

# DPS Schedule 6 (Order Form Template and Order Schedules)

## Order Form

ORDER REFERENCE: **C22963**

THE BUYER: **Department for Environment, Food & Rural Affairs.**

BUYER ADDRESS SEACOLE BUILDING  
2 MARSHAM STREET  
LONDON  
SW1P 4DF

THE SUPPLIER: Kantar Public UK Ltd

SUPPLIER ADDRESS: **4 Millbank, Westminster, London, SW1P 3JA**

REGISTRATION NUMBER: **13663077**

DUNS NUMBER: 22-834-0905

DPS SUPPLIER REGISTRATION SERVICE ID: **Unknown**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 29/01/2024  
It's issued under the DPS Contract with the reference number RM6126 for the provision of Qualitative & Quantitative Research call off Contract.

### DPS FILTER CATEGORY(IES):

**Conjoint / discrete choice / MAXDIFF / stated preference / trade-off, Multivariate analysis, Regression analysis, Segmentation analysis, Thematic analysis, Quantitative, Qualitative, Mixed method (qualitative and quantitative), Face-to-face, Online, Telephone, CATI (computer assisted telephone interview), Omnibus, Depth interviews, Ethnography, Focus group discussions, Narrative inquiry / narrative analysis, Behaviour change, Behavioural insights research, Communications testing research, Public polling, England, Wales, Scotland, Northern Ireland**

**Reference: 46336**

## 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 – Not applicable
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for **C22963**
    - 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 15 (Order Contract 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:

None

ORDER START DATE: **05/02/2024**

ORDER EXPIRY DATE: **04/04/2025**

ORDER INITIAL PERIOD: **1 year 2 months**

## 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 used to calculate liability in the first Contract Year is **Maximum £99,000**. Estimated Charges for the life of the contract.

## ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

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.

## REIMBURSABLE EXPENSES

None

## PAYMENT METHOD

Defra aims to pay undisputed invoices within 5 days, in line with the government's [Prompt Payment Policy](#)

To support this aim, Defra uses an automated scanning solution to speed up how they review and process invoices.

To help Defra efficiently process your invoice, please make sure you:

- include a valid Defra purchase order number on your invoice
- Indicate the purchase order line number if you are invoicing an item from a multiple line purchase order
- Provide a quantity, unit rate, and meaningful description for each unit Defra is buying (where applicable)
- Send an email that is not bigger than 4MB
- Format all files as PDFs
- Attach all files directly to the email – for example, you should not attach folders
- Provide one PDF per invoice – all supporting documentation must be included within the single PDF
- Send your invoice to one email address only – do not copy in multiple addresses
- Do not send password protected files – these cannot be processed
- You can attach multiple invoices to one email, but each invoice must be in a separate PDF.

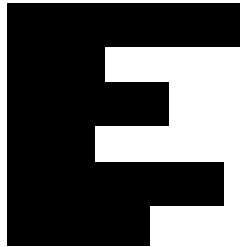
Submit your invoice to the relevant email address:

Defra: 

In exceptional circumstances, suppliers may post invoices to the following address:

**BUYER'S INVOICE ADDRESS:**  
Shared Services Connected Limited  
DEF Procure to Pay  
PO Box 790  
Newport  
NP10 8FZ

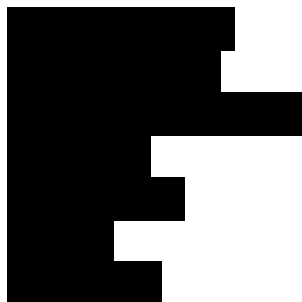
**BUYER'S AUTHORISED REPRESENTATIVE**



**BUYER'S ENVIRONMENTAL POLICY**  
**Available upon request.**

**BUYER'S SECURITY POLICY**  
**Available upon request**

**SUPPLIER'S AUTHORISED REPRESENTATIVE**



**SUPPLIER'S CONTRACT MANAGER**

As above.

**PROGRESS REPORT FREQUENCY**

Monthly MI report including spend to date data, to be sent to the customer on the 10th working day of each month.

**PROGRESS MEETING FREQUENCY**  
**To be agreed with the Authority.**

**KEY STAFF**



**KEY SUBCONTRACTOR(S)**

Acumen Field Limited  
Company number 10514262  
Bank House,  
147 Buxton Road,  
Stockport,  
SK2 6EQ

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

**Not Applicable**

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract

**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)]

