

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **project_18893 BX Device Cleaning 2026**

THE BUYER: **HOME OFFICE**

BUYER ADDRESS **2 MARSHAM STREET, LONDON, SW1P 4DF**

THE SUPPLIER: **Capital Computer Care Ltd**

SUPPLIER ADDRESS: **[REDACTED]**

REGISTRATION NUMBER: **[REDACTED]**

DUNS NUMBER: **[REDACTED]**

DPS SUPPLIER REGISTRATION SERVICE ID:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 1st January 2026.

It's issued under the DPS Contract with the reference number **RM6264** for the provision of **Facilities Management and Workplace Services**.

DPS FILTER CATEGORY(IES):

- **IT equipment cleaning**
- **Reactive cleaning (outside operational hours)**
- **Routine cleaning**
- **Port and Airport buildings**
- **All regions (excluding Highlands and Islands)**

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 Joint and Order Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6264**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6264
 - 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)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for RM6264
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender (Supplier's bid offer))
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
Amendments to this Schedule in respect of Bronze Contracts as per paragraph 10 of Part A
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
 - Order Schedule 26 (Buyer Remedies for Default and Step in Rights)
4. CCS Core Terms (DPS version) v1.0.03
DPS-Schedule-4-DPS-Management-v1.0-1
DPS-Schedule-9-Cyber-Essentials-Scheme-v1.0

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]

EFFECTIVE DATE: 19 December 2025

DATE THE CONTRACT PERIOD COMMENCES: 1 January 2026

MOBILISATION PERIOD: NOT APPLICABLE

START DATE / DATE THE ORDER CONTRACT INITIAL PERIOD COMMENCES /
DATE CONTRACT YEAR 1 COMMENCES: 1 January 2026

DATE ORDER CONTRACT INITIAL PERIOD ENDS: 31 December 2028

ORDER CONTRACT OPTIONAL EXTENSION PERIOD 1 (start and end dates):
1 January 2029 to 31 December 2029

ORDER CONTRACT OPTIONAL EXTENSION PERIOD 2 (start and end dates):
1 January 2030 to 31 December 2030

TOTAL MAXIMUM CONTRACT PERIOD: 1 January 2026 to 31 December 2030

ORDER CONTRACT 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 and in DPS Joint Schedule 3 (Insurance Requirements).

ORDER CHARGES

See further details in Order Schedule 5 (Pricing Details)

Contract Value for 3 year Initial Term:

£191,156 exclusive of VAT

£229,387.20 inclusive of VAT @ 20%

Additional Costs:

DPS Ref: RM6264
Project Version: v1.0
Model Version: v1.3



REIMBURSABLE EXPENSES

None.

TARGET COST

Not Applicable

PAYMENT METHOD



Ensure to quote the PO reference on all correspondence.

BUYER'S INVOICE ADDRESS:



Invoices submitted via email will be processed more quickly.

INDEXATION

Indexation of rates shall not apply during the initial term of this Agreement. However, it may be subject to mutual agreement between the parties should any extension periods be exercised.

PASS THROUGH COSTS

Not Applicable

MORE FAVOURABLE COMMERCIAL TERMS

Not Applicable

INCLUSIVE REPAIR THRESHOLD

Not Applicable

BILLABLE WORKS

Not Applicable – Order Schedule 5 Pricing Details will apply.

BILLABLE WORKS NOT REQUIRING APPROVAL

Not Applicable - Order Schedule 5 Pricing Details will apply.

BUSINESS CRITICAL EVENTS

Not Applicable

WARRANTY

As per 3.1.2 of the Core Terms (90 Days)

CYBER ESSENTIALS

Cyber Essentials Basic is required.

BUYER'S AUTHORISED REPRESENTATIVE

Name	Address
[REDACTED]	2 MARSHAM STREET, LONDON, SW1P 4DF
[REDACTED]	

BUYER'S ENVIRONMENTAL POLICY

The Supplier shall actively support the Buyer's DDaT compliance with the Greening Government Commitments 2021 to 2025, demonstrating a clear understanding of and alignment with its principles and requirements.

Greening Government Commitments 2021 to 2025, 15/12/2022, available online at [Greening government commitments 2021 to 2025 - GOV.UK](#)

BUYER'S SECURITY POLICY

The Supplier shall actively support the Buyer's DDaT compliance with the HMG Security Policy Framework, demonstrating a clear understanding of and alignment with its principles and requirements.

Security Policy Framework, Version 1.3, 02/12/2022, available online at [Security policy framework: protecting government assets - GOV.UK](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

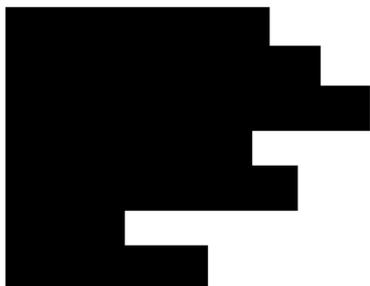
PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter.

KEY STAFF



KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information not for disclosure:

1. RM6264-DPS-Order-Schedule-14-Service-Levels - Annex A to Part A: Services Levels and Service Credits Table
2. RM6264-DPS-Order-Schedule-4-Order-Tender
3. RM6264-DPS-Order-Schedule-5-Pricing-Details
4. RM6264-DPS-Order-Schedule-9-Security
5. RM6264-DPS-Order-Schedule-2-Staff-Transfer
6. RM6264-DPS-Schedule-6-Order-form-template-and-order-schedules – Additional Costs; Key Staff, Supplier Name/Contact Details, Service Credits Cap

DPS Schedule 6 (Order Form Template and Order Schedules)

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SERVICE CREDITS

Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).

The Service Credit Cap is: ██████████

ADDITIONAL INSURANCES

Not applicable

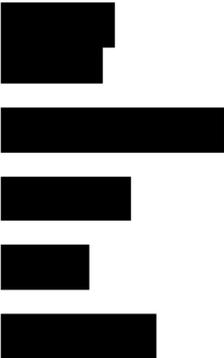
GUARANTEE

Not applicable

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).

DPS Schedule 6 (Order Form Template and Order Schedules)
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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	Commercial Lead The Home Office 2 Marsham Street Westminster London SW1P 4DF
Date:	19 th December 2025	Date:	19 th December 2025