**Order Form**

ORDER REFERENCE: **CCZZ23A33**

THE BUYER: **HM Treasury**

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**,

THE SUPPLIER: **Walnut Unlimited**

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information,**

**REDACTED TEXT under FOIA Section 40, Personal Information**

REGISTRATION NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**

DUNS NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**

DPS SUPPLIER REGISTRATION SERVICE ID:Not applicable

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 4th January 2024.

It’s issued under the DPS Contract with the reference number RM6126 for the Provision of Market Research Related to a Retail Offer of NatWest Shares.

DPS FILTER CATEGORIES:

* Financial services
* Policy analysis and development
* Quantitative
* Qualitative
* Mixed method (qualitative and quantitative)
* Face-to-face
* Online
* Telephone
* Focus group discussions
* Public polling
* England
* Wales
* Scotland
* Northern Ireland

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
2. Joint Schedule 1(Definitions and Interpretation) RM6126
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 Form)
  + Joint Schedule 11 (Processing Data)
* Order Schedules for CCZZ23A33
  + Order Schedule 1 (Transparency Reports)
  + Order Schedule 7 (Key Supplier Staff)
  + Order Schedule 9 (Security – Short Form)
  + Order Schedule 10 (Exit Management)
  + Order Schedule 20 (Order Specification)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) RM6126
3. 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

None

ORDER START DATE: **5th January 2024**

ORDER EXPIRY DATE: **4th January 2025**

ORDER INITIAL PERIOD: **Twelve (12) months**

OPTIONAL EXTENSION: **Twelve (12) months**

DELIVERABLES

See details in Order Schedule 20 - 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£110,050.00 (excluding extension option and excluding VAT)

ORDER CHARGES

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

REIMBURSABLE EXPENSES

Not recoverable. Order Charges must include all costs and expenses.

PAYMENT METHOD

Payment will be made by BACS and 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.

BUYER’S INVOICE ADDRESS:

**REDACTED TEXT under FOIA Section 40, Personal Information**

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**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S ENVIRONMENTAL POLICY

Not Applicable

BUYER’S SECURITY POLICY

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

SUPPLIER’S AUTHORISED REPRESENTATIVE

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SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

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PROGRESS REPORT FREQUENCY

Weekly

PROGRESS MEETING FREQUENCY

Weekly

|  |  |  |
| --- | --- | --- |
| Milestone/Deliverable | Description | Timeframe or Delivery Date |
| Preparation Phase | | |
| 1 | Kick-off meeting | By w/c 8th January 2024 |
| 2 | Research strategy |  |
| 3 | Questionnaires, other relevant research materials and detailed timing and implementation process plans. | By 16th January 2024 |
| 4 | Detailed timing and implementation process plans | By 16th January 2024 |
| Implementation Phase | | |
| 5 | Launch research | By 17th January 2024 |
| 6 | Collect final results of research | By 31st January 2024 |
| Analysis Phase | | |
| 7 | Presentation and draft analysis report | By 2nd February 2024 |
| 8 | Presentation and final analysis report | By 9th February 2024 |

KEY STAFF

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KEY SUBCONTRACTOR

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E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date: | 05/01/2024 | Date: | 08/01/2024 |