

DPS Schedule 6 – Order Form and Order Schedule
Order Ref:

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Order Form

Order Reference:	[Insert Order Reference Number]
The Buyer:	[Insert Buyer's name]
Buyer Address:	[Insert Buyer's Address]
The Supplier:	[Insert Supplier's name]
Supplier Address:	[Insert Supplier's Address]
Registration Number:	[Insert Supplier's Registration Number]
DUNS Number:	[Insert Supplier's DUNS Number]

DPS Contract

This Order Form is for the provision of the Deliverables and dated [Insert date of issue].

It's issued under the DPS Contract with the reference number PS25001 for the provision of Scientific Research and Advice for Government.

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. DPS Joint Schedule 1 – Definitions and Interpretation
3. The following Schedules in equal order of precedence:
 - Order Schedules for [enter order reference]
 - Order Schedule 1 – Transparency Reports
 - Order Schedule 2 – Staff Transfer
 - Order Schedule 3 – Continuous Improvement
 - Order Schedule 5 – Pricing Details
 - Order Schedule 7 – Key Supplier Staff
 - Order Schedule 9 – Security
 - Order Schedule 10 – Exit Management
 - Order Schedule 14 – Service Levels
 - Order Schedule 15 – Order Contract Management
 - Order Schedule 17 – MOD Terms
 - Order Schedule 18 – Background Checks
 - Order Schedule 19 – Scottish Law
 - Order Schedule 20 – Order Specification
 - Order Schedule 21 – Northern Ireland Law
 - Order Schedule 23 – HMRC Terms
 - Joint Schedules for [enter order reference]
 - Joint Schedule 2 – Variation Form
 - Joint Schedule 3 – Insurance Requirements
 - Joint Schedule 4 – Commercially Sensitive Information
 - Joint Schedule 6 – Key Subcontractors
 - Joint Schedule 7 – Financial Difficulties
 - Joint Schedule 8 – Guarantee

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- Joint Schedule 10 – Rectification Plan
- Joint Schedule 11 – Processing Data
- Joint Schedule 12 – Supply Chain Visibility
- 4. PS25001 DPS Core Terms
- 5. Joint Schedule 5 – Corporate Social Responsibility
- 6. 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:

[Insert terms to revise or supplement Core Terms, Joint Schedules, Order Schedules; or none]

[Special Term 1]

[Special Term 2.]

[Special Term 3.]

[None]

Order Term

Order Start Date:	[Inset Day Month Year]
Order End Date:	[Inset Day Month Year]
Order Initial Period:	[Inset Years, Months]
Optional Extension:	[Inset details of any optional extension or N/A]

Deliverables

[insert [Core of Deliverable] [Delivery date] [Details]] or

[See details in Order Schedule 20 – Specification]

Maximum Liabilities

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

In accordance with Clause 11.2 of the Core Terms, the Supplier's total aggregate liability in each Contract Year under Clause 11.6 is no more than the Data Protection Liability, being

[insert appropriate number in the suggested range of £1 million –20 million]

Order Charges

Order Contract Value:	£ [Insert awarded Contract value]
Total Potential Contract Value:	£ [Insert total potential Contract value including any optional extension] or [Insert N/A]

See full details of the Pricing breakdown within Order Schedule 5 – Pricing Details

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- **[Indexation]**
- Specific Change in Law

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Reimbursable Expenses

[Insert None] or

[Insert Recoverable as detailed in the scope of services within Order Schedule 20 – Specification]

Payment Method

[Insert payment method(s) and necessary details]

Buyer's Invoice Address

[Insert Invoice Address [email] [Contact name]]

Buyer's Authorised Representative

[Insert name]

[Insert role]

[Insert email address]

Buyer's Environmental Policy

[Insert details [Document name] [version] [date] [available online at:]] or

[insert: [Appended at Order Schedule X]]

Buyer's Security Policy

[Insert details [Document name] [version] [date] [available online at:]] or

[insert: [Appended at Order Schedule X]]

Supplier's Authorised Representative

[Insert name]

[Insert role]

[Insert email address]

Supplier's Contract Manager

[Insert name]

[Insert role]

[Insert email address]

Progress Meeting and reporting Frequency

[Insert progress meeting and reporting frequency] or

[Insert Progress meeting and reporting frequency required as detailed in the scope of services advertised and confirmed within Order Schedule 20 – Specification]

Key Staff

[Insert name]

[Insert role]

[Insert email address] or

See details in Order Schedule 7 – Key Supplier Staff

Key Subcontractor(s)

[Insert Name and Registered Address of any Key Subcontractor(s) required for the delivery of this Contract]

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Commercially Sensitive Information

See details in Joint Schedule 4 – Commercially Sensitive Information

Service Credits

[Insert Not applicable] or

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

Staff Transfer

[insert details of Staff Transfer applicable to this Contract, including the relevant sections that have been included within Order Schedule 2 – Staff Transfer] or

[Staff Transfer is not applicable to this Contract. For confirmation Sections C and E have been included within Order Schedule 2 – Staff Transfer, to confirm no Staff Transfer is applicable]

Insurances

See details in Joint Schedule 3 – Insurance Requirements

Guarantee

[Insert Not applicable] or [insert The Supplier must have a Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)] or [insert There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract]

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)

Signatures

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

For and on behalf of the Buyer:	
Signature:	
Name:	

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Role:	
Date:	