

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

## Order Form

**ORDER REFERENCE:** CR\_4413

**THE BUYER:** Department for Business and Trade

**BUYER ADDRESS:** Old Admiralty Building, Whitehall, London, SW1A 2BL

**THE SUPPLIER:** Birch Analytics Limited

**SUPPLIER ADDRESS:** [REDACTED]

**REGISTRATION NUMBER:** 15460744

**DUNS NUMBER:** 231434261

**DPS SUPPLIER REGISTRATION SERVICE ID:** N/A

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 1<sup>st</sup> August 2024.

It's issued under the DPS Contract with the reference number RM6126 for the provision of filling a gap in existing statistics by producing, for the first time, estimates of intra-firm trade for the UK.

**DPS FILTER CATEGORY(IES):**  
**Supply chains, Trade, Data mining, Econometric analysis, Time-series analysis / forecasting**

### 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) RM6126
3. DPS Special Terms

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

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4. 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 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for RM6126
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 9 (Security)
    - Order Schedule 16 (Benchmarking)
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) RM6126
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: **1<sup>st</sup> August 2024**

ORDER EXPIRY DATE: **31<sup>st</sup> July 2025**

ORDER INITIAL PERIOD: 12 Months

### **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 £90,000 excluding VAT.

### **ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

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

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**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Payment will be made by BACS.

Within ten (10) Working Days of the Start Date, the Buyer will send a unique PO Number to the Supplier. The Supplier must be in receipt of a valid PO Number before submitting an invoice.

Following receipt of the Buyer's confirmation email that the Milestone Acceptance Criteria for a Milestone has been met, the Supplier shall submit any invoices for that Milestone to the Buyer.

The Supplier shall send its invoices in the following format:

- All invoices must be sent by email to the email address below;
- Invoices must be a PDF attachment
- Where multiple invoices are submitted on one email the Supplier shall ensure that each invoice forms a separate attachment to the email

In addition to the information required under Clause 4.5 of the Core Terms, the Supplier must include the following information in each invoice:

- An invoice number
- An invoice date
- VAT registration number (where applicable)
- The Supplier's address and contact details
- A valid Purchase Order (PO) number – invoices without a PO will be returned to the Supplier to be resubmitted
- The Supplier's bank details

In consideration of the supply of the Services by the Supplier, the Buyer shall pay the Supplier the invoiced amounts within thirty (30) days of receipt by the Buyer of a valid, undisputed invoice which includes a valid Purchase Order Number.

If there is a dispute between the Parties as to the amount invoiced, the Buyer shall pay the undisputed amount. The Supplier shall not suspend the supply of the Services unless the Buyer is entitled to terminate the Contract for a failure to pay an undisputed invoiced sum in accordance with clause 10.5 of the Core Terms. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 34 (Resolving disputes).

**BUYER'S INVOICE ADDRESS:**



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[REDACTED]

Email: [REDACTED]

Telephone: [REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

**Not Applicable**

**BUYER'S SECURITY POLICY**

**Not Applicable**

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**KEY STAFF**

**See Schedule 7**

**KEY SUBCONTRACTOR(S)**

**Not Applicable**

**E-AUCTIONS**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

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SERVICE CREDITS  
Not applicable

ADDITIONAL INSURANCES  
Not applicable

GUARANTEE  
Not applicable

SOCIAL VALUE COMMITMENT  
Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<div></div>	Signature:	<div></div>
Name:	<div></div>	Name:	<div></div>
Role:	<div></div>	Role:	<div></div>
Date:	1/8/2024	Date:	1/8/2024