DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **TIS0762**

THE BUYER: **The Insolvency Service**

BUYER ADDRESS   **London Regional Centre**
                          16th Floor, 1 Westfield Avenue
                          Stratford
                          London
                          E20 1HZ

THE SUPPLIER: **IFF Research Ltd**

SUPPLIER ADDRESS: **5th Floor, The Harlequin Building**
                          65 Southwark Street
                          London
                          SE1 0HR

REGISTRATION NUMBER: **00849983**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 03.07.2025

It's issued under the DPS Contract with the reference number TIS0762 (RM6126 Research and Insights Dynamic Purchasing System) for the provision of THE Confidence in the Regime Contract.

DPS FILTER CATEGORY:
59252 - Confidence in the Regime

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) **TIS0762**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

- Joint Schedules for **TIS0762**
    - o Joint Schedule 2 (Variation Form)
    - o Joint Schedule 3 (Insurance Requirements)
    - o Joint Schedule 4 (Commercially Sensitive Information)
    - o Joint Schedule 11 (Processing Data)
- Order Schedules for **TIS0762**
    - o Order Schedule 3 (Continuous Improvement)
    - o Order Schedule 4 (Order Tender)
    - o Order Schedule 5 (Pricing Details)
    - o Order Schedule 7 (Key Supplier Staff)
    - o Order Schedule 8 (Business Continuity and Disaster Recovery)
    - o Order Schedule 9 (Security)
    - o Order Schedule 10 (Exit Management)
    - o Order Schedule 14 (Service Levels)
    - o Order Schedule 18 (Background Checks)
    - o Order Schedule 20 (Order Specification)
    - o CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) **TIS0762**

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: **28th July 2025**

ORDER EXPIRY DATE: **31st January 2026**

ORDER INITIAL PERIOD: **6 Months**

EXTENSION OPTION: **None**

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 £67,977.50

ORDER CHARGES

REDACTED

Payments will be made in three instalments following completion of the key milestones. After milestone 1 is achieved (completion of the topic guide), 33% will be paid. After milestone 2 is achieved (first two weeks of fieldwork completed), the next 33% will be paid. After milestone 3 (the written report is completed and signed off), the remaining 34% will be paid.

REIMBURSABLE EXPENSES
None

PAYMENT METHOD
Invoice/BACS

The Buyer has a No PO (Purchase Order) No PAY (Payment) policy.

All Invoices must comply with the No PO No Pay Policy to be considered valid and be paid.

A valid Supplier Invoice shall include the following:
1. Valid Buyer Purchase Order Number;
2. Buyer Contract Reference Number; (TIS0818)
3. Invoice must accurately map to the line items within the Purchase Order, i.e. Line Descriptions, Number of Units and Unit Price.

The Buyer may make reasonable changes to its invoicing requirements during the Term by providing 30 calendar days written notice to the Supplier.

Please note that Payment Terms, notably lead times for payment of invoices, shall be directly tied to the No PO, No Pay Policy. Those without a valid PO number may be returned to the Supplier. In such cases, the lead time for payment of invoices shall not begin until a valid PO is received.

BUYER'S INVOICE ADDRESS:
Payments@insolvency.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

BUYER'S ENVIRONMENTAL POLICY

The Buyers Sustainability Strategy 2022 to 2025 available online at:

https://www.gov.uk/government/publications/the-insolvency-service-sustainability-strategy-2022-to-2025

BUYER'S SECURITY POLICY
Suppliers must adhere to the Buyers Security Management System policies which will be provided upon request.

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY
As required and agreed upon by the Buyer throughout the delivery of these Services.

PROGRESS MEETING FREQUENCY
As required and agreed upon by the Buyer throughout the delivery of these Services.

KEY STAFF
As agreed upon for the delivery of these Services.

KEY SUBCONTRACTOR(S)
None

E-AUCTIONS
Not applicable

COMMERCIALLY SENSITIVE INFORMATION
See Joint Schedule 4 Commercially Sensitive Information

SERVICE CREDITS
Not applicable

ADDITIONAL INSURANCES
Not applicable

GUARANTEE
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)

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