



DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: **C181783 - COVID 19 Horizon-Scanning, Market Insight & Analytics Reporting Service**

THE BUYER: The Secretary of State for Health and Social Care as part of the Crown acting through the **UK Health Security Agency**

BUYER ADDRESS Nobel House, 17 Smith Square, Westminster London SW1P 3JR

THE SUPPLIER: Airfinity Ltd

SUPPLIER ADDRESS: 71-75 Shelton Street, Covent Garden, London WC2H 9JQ

REGISTRATION NUMBER: 09502389

DUNS NUMBER: 220761827

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 26 June 2023.
It's issued under the DPS Contract with the reference number **RM6126 – Research & Insights** for the provision of Covid 19 Horizon Scanning, Market Insight & Analytics reporting services

DPS FILTER CATEGORIES:

41468 - Public health, Vaccination programmes, Pharmaceuticals, Content analysis, Data mining, Time-series analysis / forecasting, Media monitoring, Quantitative, Qualitative, Literature Review / Narrative Review / Narrative Literature Review, Horizon scanning

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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) **RM6126 – Research & Insights** DPS Contract
3. DPS Special Terms – NOT USED
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126 – Research & Insights**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **C181783**
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126 Research & Insights**

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:

Special Term 1: In accordance with Bid Pack Attachment 1 – About the Competition, Section 2.6 and Bid Pack Attachment 3 - Statement of Requirement, Section 6; the contracting authority reserves the right to pause the contract until budget decisions have been made. Where this is likely to be the case, the contract authority will inform the supplier in writing as soon as possible and the pause will take effect following the last invoice date within the current budget period.

Special Term 2: In accordance with Bid Pack Attachment 1 – About the Competition, Section 2.3 & 2.4 and Bid Pack Attachment 3 - Statement of Requirement, Section 6 the initial contract is for Covid reporting only. Changes to the scope will be managed via the contract variation process in DPS Joint Schedule 2.

Special Term 3: Contract Period Core Term 10 - The contract will be for an initial two year period, with an option to extend the contract Extension Period by up to a further 24 months in minimum increments of 1 month.

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ORDER START DATE: **24 July 2023**

ORDER EXPIRY DATE: **23 July 2025**

ORDER INITIAL PERIOD: **2 years**

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 **£175000**.

ORDER CHARGES

See pricing details as per Pricing Matrix & Rate Card submitted in tender.

The Charges will not be impacted by any change to the DPS Pricing.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

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

payables@ukhsa.gov.uk

Within **10** Working Days of countersignature of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment please contact our Accounts Payable section by email to:

payables@ukhsa.gov.uk

BUYER'S INVOICE ADDRESS:

Accounts Payable

payables@ukhsa.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

Section 40

Head of Commercial Operations

Covid Vaccine Unit

Section 40

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BUYER'S ENVIRONMENTAL POLICY

Corporate report: Environmental Policy Published 7 November 2022 available online at:
[Environmental policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115555/Environmental_policy_-_GOV.UK.pdf)

BUYER'S SECURITY POLICY



dhsc-information-s
ecurity-policy.pdf

SUPPLIER'S AUTHORISED REPRESENTATIVE

Section 40

Strategic Client Director

Section 40

SUPPLIER'S CONTRACT MANAGER

Section 40

Strategic Client Director

Section 40

PROGRESS REPORT FREQUENCY

Monthly reports, date to be agreed

PROGRESS MEETING FREQUENCY

Monthly contract management meetings, date to be agreed

KEY STAFF

Section 40

Commercial Analyst (Contract manager)

Section 40

KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

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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:
<div>DocuSigned by: <div>Section 40</div></div> <div>Full Name: Section 40</div> <div>Job Title/Role: Strategic Client Director</div> <div>Date Signed: 26/07/2023</div>	<div>DocuSigned by: <div>Section 40</div></div> <div>Full Name: Section 40</div> <div>Job Title/Role: Head of Commercial Operations- CVU</div> <div>Date Signed: 26/7/23</div>