

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

## Order Form

ORDER REFERENCE: **TTDC3024**

THE BUYER: **Department for Transport**

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

THE SUPPLIER: **Frazer Nash**

SUPPLIER ADDRESS: **Hill Park South, KBR Campus, Springfield  
Drive, Leatherhead, Surrey, KT22 7LH**

REGISTRATION NUMBER: **02562870**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 19/12/23.  
It's issued under the DPS Contract with the reference number RM6126 for the provision of the **Assessment of options for weights and dimensions associated with zero emission Heavy Goods Vehicles (HGVs).**

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. DPS Special Terms
4. 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)

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- Joint Schedule 11 (Processing Data)
- Order Schedules for **RM6126**
  - Order Schedule 1 (Transparency Reports)
  - Order Schedule 3 (Continuous Improvement)
  - Order Schedule 5 (Pricing Details)
  - Order Schedule 7 (Key Supplier Staff)
  - Order Schedule 20 (Order Specification)
- 5. CCS Core Terms (DPS version) v1.0.3
  - 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

1. In terms of Schedule 3 (continuous improvement plan), the creation of a 'plan' will not be required for this contract due to the contract length.

ORDER START DATE: **19 December 2023**

ORDER EXPIRY DATE: **31 March 2024**

ORDER INITIAL PERIOD: **4 Months**

### 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 Year 1 Charges used to calculate liability in the first Contract Year is **£98,500.00**

### ORDER CHARGES

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

- The Supplier will submit invoices after Key Milestones and deliverables have been met. The invoices are submitted to the Contract Manager, Project Manager and Assistant Project Manager for review.
- Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

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- Upon contract award (or shortly after), the Supplier will be issued with a Purchase Order (PO). Invoices must quote the PO number and must be submitted to:

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

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

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

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

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

xx  
Commercial Relationship Management Lead

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

xx  
Head of Zero Emission HGV Infrastructure Strategy  
[xx@dft.gov.uk](mailto:xx@dft.gov.uk)

### **SUPPLIER'S AUTHORISED REPRESENTATIVE**

xx  
Business Manager  
[xx@fnc.co.uk](mailto:xx@fnc.co.uk)

Hill Park South, KBR Campus, Springfield Drive, Leatherhead, Surrey, KT22 7LH

### **PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

### **PROGRESS MEETING FREQUENCY**

Monthly on the first Working Day of each month

### **E-AUCTIONS**

Not applicable

### **SERVICE CREDITS**

Not applicable

### **ADDITIONAL INSURANCES**

RM6126 - Research & Insights DPS  
Project Version: v1.0  
Model Version: v1.3

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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)]

<b>For and on behalf of the Buyer:</b>		<b>For and on behalf of the Supplier:</b>	
Signature:	signature	Signature:	signature
Name:	xx	Name:	xx
Role:	Commercial Relationship Management Lead	Role:	Business manager
Date:	19/12/23	Date:	20/12/23