

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **TISE3095**

THE BUYER: **The Department for Transport**

BUYER ADDRESS **Great Minister House, 33 Horseferry Road,
Westminster, SW1P 4DR**

THE SUPPLIER: **National Centre for Social Research**

SUPPLIER ADDRESS: **35 Northampton Square, London, EC1V 0AX**

REGISTRATION NUMBER: **04392418**

DUNS NUMBER: **424047426**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 15 July 2023.

It's issued under the DPS Contract with the reference number RM6126 for the provision of National Travel Survey 2023.

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.
2. Joint Schedule 1(Definitions and Interpretation) **RM6126**
3. 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 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee)
 - Joint Schedule 10 (Rectification Plan)

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- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)
- Order Schedules for **[RM6126]**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 18 (Background Checks)

4. CCS Core Terms RM6126 (DPS version) v1.0.3

5. Joint Schedule 5 (Corporate Social Responsibility) **[RM6126]**

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 START DATE: **15 July 2022**

ORDER EXPIRY DATE: **30 July 2024**

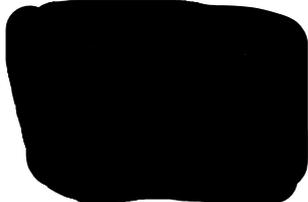
ORDER INITIAL PERIOD: **2 Year**

In addition to the order initial period, the Buyer has the right to extend this contract by 3 periods of 1 year (1+1+1).

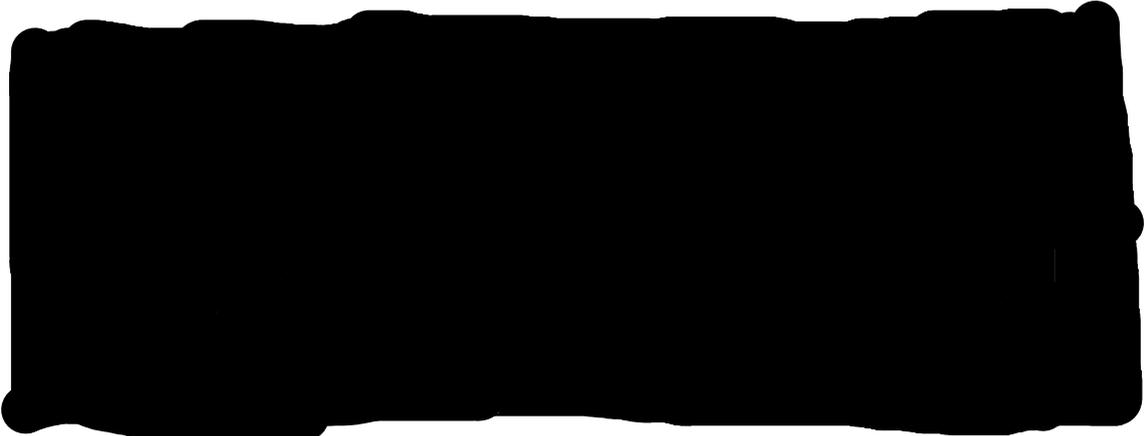
DELIVERABLES

This includes the following:

- The Attachment 3 - Statement of Requirements below:



- Your bid documents submitted for this tender below:



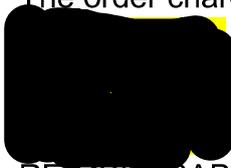
MAXIMUM LIABILITY

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 £4,672,236.60.

ORDER CHARGES

The order charges are in accordance with Attachment 4 – Pricing Schedule Below:



The Maximum value of this contract is £4,800,000 for each contract year. This is not to be exceeded without express written permission from DfT. This equates to a total value of £24,000,000 over the full life of the contract, including all options to extend. The actual costs incurred maybe less than this amount.

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract

PAYMENT METHOD

This outlined in Attachment 3 – Statement of Requirement under Section 19.

BUYER'S INVOICE ADDRESS:

SSa.invoice@sharedservicesarvato.co.uk

or:

DfT Shared Services Arvato

Accounts Payable Team

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

BUYER'S AUTHORISED REPRESENTATIVE

Name 

Role: Head of National Travel Survey.

Email 

Address: Great Minster House, 33 Horseferry Road, Westminster, SW1P 4DR.

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BUYER'S ENVIRONMENTAL POLICY

N/A (Work not conducted on Buyers Premises)

BUYER'S SECURITY POLICY

N/A (Work not conducted on Buyers Premises)

SUPPLIER'S AUTHORISED REPRESENTATIVE

Name: [REDACTED]

Role: Research Director

Email: [REDACTED]

Address: The National Centre for Social Research, 35 Northampton Square, London EC1V 0AX

SUPPLIER'S CONTRACT MANAGER

Name: [REDACTED]

Role: Director of the Centre for Social Survey Transformation

Email: [REDACTED]

Address: The National Centre for Social Research, 35 Northampton Square, London EC1V 0AX

PROGRESS REPORT FREQUENCY

Monthly plus annual performance review with more details to be agreed at the inception meeting.

PROGRESS MEETING FREQUENCY

Monthly plus quarterly reports with more detail to be agreed at the inception meeting.

KEY STAFF

Name: [REDACTED]

Role: Director of the Centre for Social Survey Transformation

Email: [REDACTED]

Address: The National Centre for Social Research, 35 Northampton Square, London EC1V 0AX

Name: [REDACTED]

Role: Research Director

Email: [REDACTED]

Address: The National Centre for Social Research, 35 Northampton Square, London EC1V 0AX

Name: [REDACTED]

Role: Research Director

Email: [REDACTED]

Address: The National Centre for Social Research, 35 Northampton Square, London EC1V 0AX

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KEY SUBCONTRACTOR(S)

Formara Ltd.

UK Geographics Ltd.

COMMERCIALY SENSITIVE INFORMATION

NatCen considers its full response to the Technical and Commercial Questionnaires to be commercially sensitive.

SERVICE CREDITS

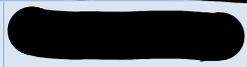
Service Credits will accrue in accordance with Attachment 3 – Statement of Requirements, Section 16. The specifics of the Service Credits are outlined in detail in Attachment 3 – Statement of Requirements, Section 16.

ADDITIONAL INSURANCES

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 outlined in your bid documents.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	Director of Finance and Chief Commercial Officer	Role:	Commercial Relationship Management Lead
Date:	21 st July 2022	Date:	22/07/2022