



Crown Commercial Service

Call-Off Order Form Schedule 6 for RM6126 Research and Insights DPS for the provision of Research Services

con_21215

Appellant in Person Service – First Tier Immigration & Asylum Reform

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

Order Form

Applicable Framework Contract

This Order Form is for the provision of the Deliverables and dated **29th August 2022**.

CONTRACT REFERENCE:	con_21215
THE BUYER:	[REDACTED]
BUYER ADDRESS:	[REDACTED]
THE CUSTOMER:	[REDACTED] 102 Petty France London SW1H 9AJ
CUSTOMER ADDRESS:	102 Petty France London SW1H 9AJ
THE SUPPLIER:	I.F.F Research Ltd
SUPPLIER ADDRESS:	5th Floor, St Magnus House, 3 Lower Thames Street, London, EC3R 6HD
COMPANY REGISTRATION NUMBER:	00849983
REGISTERED OFFICE ADDRESS	St Magnus House, 3 Lower Thames Street, London, EC3R 6HD
DUNS NUMBER:	211574041
SME Status (Small, Medium, Large)	Medium
ORDER START DATE:	29/08/2022
ORDER EXPIRY DATE:	31/05/2023
ORDER INITIAL PERIOD:	9 months
ORDER EXTENSION PERIOD:	Possible 1 x 3 month extension periods (as determined by the Authority if needed)
FINAL POSSIBLE EXPIRY DATE:	30/08/2023
DELIVERABLES:	See details in Order Schedule 20 (Order Specification)

CALL-OFF ORDER INCORPORATED TERMS

DPS Schedule 6 (Order Form Template and Order Schedules)

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The following documents are incorporated into this Order Contract. Where schedules are missing, those schedules are not part of the agreement and cannot be used. If the documents conflict, the following order of precedence applies:

1. This Order Form (DPS Schedule 6) including the Order Special Terms and Order Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6126 Research & Insights DPS**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126 Research & Insights DPS**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint-Schedule 6 (Key-Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **RM6126 Research & Insights DPS**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender) Supplier Proposal
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 20 (Order Specification)

No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

Costs and payment milestones

[REDACTED]

The total contract value is will be £104,892.50 as per price submission within the Tender.

Payment schedule

[REDACTED]

[REDACTED]

Order Schedule 14 (Service Levels)

Project management	[REDACTED]
Performance Monitoring	[REDACTED].

REPORTING

PROGRESS REPORT FREQUENCY	[REDACTED]
PROGRESS MEETING FREQUENCY	[REDACTED]

MAXIMUM LIABILITY The limitation of liability for this Order Contract is as below and not as is stated in Clause 11.2 of the Core Terms.	[REDACTED]
CALL-OFF ORDER CHARGES	[REDACTED]
REIMBURSABLE EXPENSES	[REDACTED]

PAYMENT METHOD	
All invoices must be sent, quoting a valid purchase order number (PO Number) Within 10 Working Days* of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice. [REDACTED]	
There are 3 ways suppliers can submit invoices can be submitted to MoJ for payment:	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
<u>What you need to do</u> Except for those submitted via Basware, all invoice should be sent directly to SSCL (see below) Suppliers providing electronic invoice files will be given a specific email for their invoices once onboarded.	
<u>Invoice minimum requirements</u> [REDACTED]	
<u>Invoices relating to a purchase order</u> [REDACTED]	
<u>Invoice submission by email</u> [REDACTED]	
CUSTOMER'S INVOICE ADDRESS: The email and postal address for PDF and paper invoices can be found here. https://www.gov.uk/government/organisations/ministry-of-justice/about/procurement	

AUTHORITY'S ENVIRONMENTAL POLICY
Embedding sustainability on the MOJ estate, Published 26 March 2018, Last updated 4 October 2021, available online at: https://www.gov.uk/guidance/ministry-of-justice-and-the-environment

AUTHORITY'S SECURITY POLICY
Cyber and Technical Security Guidance, 14 December 202, available online at:

[REDACTED]

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AUTHORITY'S AUTHORISED REPRESENTATIVE	
Name:	[REDACTED]
Role:	[REDACTED]
Email:	[REDACTED]
Address:	[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE	
Name:	[REDACTED]
Role:	[REDACTED]
Email:	[REDACTED]
Address:	[REDACTED]

SUPPLIER'S KEY STAFF – See DPS Order Schedule 7 - Key Supplier Staff

Key Role	Key Staff (Name & email)	Contract Details
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

SUPPLIER'S CONTRACT MANAGER	
Name:	[REDACTED]
Role:	[REDACTED]
Email:	[REDACTED]
Address:	[REDACTED]

KEY SUBCONTRACTOR(S) – See DPS Joint Schedule 6 - Key Subcontractors-v1.0 (IF APPLICABLE)

Key Role	Key Staff (Name & email)	Contract Details
N/A	N/A	N/A

DPS FILTER CATEGORY(IES):	Not applicable
E-AUCTIONS	Not applicable
SERVICE CREDITS	Not applicable
ADDITIONAL INSURANCES	Not applicable
GUARANTEE	Not applicable
COMMERCIALLY SENSITIVE INFORMATION	See DPS Joint Schedule 4 - Commercially Sensitive Information v1.0

SOCIAL VALUE COMMITMENT
<p>The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments in DPS Order Schedule 4 - Order Tender v1.0</p> <p>[REDACTED]</p> <p>CONFIDENTIAL INFORMATION</p>

JOINT SCHEDULES FOR RM6126 RESEARCH & INSIGHTS DPS	
DPS Joint Schedule 1 - Definitions v1.0	[REDACTED]
DPS Joint Schedule 2 (Variation Form)	[REDACTED]
DPS Joint Schedule 3 (Insurance Requirements)	[REDACTED]
DPS Joint Schedule 4 (Commercially Sensitive Information)	[REDACTED]
DPS Joint Schedule 5 (Corporate Social Responsibility)	[REDACTED]

DPS Joint-Schedule 6 (Key-Subcontractors)	[REDACTED]
DPS Joint Schedule 10 (Rectification Plan)	[REDACTED]
DPS Joint Schedule 11 (Processing Data)	[REDACTED]

ORDER SCHEDULES FOR RM6126 RESEARCH & INSIGHTS DPS	
DPS Order Schedule 1 (Transparency Reports)	[REDACTED]
DPS Order Schedule 2 (Staff Transfer)	[REDACTED]
DPS Order Schedule 3 (Continuous Improvement)	[REDACTED]
DPS Order Schedule 4 (Order Tender) - (Supplier Proposal)	[REDACTED]
DPS Order Schedule 5 (Pricing Details)	[REDACTED]
DPS Order Schedule 7 (Key Supplier Staff)	[REDACTED]
DPS Order Schedule 8 (Business Continuity and Disaster Recovery)	[REDACTED]

DPS Schedule 6 (Order Form Template and Order Schedules)

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DPS Order Schedule 9 (Security)	[REDACTED]
DPS Order Schedule 10 (Exit Management)	[REDACTED]
DPS Order Schedule 14 - Service Levels v 1.1	[REDACTED]
DPS Order Schedule 20 - Specification v1.0	[REDACTED]

Formation of call off contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

For and on behalf of the Buyer: Ministry of Justice	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	[REDACTED]

For and on behalf of the Supplier: IFF Research Ltd	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	[REDACTED]