

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **CCZZ21A55 – TRAS0068**

THE BUYER: **DEPARTMENT FOR TRANSPORT**

BUYER ADDRESS **Great Minster House,
33 Horseferry Road,
London,
SW1P 4DR.**

THE SUPPLIER: **IPSOS (MARKET RESEARCH) LTD**

SUPPLIER ADDRESS: **3 Thomas Moore Square, London E1W 1YW**

REGISTRATION NUMBER: **0094870**

DUNS NUMBER: **227 257 185**

DPS SUPPLIER REGISTRATION SERVICE ID

This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system.

It is essential that if you, as the Buyer, add to or amend any aspect of any Order Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 29th March 2022. It's issued under the DPS Contract with the reference number RM6126 for the provision of Research and Insights.

DPS FILTER CATEGORY(IES):

Transport

Quantitative

Qualitative

Mixed Method (quantitative and qualitative)

DPS Schedule 6 (Order Form Template and Order Schedules)

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Online

Omnibus

Cognitive Interviewing / Testing

Longitudinal Research

Panel

England, Wales, Scotland, Northern Ireland

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
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 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **RM6126**
 - 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 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - 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)]

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:

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[None]

ORDER START DATE: **4th April 2022**

ORDER EXPIRY DATE: **3rd April 2025**

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ORDER INITIAL PERIOD: Three (3) 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 £400,000.00 however as this is a call off Contract the Buyer gives no guarantee of spend and is not committed to spending the whole of the budget.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS:

REDACTED TEXT UNDER FOIA SECTION 43 COMMERCIAL INTERESTS

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT UNDER FOIA SECTION 40 PERSONAL INFORMATION

BUYER'S ENVIRONMENTAL POLICY

Annex A of this Order Form

BUYER'S SECURITY POLICY

available online at:

<https://www.gov.uk/government/collections/government-security>

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

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

REDACTED TEXT UNDER FOIA SECTION 40 PERSONAL INFORMATION

KEY SUBCONTRACTOR(S)

REDACTED TEXT UNDER FOIA SECTION 43 COMMERCIAL INTERESTS

E-AUCTIONS

Not applicable

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)]

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

ANNEX A**Department for Transport's corporate environmental policy****Policy statement**

DfT is committed to protecting the environment, reducing pollution and whole life carbon in our procurements and continually improving our environmental performance.

Scope

This policy applies to the Department for Transport central department. Any DfT arms-length bodies or executive agencies may use this policy or apply their own.

Description

DfT's operational activities and the individual activity of its staff affect the environment.

The aim of this policy is to inform our interested parties including staff, contractors, suppliers and the public that DfT is committed to reducing any negative environmental impacts produced by our activities, products and services.

Our policy is to continually improve our environmental performance by:

- reducing our greenhouse gas emissions from energy use
- reducing waste and maximising reuse and recycling
- reducing our greenhouse gas emissions from business travel
- controlling how much water we use
- reducing how much paper we use
- protecting our biodiversity and ecosystems
- adapting to climate change
- reducing the carbon impact of our construction projects through innovative methods, cleaner materials and more efficient design

Delivery and monitoring

- We will:
 - fulfil our compliance obligations in relation to the environment
 - meet or exceed the terms of the government's policy on the environment
 - set targets to reduce our environmental footprint and protect the environment
 - collate, monitor, and analyse data to measure performance against our targets
 - prepare for policy changes and tighter targets
 - encourage staff, contractors and suppliers to reduce their impact on the environment when providing services and products to us and within their own organisations
 - report progress against our targets quarterly to a senior performance board
 - report our environmental performance openly and transparently through our annual report and accounts

Although the Department is responsible for the environmental performance of DfT, we expect all staff, contractors and suppliers involved in DfT's business to share this responsibility.