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

**Order Form**

ORDER REFERENCE: **CCZZ22A27**

THE BUYER: **Cabinet Office**

BUYER ADDRESS 70 Whitehall, London, SW1A 2AS

THE SUPPLIER: Research Institute for Disabled Consumers

SUPPLIER ADDRESS: Impact Hub King’s Cross,

 34b York Way

 Islington,

 London

 N1 9AB

REGISTRATION NUMBER: 02669868

DUNS NUMBER: 210345523

DPS SUPPLIER REGISTRATION SERVICE ID: N/A

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 23rd June 2023.

It is issued under the DPS Contract with the reference number RM6126 Lot 1 for the provision of Panel Survey for Accessibility of Private Sector Products.

DPS FILTER CATEGORY:

All Suppliers on the DPS invited

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 Lot 1
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
* Joint Schedules for RM6126 Lot 1
	+ 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 RM6126 Lot 1
* Order Schedule 5 (Pricing Details)
* Order Schedule 7 (Key Supplier Staff)
* Order Schedule 9 (Security)
* Order Schedule 14 (Service Levels)
* Order Schedule 15 (Order Contract Management)
* Order Schedule 20 (Order Specification)
1. CCS Core Terms (DPS version)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6126 Lot 1
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: 27th June 2023

ORDER EXPIRY DATE: 21st August 2023

ORDER INITIAL PERIOD: 8 weeks

DELIVERABLES

Option B: 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£71,375.00 Excluding VAT

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

Travel costs and reasonable subsistence expenses for disabled research

participants for attending any face to face workshops or roundtables can be either

booked or claimed directly from the Disability Unit.

PAYMENT METHOD

Payments will be BACS in arrears.
Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.

All invoices must be sent, quoting a valid purchase order number (PO Number), to

the address below

BUYER’S INVOICE ADDRESS:

REDACTED TEXT under FOIA Section 43 Commercial Interests.

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information.

REDACTED TEXT under FOIA Section 40, Personal Information.

BUYER’S ENVIRONMENTAL POLICY

Cabinet Office Environmental Policy Statement available online at:

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement/cabinet-office-environmental-policy-statement>

BUYER’S SECURITY POLICY

Personal data – Governance and Risk management Policy, Personal Data – Lawful

Basis, Data Subject Rights and Records Policy, Information and Records

Management Policy, Personal Information Security Policy all available at:

<https://intranet.cabinetoffice.gov.uk/task/data-protection-standards-and-policies/>

Appended at Order Schedule B

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

Fortnightly progress reports via email on the Friday of the 2nd and 4th weeks of each month.

PROGRESS MEETING FREQUENCY

Weekly progress meetings on the Tuesday of each week.

KEY STAFF

REDACTED TEXT under FOIA Section 40, Personal Information.

REDACTED TEXT under FOIA Section 40, Personal Information.

KEY SUBCONTRACTOR(S)

REDACTED TEXT under FOIA Section 43 Commercial Interests.

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

REDACTED TEXT under FOIA Section 43 Commercial Interests.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

See Order Schedule 20 (Order Specification)

|  |  |
| --- | --- |
| **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: |  | Date: |  |