**DPS Schedule 6 (Order Form and Order Schedules)**

**Order Form**

ORDER REFERENCE: CCZZ22A21

THE BUYER: Home Office

BUYER ADDRESS 2 Marsham Street, London UK

SW1P 4DF

THE SUPPLIER: CM Monitor (Britain Thinks) Ltd

SUPPLIER ADDRESS:Metherell Gard, Morval, Looe PL13 1PN

REGISTRATION NUMBER:07291125

DUNS NUMBER: 216779966

DPS SUPPLIER REGISTRATION SERVICE ID:To be confirmed

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **3 October 2023**

It’s issued under the DPS Contract with the reference number CCZZ22A21 for the provision of Communications Research.

DPS FILTER CATEGORY(IES):

Not Applicable

ORDER INCORPORATED TERMS

The following documents are incorporated into this Order 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 Order Special Terms and Order Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) CCZZ22A21
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6126
  + 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 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
* Order Schedules for CCZZ22A21
  + Order Schedule 1 (Transparency Reports)
  + Order Schedule 2 (Staff Transfer)
  + Order Schedule 3 (Continuous Improvement)
  + 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 15 (Order Contract Management)
  + Order Schedule 16 (Benchmarking)
  + Order Schedule 20 (Order Specification)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility)
3. Order Schedule 4 (Order Tender) as long as any parts of the Order 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 Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

ORDER START DATE: **10 October 2023**

ORDER EXPIRY DATE: **8 October 2025**

ORDER INITIAL PERIOD: 2 Years.

(option to extend for 1 year (2+1))

DELIVERABLES

See details in Order Schedule 20 (Order Specification)

MAXIMUM LIABILITY

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

The Estimated Year 1 Charges (exc VAT) used to calculate liability in the first Contract Year is;

Lot 3- Immigration and Borders: Informing Research up to £2,200,000.00 (exc VAT) including all extension options.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The payment profile for this Call-Off Contract will be agreed on a project by project basis. Payment will only be made following satisfactory delivery of pre-agreed certified products and deliverables as agreed for each commissioned project. Before payment will be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. The Supplier will issue electronic invoices and payments will be made on a project by project basis, following confirmation of deliverables. The Customer will pay the Supplier within 30 days of receipt of a valid and undisputed invoice.

BUYER’S INVOICE ADDRESS:

All invoices must be sent electronically to HOsupplierinvoices@homeoffice.gov.uk

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S ENVIRONMENTAL POLICY

To be provided at Contract Award

BUYER’S SECURITY POLICY

Appended at Order Schedule 9 [Security]

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

CM Monitor (Britain Thinks) Ltd

Metherell Gard,

Morval,

Looe PL13 1PN

**REDACTED TEXT under FOIA Section 40, Personal Information**

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

CM Monitor (Britain Thinks) Ltd

Metherell Gard,

Morval,

Looe PL13 1PN

**REDACTED TEXT under FOIA Section 40, Personal Information**

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

**REDACTED TEXT under FOIA Section 40, Personal Information**

KEY SUBCONTRACTOR(S)

Not Applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

**REDACTED TEXT under FOIA Section 40, Personal Information**

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

As per Joint Schedule 3 [Insurance Requirements]

GUARANTEE

Where required, the Supplier must have a Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)

SOCIAL VALUE COMMITMENT

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 Order Schedule 4 (Order Tender)]

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| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Role: |  | Role: |  |
| Date: | 10.10.23 | Date: | 17.10.23 |