

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: VOA/2022/041

THE BUYER: Valuation Office Agency, on behalf of the
Commissioners of HMRC

BUYER ADDRESS 8th Floor, 10 South Colonnade, Canary Wharf,
London E14 4PU

THE SUPPLIER: IFF Research Ltd

SUPPLIER ADDRESS: Floor 5
St Magnus House
3 Lower Thames Street
London
EC3R 6HD

REGISTRATION NUMBER: **00849983**

DUNS NUMBER: 211574041

DPS SUPPLIER REGISTRATION SERVICE ID: **N/A**

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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) **Redacted**
 - Order Schedules for VOA/2022/041
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details) **Redacted**
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification) **Redacted**
 - Order Schedule 23 (HMRC Terms)
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. **Redacted**

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

None

ORDER START DATE: **06/01/2023**

ORDER EXPIRY DATE: **31/03/2023**

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ORDER INITIAL PERIOD: **12 weeks**

DELIVERABLES

See details in Order Schedule 20 (Order Specification). **Redacted**

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 **£66,511.27** Estimated Charges in the first 12 months of the Contract.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details), which include the pricing proposal submitted by The Supplier as part of the tender bid. **Redacted**

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:

- 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 upon completion of deliverable (issue an agreed final report) within one month of agreement of deliverables and sent to **Redacted** copying in the contract manager (and including the purchase order provided). Payments will be made into the bank account provided by the supplier.

BUYER'S INVOICE ADDRESS:

Redacted

BUYER'S AUTHORISED REPRESENTATIVE

Redacted

BUYER'S ENVIRONMENTAL POLICY

None in addition to framework requirements

BUYER'S SECURITY POLICY

None in addition to framework requirements

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

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SUPPLIER'S CONTRACT MANAGER

Redacted

PROGRESS REPORT FREQUENCY

Supplier to share progress reports by email to Buyer's Authorised Representative on a weekly basis. Short follow-up calls may be required to discuss points raised in the email.

PROGRESS MEETING FREQUENCY

Initial contract management meeting to take place within 2 weeks from the Order Start Date, where the Frequency of follow up meetings required will be agreed by both parties. This is separate to the kick-off meeting to take place in week one (1) of Order Start Date.

KEY STAFF

Redacted

KEY SUBCONTRACTOR(S)

None

E-AUCTIONS

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier Key Staff and breakdown of Supplier charges

SERVICE CREDITS

Not Applicable

ADDITIONAL INSURANCES

Not Applicable

GUARANTEE

Not Applicable

SOCIAL VALUE COMMITMENT

Not Applicable

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted	Signature:	Redacted
Name:	Redacted	Name:	Redacted
Role:	Redacted	Role:	Redacted
Date:		Date:	