

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

## **Order Form**

ORDER REFERENCE: GSS24752

THE BUYER: Department for Energy, Security and Net Zero (DESNZ)

BUYER ADDRESS 3-8 Whitehall Place, London, SW1A 2ED

THE SUPPLIER: Press Data Limited

SUPPLIER ADDRESS: 1 St. Colme Street, Edinburgh, EH3 6AA

REGISTRATION NUMBER: SC177530

DUNS NUMBER: Unknown

DPS SUPPLIER REGISTRATION SERVICE ID: Unknown

### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated Thursday 12<sup>th</sup> June 2025.

It's issued under the DPS Contract with the reference number RM6126 for the provision of Press Cuttings Service.

### **DPS FILTER CATEGORY(IES):**

#### **Subject Area**

##### Culture, Media and Sport

- Digital Media
- Print Media

##### Environment and Infrastructure

- Climate Change
- Decarbonisation, emissions and net zero

#### **Research Methods**

##### Analysis and Modelling

- Content analysis

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- Social media analysis
- Media monitoring

**Target Participants**Professionals

- Journalists / media

**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 5 (Corporate Social Responsibility)
    - Joint Schedule 10 (Rectification Plan)
  - Order Schedules for GSS24752
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 4 (Order Tender)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 9 (Security)
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3

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: 13<sup>th</sup> June 2025

ORDER EXPIRY DATE: 12<sup>th</sup> June 2027

ORDER INITIAL PERIOD: 2 years + option to extend by 1 year

RM6126 - Research & Insights DPS  
 Project Version: v1.0  
 Model Version: v1.3

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**ORDER EXTENSION PERIOD** 1 year

**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 £15,600.00 excluding VAT.

**ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

The Supplier shall submit an invoice within 30 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

If you have a query regarding an outstanding payment, please contact our accounts payable section either by email to [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk) or by telephone 01793 867004 between 09:00 and 17:00 Monday to Friday.

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.

The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.

The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract.

Payment shall be made via BACS

Invoices payable upon receipt of invoice and Purchase Order.

Payment shall be made on Acceptance of the deliverables

**BUYER'S INVOICE ADDRESS:**

All invoices should be sent to [ap@uksbs.co.uk](mailto:ap@uksbs.co.uk) with the following address: UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF

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**BUYER'S AUTHORISED REPRESENTATIVE**


**BUYER'S ENVIRONMENTAL POLICY**

Available online at: <https://www.gov.uk/government/publications/environmental-principles-policy-statement/environmental-principles-policy-statement>

**BUYER'S SECURITY POLICY**

Available online at: <https://www.gov.uk/government/publications/security-policy-framework>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**


**SUPPLIER'S CONTRACT MANAGER**


**PROGRESS REPORT FREQUENCY**

See details in Order Schedule 20 (Order Specification)

**PROGRESS MEETING FREQUENCY**

Monthly

**KEY STAFF**


**KEY SUBCONTRACTOR(S)**

Not Applicable

**E-AUCTIONS**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

See details in Joint Schedule 4 (Commercially Sensitive Information)

**SERVICE CREDITS**

Not Applicable

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**ADDITIONAL INSURANCES**

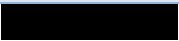
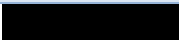


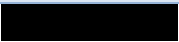
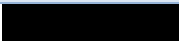

Not Applicable

**GUARANTEE**

Not Applicable

**SOCIAL VALUE COMMITMENT**

Not Applicable

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