and Destruction	No
Lot 4	Removals, Relocations and Related Services	No
Lot 5	Vehicle, Plant and Industrial Equipment – Transportation and Storage	No
Lot 6	Construction Logistics – Transportation and Storage	No
Lot 7	Healthcare Logistics – Transportation and Storage	No
Lot 8	Logistics and Warehousing Solutions, Design and Support Services	No

## **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) **RM6074**
3. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6074**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 13 (Continuous Improvement)
  - Call-Off Schedules for **K280022280**
    - 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 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 3.0.9)
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6074**
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**

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

**None**

CALL-OFF START DATE: **1 October 2024**  
CALL-OFF EXPIRY DATE: **30 June 2025**  
CALL-OFF INITIAL PERIOD: **Nine (9) Months with option to extend for 1 year.**

#### 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 subject to the limits set out in the 2021 edition of the British International Freight Association (BIFA) Standard Trading Conditions and capped at a total annual aggregate liability of £1,250,000.00.**

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£100,000.00.**

#### 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. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:**

- **Specific Change in Law**

#### REIMBURSABLE EXPENSES

**Recoverable as stated in the Framework Contract. Limited to additional travel expenses reasonably incurred at the request of the Buyer such as ferry crossing and road tolls.**

#### PAYMENT METHOD

**Payment will be made by BACS no later than 30 days of receipt of a valid invoice.**

#### BUYER'S INVOICE ADDRESS:

**XXXXXX redacted under FOIA section 40**

**Unity Business Services (UBS)**

**5 Sandringham Park**

**Swansea Vale**

**Swansea**

**SA7 0EA**

BUYER'S AUTHORISED REPRESENTATIVE

XXXXXX redacted under FOIA section 40

**Enforcement Transformation Manager**

**DVSA**

**Ashford Enforcement site**

**Waterbrook Check site, Clover Road,**

**Waterbrook, Ashford, Kent**

**TN24 0TX**

BUYER'S ENVIRONMENTAL POLICY

**The supplier will be required to work with the buyer to reduce its effect upon the environment over the lifetime of the call off contract. The supplier shall assist the Buyer in developing a plan specifically aimed towards this call off contract to reduce its carbon footprint, reduce emissions and look at other activities that will support a greener solution.**

**The environmental plan will be reviewed during the monthly/quarterly supplier review meetings and progress tracked.**

BUYER'S SECURITY POLICY

**DVSA Security policy – See document 'DVSA Security Policy'**

SUPPLIER'S AUTHORISED REPRESENTATIVE

XXXXXX redacted under FOIA section 40

**DVSA Account Manager**

**100 Cedarwood**

**Chineham Park**

**Basingstoke**

**RG24 8AL**

SUPPLIER'S CONTRACT MANAGER

XXXXXX redacted under FOIA section 40

**National Road Logistics Business Manager**

**100 Cedarwood**

**Chineham Park**

**Basingstoke**

**RG24 8AL**

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

Supplier Contract Manager

**(See above)**

Suppliers Strategic Contract Manager

XXXXXX redacted under FOIA section 40

**Business Development Director – Government**

**1 Roundwood Avenue**

**Uxbridge**

**Middlesex**

**UB11 1FG**

KEY SUBCONTRACTOR(S)

**D H Mansfield Ltd T/A**

**The Mansfield Group**

**Queensway Industrial Estate**

**19a Langbridge Hayes Road**

**Stoke-On-Trent**

**ST6 4DS**

COMMERCIALLY SENSITIVE INFORMATION

- **Pricing**
- **Operational Solutions**
- **Management Information**

#### SERVICE CREDITS

Not applicable

#### ADDITIONAL INSURANCES

**Supplier must maintain insurance in line with the Specification (including but not limited to Annex 3) in Call off Schedule 20 and in with 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)**