

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: C306196

THE BUYER: Medicines and Healthcare products Regulatory Agency (MHRA)

BUYER ADDRESS 10 South Colonnade,
Canary Wharf,
London E14 4PU

THE SUPPLIER: Media Friendly Ltd

SUPPLIER ADDRESS: Cedar House
Glade Road
Marlow
SL7 1DQ

REGISTRATION NUMBER: 12012831

DUNS NUMBER: 225093799

DPS SUPPLIER REGISTRATION SERVICE ID: Unknown

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and is dated 23 September 2024.

It's issued under the DPS Contract with the reference number RM6219 for the provision of Broadcast Media Training Services.

DPS FILTER CATEGORY(IES): Specialist/Niche

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) **RM6219**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6219**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for C306196 Order reference number
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6219**
7. 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: None

ORDER START DATE: 23/09/2024

ORDER EXPIRY DATE: 22/09/2027

ORDER INITIAL PERIOD: 3 years (+1-year optional extension)

DELIVERABLES

See details in Order Schedule 20 (Order Specification)

MAXIMUM LIABILITY

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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:

£20,000

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The payment method for this Call-Off Contract is BACS.

All invoices must include a valid purchase order number and a detailed description of services delivered.

The Buyer shall pay the Supplier the Charges within 30 days of receipt of a valid, undisputed invoice.

BUYER'S INVOICE ADDRESS:

All invoices must be submitted electronically in arrears to: accounts.payable@mhra.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

Redacted

BUYER'S ENVIRONMENTAL POLICY

Available online at: [Medicines and Healthcare products Regulatory Agency - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

BUYER'S SECURITY POLICY

Available online at: [Medicines and Healthcare products Regulatory Agency - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

Media Friendly Ltd, Cedar House, Glade Road, Marlow, SL71QH

SUPPLIER'S CONTRACT MANAGER

Redacted

DPS Ref: RM

Project Version: v1.0

Model Version: v1.3

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Media Friendly Ltd, Cedar House, Glade Road, Marlow, SL71QH

PROGRESS REPORT FREQUENCY

To be agreed

PROGRESS MEETING FREQUENCY

To be agreed

KEY STAFF

Redacted

Media Friendly Ltd, Cedar House, Glade Road, Marlow, SL71QH

KEY SUBCONTRACTOR(S)

Not applicable

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:	<div>Redacted</div>	Signature:	<div>Redacted</div>
Name:		Name:	
Role:	Business Director	Role:	Deputy Director – News and Media
Date:	12/09/24	Date:	13/09/24