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

**Order Form**

ORDER REFERENCE: **703285450**

THE BUYER: **Defence Infrastructure Organisation (DIO)**

BUYER ADDRESS **RAF Wyton, Huntingdon, Cambridgeshire, PE28 2EA**

THE SUPPLIER: [**Insert** name of Supplier]

SUPPLIER ADDRESS:[**Insert** registered address (if registered)]

REGISTRATION NUMBER:[**Insert** registration number (if registered)]

DUNS NUMBER: **[Insert** if known]

DPS SUPPLIER REGISTRATION SERVICE ID: **[Insert** if known]

**[Buyer guidance:** This Order Form, when completed and executed by both Parties, forms an Order Contract. It is essential that if you, as the Buyer, add to or amend any aspect of any Order Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 13 June 2022.

It’s issued under the DPS Contract with the reference number **703285450** for the provision of a customer satisfaction survey for service family accommodation.

DPS FILTER CATEGORY(IES):

Not applicable

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) 703285450
3. Order Schedule 17 (MOD Terms)
4. The following Schedules in equal order of precedence:

* Joint Schedules for 703285450
  + 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 703285450
  + Order Schedule 3 (Continuous Improvement)
  + Order Schedule 5 (Pricing Details)
  + Order Schedule 8 (Business Continuity and Disaster Recovery)
  + Order Schedule 9 (Security)
  + Order Schedule 10 (Exit Management)
  + Order Schedule 14 (Service Levels)
  + Order Schedule 20 (Order Specification)

1. CCS Core Terms (DPS version) v1.0.3
2. 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:

Detailed in Order Schedule 17 (MOD Terms)

ORDER START DATE: **[Inset** Day Month 2022]

ORDER EXPIRY DATE: **[Inset** Day Month 2025]

ORDER INITIAL PERIOD: 3 Years

OPTION PERIOD: 12 months, the buyer can take up the Extension Period by giving the Supplier no less than 3 Months' written notice before the Contract expires. The Extension Period shall be a firm price as detailed in Order Schedule 5 (Pricing Details).

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 **[Insert** Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details) for Tendered Firm Price. DEFFORM 47 Annex D – Pricing Document will become Order Schedule 5.

The Charges will not be impacted by any change to the DPS Pricing.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment will be made on CP&F in accordance with Order Schedule 17 (MOD Terms) DEFCON 522. Charges are to be paid in arrears and the total firm price for each contact year will be split into twelve (12) equal monthly payments.

BUYER’S INVOICE ADDRESS:

DBS Finance, Walker House, Exchange Flags,

Liverpool, L2 3YL

BUYER’S AUTHORISED REPRESENTATIVE

Rowena Charity

DIO Commercial Officer

Rowena.Charity100@mod.gov.uk

DIO, Swales Pavilion, RAF Wyton, Huntingdon, PE28 2EA

BUYER’S ENVIRONMENTAL POLICY

See JSP 418

BUYER’S SECURITY POLICY

See JSP 440

SUPPLIER’S AUTHORISED REPRESENTATIVE

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

SUPPLIER’S CONTRACT MANAGER

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

PROGRESS REPORT FREQUENCY

Monthly Reports to be provided by 10th (tenth) calendar day of the month in accordance with Order Schedule 20 (Specification), including, a list of occupants who have been successfully surveyed.

Quarterly Reports to be provided by 20th(twentieth) calendar day of the month.   
  
Annual Report to be provided on each anniversary of the Contract Start Date showing progress against social value commitments identified at tender.

PROGRESS MEETING FREQUENCY

Quarterly progress meetings will be held between the Authority and the contractor starting 5 months after the commencement of the contract.

KEY STAFF

[**Insert** name]

**[Insert** role]

[**Insert** email address]

**[Insert** address]

KEY SUBCONTRACTOR(S)

**[Insert** name (registered name if registered)]

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

[**Insert** Not applicable **or insert** Supplier’s Commercially Sensitive Information]

SERVICE CREDITS

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

The Service Credit Cap is: in each 12 month period no more than 12% of the annual contract value.

The Service Period is: one Month

A Critical Service Level Failure is: Not achieving the Service Level Performance Measure in one or more Key Indicators for 3 consecutive Service Periods.

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) and will provide an annual progress report.

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