

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

ORDER REFERENCE: GSS25260

THE BUYER: The Secretary of State for Science, Innovation & Technology, acting through The UK Space Agency

BUYER ADDRESS: 1st Floor, Quad Two Building, Rutherford Avenue, Harwell Campus, Didcot, Oxford. OX11 0DF

THE SUPPLIER: Calber Facilities Management Limited
SUPPLIER ADDRESS: The Glenmore Centre, Grove Technology Park, Downsview Road, Wantage, Oxfordshire. OX12 9GN

REGISTRATION NUMBER: 02133630

DUNS NUMBER: 39 667 0168

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **Wednesday 16th July 2025**.

It's issued under the DPS Contract with the reference number **RM6264** for the provision of GSS25260 - Quad 2 Cleaning and FM Services

DPS FILTER CATEGORY(IES):

CCS Framework RM6264 Facilities Management and Workplace Services

DPS Filters:

- **Services**
 - General Office
- **Building Type**
 - Routine Cleaning
- **Location**
 - Oxfordshire

DPS Schedule 6 (Order Form and Order Schedules)

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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) **RM6264**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6264
 - 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) Annex 5
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for RM6264
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.03
6. Joint Schedule 5 (Corporate Social Responsibility) RM6264
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

EFFECTIVE DATE:

Monday 28th July 2025

DPS Ref: RM6264
Project Version: v1.0
Model Version: v1.3

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Crown Copyright 2022**DATE THE CONTRACT PERIOD COMMENCES:**

Monday 04th August 2025

MOBILISATION PERIOD:Monday 04th August 2025 – Friday 29th August 2025**START DATE / DATE THE ORDER CONTRACT INITIAL PERIOD COMMENCES /
DATE CONTRACT YEAR 1 COMMENCES:**Monday 01st September 2025**DATE ORDER CONTRACT INITIAL PERIOD ENDS:** Tuesday 31st March 2026**ORDER CONTRACT OPTIONAL EXTENSION PERIOD 1 (start and end dates):**Contract Start Date: Wednesday 01st April 2026Contract End Date: Wednesday 31st March 2027**ORDER CONTRACT OPTIONAL EXTENSION PERIOD 2 (start and end dates):**Contract Start Date: Thursday 01st April 2027Contract End Date: Friday 31st March 2028**TOTAL MAXIMUM CONTRACT PERIOD**

2 Years 7 Months from Start Date.

ORDER CONTRACT 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 £17,500.00 Excluding VAT.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

TARGET COST

Not Applicable

PAYMENT METHOD

BACS

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PAYMENT TERMS

BACS within 30 days of invoice.

All invoices should be sent to ap@uksbs.co.uk

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method stipulated by the Buyer in the Order Form.

BUYER'S INVOICE ADDRESS:

UKSA – UK Space Agency
C/O UK SBS
Queensway House, West Precinct
Billingham
TS23 2NF
United Kingdom

INDEXATION

Not Applicable

PASS THROUGH COSTS

Not Applicable

MORE FAVOURABLE COMMERCIAL TERMS

For this DPS these will only apply to Pass Through Costs

INCLUSIVE REPAIR THRESHOLD

Not Applicable

BILLABLE WORKS

Not Applicable

BILLABLE WORKS NOT REQUIRING APPROVAL

Not Applicable

BUSINESS CRITICAL EVENTS

Not Applicable

WARRANTY

As per 3.1.2 of the Core Terms (90 Days)

CYBER ESSENTIALS

Not Applicable

BUYER'S AUTHORISED REPRESENTATIVE

DPS Schedule 6 (Order Form and Order Schedules)

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Bill Barnett

Job Title: Corporate Resilience Lead

Bill.barnett@ukspaceagency.gov.uk

BUYER'S ENVIRONMENTAL POLICY

The Buyer's equality and diversity policy/requirements and instructions related to environmental policy is: [DESNZ DSIT Environmental Policy v1.5.pdf](#)

The Buyer's health and safety policy is: [UKSA Health Safety Policy - V2.0 - Feb 2023.pdf](#).

BUYER'S SECURITY POLICY

Security Policy Framework. Protecting Government Assets.

Version 1.3. December 2022

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

Alan Doman

Managing Director

Alan.doman@calber.co.uk

SUPPLIER'S CONTRACT MANAGER

Julie De Carlo

Contracts Manager/Head of Service Delivery Harwell Campus

julie.decarlo@calber.co.uk

Contact Number: 07712521149

PROGRESS REPORT FREQUENCY

On the first Working Day of each quarter.

PROGRESS MEETING FREQUENCY

Quarterly Microsoft Teams calls will be required between the supplier and UKSA Project Manager.

KEY STAFF

See details in Order Schedule 7 (Key Staff)

KEY SUBCONTRACTOR(S)

Not Applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information

DPS Ref: RM6264

Project Version: v1.0

Model Version: v1.3

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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:	<i>Louise Elaine Blackwell</i>	Signature:	
Name:	Louise Blackwell	Name:	Bill Barnett
Role:	Director of Business Development	Role:	Corporate Resilience Lead
Date:	07/15/2025	Date:	07/15/2025