DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **PS23037**

THE BUYER: **The Department for Business, Energy and Industrial Strategy (BEIS)**

BUYER ADDRESS   1 Victoria Street, London, SW1H 0ET

THE SUPPLIER: Tetra Tech International Development Limited

SUPPLIER ADDRESS: 1 Northfield Road, Reading, Berkshire, RG1 8AH

APPLICABLE DPS CONTRACT: RM6126 – Research and Insights

This Order Form is for the provision of the Deliverables and dated 7th March 2023
It's issued under the DPS Contract with the reference number PS23037 for the provision of What works in International R&I Programmes

DPS FILTER CATEGORY(IES):
     Filters Applied:

- Rapid Evidence Assessment (REA)
- Scoping Review
- Literature Review/ Narrative Review/ Narrative Literature Review

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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) PS23037
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

- Joint Schedules for **PS23037**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 7 (Financial Difficulties) – N/A
    - Joint Schedule 10 (Rectification Plan) - N/A
    - Joint Schedule 11 (Processing Data) - N/A
- Order Schedules for **PS23037**
    - Order Schedule 1 (Transparency Reports) – N/A
    - Order Schedule 2 (Staff Transfer) – Part C applies
    - Order Schedule 3 (Continuous Improvement) – N/A
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 20 (Order Specification)

5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **PS23037**
7. Order Schedule 4 (Order Tender)

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: Wednesday 8th March 2023

ORDER EXPIRY DATE: Thursday 6th April 2023

ORDER INITIAL PERIOD: 4 Weeks

DELIVERABLES

Option B: See details in Order Schedule 20 (Order Specification)

- List of evaluations of international R&I programmes (mid-March 2023): This list will be the output of the scoping exercise (Phase 1), following the process described in section 4. It is expected that the successful supplier will deliver this list in a form of a comprehensive table, followed by a short narrative (no more than 3-4 pages) of the steps undertaken and the rationale.
- Short paper on the methodology of the evidence review (mid-March 2023): This short paper (up to 10 pages) should provide details of the methodology of the evidence review for Phase 2, including details on the rationale and on any caveats or limitations.
- Final report (early April 2023): The final report will be a synthesis of the findings on outcomes/impacts and conditions of success. As outlined in the Timetable section (see below), the successful supplier will be expected to provide a draft of the final report to BEIS and should therefore expect to receive, and act on, at least one round of comments before BEIS signs off the final report.
- Presentation of final report findings (early April 2023): The contractor is expected to deliver a virtual presentation and a set of presentation slides to BEIS Analysts. The presentation and the slide-pack will focus on the findings of the final report findings.

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 **£29,060.00 excluding VAT**

ORDER CHARGES
The total value of this contract shall not exceed £29,060.00 excluding VAT.
Option B: See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES
None

PAYMENT METHOD
Payments shall be made via BACS upon completion of the services. Payment shall be subject to receipt of valid invoice and Purchase Order.

BUYER'S INVOICE ADDRESS:
The Department for Business, Energy and Industrial Strategy (BEIS) c/o UK SBS, Queensway House, West Precinct, Billingham, TS23 2NF or email finance@services.uksbs.co.uk

BUYER'S AUTHORISED REPRESENTATIVE

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BUYER'S ENVIRONMENTAL POLICY
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991859/beis-environment-policy.pdf

BUYER'S SECURITY POLICY
https://www.gov.uk/government/publications/security-policy-framework

SUPPLIER'S AUTHORISED REPRESENTATIVE
███████

SUPPLIER'S CONTRACT MANAGER
███████

PROGRESS REPORT FREQUENCY
Weekly

PROGRESS MEETING FREQUENCY
Weekly

KEY STAFF
███████

KEY SUBCONTRACTOR(S)
N/A

E-AUCTIONS
Not Applicable

COMMERCIALLY SENSITIVE INFORMATION
Supplier's Commercially Sensitive Information

SERVICE CREDITS
Not applicable

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)

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