

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: VOA/2021/042

THE BUYER: The Valuation Office Agency

BUYER ADDRESS 10 South Colonnade, London, E14 4PU

THE SUPPLIER: BMG Research

SUPPLIER ADDRESS: Beech House, Greenfield Crescent, Edgbaston,
Birmingham, UK, B15 3BE

REGISTRATION NUMBER: 02841970

DUNS NUMBER: 569488612

DPS SUPPLIER REGISTRATION SERVICE ID: Unknown

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 09/05/2022.
It's issued under the DPS Contract with the reference number RM6126 for the provision of Customer Experience Research and an additional repeat survey to the Valuation Office Agency.

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) RM6126
3. DPS Special Terms
4. 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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **VOA/2021/042**
 - 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 20 (Order Specification)]
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
7. 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 SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

Special Term 1. As per the Invitation to Tender document, the Valuation Office Agency reserves the right to determine whether to proceed with Phase 2 of the research upon completion of Phase 1. A two-week notice period will be provided to advise of any changes to the contract and delivery of work.

DPS Schedule 6 (Order Form Template and Order Schedules)

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Special Term 2. The Valuation Office Agency reserves the right to extend the contract by an additional 12-month period for the potential provision of a repeat quantitative survey.

ORDER START DATE: **16/05/2022**

ORDER INITIAL PERIOD: **16/05/2023**

ORDER EXPIRY DATE: **16/05/2024**

DELIVERABLES

Option B: 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 used to calculate liability in the first Contract Year is **£112,420.00**

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payments will be made via an electronic payments system, SAP Ariba P2P (MYBuy). Invoices should be provided for each milestone within one month of agreement of deliverables, deliverables being completion of Phase 1 & Phase 2, and sent to voainvoices.ap@hmrc.gov.uk copying in contract manager email address (including the purchase order provided). Payments will be made into the bank account provided by the supplier.

BUYER'S INVOICE ADDRESS:

See information above

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

[Valuation Office Agency - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

BUYER'S SECURITY POLICY

[Valuation Office Agency - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

The Valuation Office Agency requires written monthly progress reports, provided by the fifth working day of each month, however, during fieldwork we expect a weekly written update on fieldwork progress. In addition, we expect an informal weekly telephone meeting to discuss progress and next steps.

PROGRESS MEETING FREQUENCY

Quarterly contract management review meetings.

KEY STAFF

See Order Schedule 7 for Supplier Key Staff

[REDACTED]

Contract Manager/ Senior Research Officer

[REDACTED]
[REDACTED]

KEY SUBCONTRACTOR(S)
N/A

E-AUCTIONS
N/A

COMMERCIALLY SENSITIVE INFORMATION
N/A

SERVICE CREDITS
N/A

ADDITIONAL INSURANCES
N/A

GUARANTEE
N/A

SOCIAL VALUE COMMITMENT
N/A

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Client Development Director	Role:	Director of Information, Data & Analysis
Date:	11/05/2022	Date:	19/05/2022