

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

## Order Form

ORDER REFERENCE: **TMAR3094 - Understanding seafarer fatigue and roster patterns**

THE BUYER: **Department for Transport**

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

THE SUPPLIER: Loughborough University Enterprises Limited

SUPPLIER ADDRESS: Loughborough University,  
Loughborough,  
Leicestershire LE11 3TU

REGISTRATION NUMBER: 03139948

DUNS NUMBER:

DPS SUPPLIER REGISTRATION SERVICE ID:

This Order Form is for the provision of the Deliverables and dated 1 November 2023.

It's issued under the DPS Contract with the reference number RM6126 for the provision of **Understanding seafarer fatigue and roster patterns**.

## 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. RM6126 Joint Schedule 1(Definitions and Interpretation)
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 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for **TM3094**
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 8 (Business Continuity and Disaster Recovery)
    - Order Schedule 9 (Security)
    - Order Schedule 10 (Exit Management)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6126** DPS Contract
6. Order Schedule 4 (Order Tender – Supplier response to Attachment 2 – How to Bid including Evaluation Criteria) 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.
7. Attachment 4 – Pricing Schedule (TMAR3094)

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 START DATE: **08 November 2023**

ORDER EXPIRY DATE: **06 June 2024**

ORDER INITIAL PERIOD: **7 months**

## DELIVERABLES

As per attachment 3 Statement of Requirements

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

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### **MAXIMUM LIABILITY**

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

### **ORDER CHARGES**

As per attachment 4 Pricing Schedule

### **REIMBURSABLE EXPENSES**

As per Attachment 4 Pricing Schedule

### **PAYMENT METHOD**

As per Attachment 4 Pricing Schedule

### **BUYER'S INVOICE ADDRESS:**

The Supplier must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

[ssa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

or via post to:

Accounts Payable,  
Shared Services arvato,  
5 Sandringham Park,  
Swansea Vale,  
Swansea  
SA7 0EA

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

### **BUYER'S AUTHORISED REPRESENTATIVE**

Contract Manager:

[REDACTED]

Senior Social Researcher

[REDACTED]@dft.gov.uk

Great Minster House, Horseferry Road, London

Commercial:

[REDACTED]

Commercial Relationship Manager

[REDACTED]@dft.gov.uk

### **BUYER'S ENVIRONMENTAL POLICY**

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

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As Attachment 3 Statement of Requirements

**BUYER'S SECURITY POLICY**

As Attachment 3 Statement of Requirements

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

Consultancy Contracts Manager,  
Finance Office, Loughborough University, Loughborough, Leicestershire LE11 3TU  
[REDACTED] [@lboro.ac.uk](mailto:[REDACTED]@lboro.ac.uk)

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

Consultancy Contracts Manager, ,  
Finance Office, Loughborough University, Loughborough, Leicestershire LE11 3TU  
[REDACTED] [@lboro.ac.uk](mailto:[REDACTED]@lboro.ac.uk)

**PROGRESS REPORT FREQUENCY**

As per Attachment 3 Statement of Requirements

**PROGRESS MEETING FREQUENCY**

As per Attachment 3 Statement of Requirements

**KEY SUBCONTRACTOR(S)**

[REDACTED]

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier Tender Response to Attachment 2 How to Bid including Evaluation Criteria  
Attachment 4 – Pricing Schedule (TMAR3094)

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**



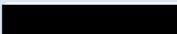

Not applicable

**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 in Order Schedule 4 (Order Tender Response)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Head of Research and Innovation Operations	Role:	Commercial Relationship Manager
Date:	08/11/2023	Date:	08/11/2023