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

**Order Form**

ORDER REFERENCE: CCTS25A56

THE BUYER: Ministry of Defence

BUYER ADDRESS

 UK Strategic Command

 HQ Commercial

 Northwood Headquarters

 Sandy Lane

 Northwood

 Middlesex

 HA6 3HP

THE SUPPLIER: Specialist Computer Centres

SUPPLIER ADDRESS:James House, Warwick Road, Tyseley,

 Birmingham, B11 2LE

CH REGISTRATION NUMBER:01428210

DUNS NUMBER: 227720521

DPS SUPPLIER REGISTRATION SERVICE ID:[Supplier to insert if known] TBC

This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form starting from ‘APPLICABLE DPS CONTRACT’ and up to, but not including, the Signature block

It is essential that if you, as the Buyer, add to or amend any aspect of any Order Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 2nd July 2025

It’s issued under the DPS Contract with the reference number CCTS25A56 for the provision of RCDS Lecture Theatre Upgrade.

DPS FILTER CATEGORY(IES):

Not applicable

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) RM6225
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
* Joint Schedules for RM6225
	+ 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)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ Joint Schedule 12 (Supply Chain Visibility)
* Order Schedules for [Insert Purchase Order reference number] TBC on award
	+ Order Schedule 1 (Transparency Reports)
	+ Order Schedule 2 (Staff Transfer)
	+ Order Schedule 3 (Continuous Improvement)
	+ Order Schedule 5 (Pricing Details)
	+ Order Schedule 6 (ICT Services)
	+ Order Schedule 7 (Key Supplier Staff)
	+ Order Schedule 8 (Business Continuity and Disaster Recovery)
	+ Order Schedule 9 (Security)
	+ Order Schedule 10 (Exit Management)
	+ Order Schedule 11 (Installation Works)
	+ Order Schedule 13 (Implementation Plan and Testing)
	+ Order Schedule 14 (Service Levels)
	+ Order Schedule 15 (Order Contract Management)
	+ Order Schedule 16 (Benchmarking)
	+ Order Schedule 17 (MOD Terms) Order Schedule 18 (Background Checks)
	+ Order Schedule 20 (Order Specification)
1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) RM6225

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:

Special Term 1 Cyber Defcon 658

Special Term 2. Interim Process in support of Defcon 658

Special Term 3. Statement Relating to Good Standing (Unregulated Procurements) (DSPR)

ORDER START DATE: 3rd July 2025

ORDER EXPIRY DATE: 2nd July 2030

ORDER INITIAL PERIOD: Five (5) Years

ORDER OPTIONAL EXTENSION No option to extend

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 Estimated Year 1 Charges used to calculate liability in the first Contract Year is £170,000 excluding VAT Estimated Charges in the first 12 months of the Contract.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Invoices paid upon receipt into RCDS Finance team.

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.

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information.

BUYER’S ENVIRONMENTAL POLICY

[20241018-Seaford House SHEF OA Statement-U.doc](https://modgovuk.sharepoint.com/%3Aw%3A/r/sites/RCDS-RoyalCollegeofDefenceStudies/_layouts/15/Doc.aspx?sourcedoc=%7B04665F23-6F1C-4B92-AE42-C99E2140D4ED%7D&file=20241018-Seaford%20House%20SHEF%20OA%20Statement-U.doc&action=default&mobileredirect=true&DefaultItemOpen=1) (hosted on MODNet but available on request)

BUYER’S SECURITY POLICY

[20190704 RCDS Security Orders.docx](https://modgovuk.sharepoint.com/%3Aw%3A/r/sites/RCDS-RoyalCollegeofDefenceStudies/NEW_Compliance/Security/Security/Security%20Orders/20190704%20RCDS%20Security%20Orders.docx?d=w3d73248cee1144219e3c6d5cbaf07140&csf=1&web=1&e=GawDVw) (hosted on MODNet but available on request)

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information.

SUPPLIER’S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information.

PROGRESS REPORT FREQUENCY

During design and installation of AV equipment we expect weekly update reports. Following this on from this progress reports will be required on the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Progress meetings to be held monthly.

SUPPLIER’S KEY STAFF

REDACTED TEXT under FOIA Section 40, Personal Information.

KEY SUBCONTRACTOR(S)

None

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

REDACTED TEXT under FOIA Section 43 Commercial Interests.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

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)]

|  |  |
| --- | --- |
| **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: | 3rd July 2025 | Date: | 7th July 2025 |

[Buyer guidance: execution by seal / deed where required by the Buyer].