

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **TLOT10139 - 2023 Vehicle Excise Duty
Roadside Survey Fieldwork**

THE BUYER: **The Department for Transport (DfT)**

BUYER ADDRESS **Great Minster House, 33 Horseferry Road,
London, SW1P 4DR**

THE SUPPLIER: **INTELLIGENT DATA COLLECTION LIMITED**

SUPPLIER ADDRESS: **Unit 2 Cordwallis House, Cordwallis Street,
Maidenhead, Berkshire, England, SL6 7BE**

REGISTRATION NUMBER: **06319363**

DUNS NUMBER: **21-007-7817**

DPS SUPPLIER REGISTRATION SERVICE ID: **DPS189072**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **15/03/2023**.
It's issued under the DPS Contract with the reference number **RM6126 – Research & Insights** for the provision of **2023 Vehicle Excise Duty Roadside Survey Fieldwork**.

DPS FILTER CATEGORY(IES):
N/A

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. 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 **RM6126**
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**

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

N/A

ORDER START DATE: **15/03/2023**

ORDER EXPIRY DATE: **31/12/2023**

ORDER INITIAL PERIOD: **9 Months & 23 Days**

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.

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The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£235,000**

ORDER CHARGES

Option A: **£235,000**

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

- 20% of the contract price will be paid on the Authority's acceptance that all pre-survey activities have been completed in accordance with the specification.
- 30% of the contract price will be paid on the Authority's acceptance that the delivered survey data files and associated images meet:
 - KPI#1 (coherence);
 - KPI#2 (achieved main sample); and
 - KPI#3 (achieved motorcycle sample).
- 30% of the contract price will be paid on the Authority's acceptance that the data quality measures are met:
 - KPI#4 (main sample quality); and
 - KPI#5 (motorcycle sample quality).
- 20% of the contract price will be paid on the Authority's acceptance of the final project report.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. Invoices should be agreed with the Authority's contract managers before they are submitted formally for payment.

Payment can only be made following satisfactory delivery and receipt by the Authority of the deliverables indicated in Section 7 of the Statement of Requirements (See Schedule 20).

BUYER'S INVOICE ADDRESS:

DFT Shared Services Centre
5 Sandringham Park
Swansea
SA7 0EA.

Alternatively, invoices may be sent electronically to the following email address:

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED
REDACTED
REDACTED

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED
REDACTED
REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED
REDACTED
REDACTED

PROGRESS REPORT FREQUENCY

To be agreed upon contract start but estimated (but not limited to) once a Month.

PROGRESS MEETING FREQUENCY

To be agreed upon contract start but estimated (but not limited to) once a Month.

KEY STAFF

REDACTED
REDACTED
REDACTED

REDACTED
REDACTED
REDACTED

KEY SUBCONTRACTOR(S)

None

Supplier's Commercially Sensitive Information

All technical and pricing information related to the bid response is deemed to be commercial sensitive.

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

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The Supplier agrees, in providing the Deliverables and performing its obligations under the Order Contract, that it will comply with the social value commitments as stated in their Tender response.

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:	09/03/2023	Date:	10/03/2023