

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE:	C25819
THE BUYER:	Secretary of State for the Home Department
BUYER ADDRESS	2 Marsham Street, London, SW1P 4DF
THE SUPPLIER:	IFF Research Ltd
SUPPLIER ADDRESS:	5th Floor, St Magnus House, 3 Lower Thames Street , London, EC3R 6HD
REGISTRATION NUMBER:	00849983
DUNS NUMBER:	211574041
DPS SUPPLIER REGISTRATION SERVICE ID:	SQ-BK6S9Z6

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 25/03/ 2024
It's issued under the DPS Contract with the reference number RM6126 for the provision of Managed Migration: Research and Evaluation services.

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 7 (financial difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **C25819**
 - Order Schedule 1 (Transparency Reports) – Not Applicable
 - Order Schedule 2 (Staff Transfer) – Not Applicable
 - Order Schedule 3 (Continuous Improvement)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility)

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

ORDER START DATE: 25/03/2024

ORDER EXPIRY DATE: 24/03/2026

ORDER INITIAL PERIOD: **2 Years**

DELIVERABLES

Depending on the project, the Supplier may be asked to produce a range of deliverables. These will be stipulated by HOAI at the start of each project and discussed with the Supplier.

HOAI reserves the right to comment and request that reasonable changes be made to deliverables prior to signing them off.

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See Appendix A – Statement of Requirements for further information on expected deliverables.

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 a £900,000.00.

ORDER CHARGES

The payment mechanism for this contract will be Capped Time and Materials (CTM). However, detailed, itemised cost estimates must be provided and signed off by HOAI before any work commences, after which a Purchase Order will be provided by HOAI.

Payment can only be made following satisfactory delivery of pre-agreed products and deliverables. Payments from different projects may be grouped together and made routinely on a monthly basis.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. The Supplier will also need to be registered on the Customer's payment system.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The Supplier invoices should be sent in the first instance to [REDACTED] who is the agreed Home Office's representative for approval.

Invoices must include the contract number and purchase order as well as a description of the work completed. Failure to do so may result in a delay in payment for which the Home Office cannot be held responsible.

Invoices must also quote Home Office's vendor number. If the Supplier has not received a vendor number, the Supplier should complete a SAP7B form (available on request) and send it to Home Office's Commercial Representative.

If the Supplier is unable to submit invoices via email, the Supplier shall submit the invoice by post to the address below.

BUYER'S INVOICE ADDRESS:

Accounts Payable

[REDACTED]
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Not Applicable

BUYER'S SECURITY POLICY

Not Applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

IFF Research
5th Floor, St Magnus House
3 Lower Thames Street
London
EC3R 6HD

SUPPLIER'S CONTRACT MANAGER

Genna Kik

[REDACTED]
[REDACTED]

IFF Research
5th Floor, St Magnus House
3 Lower Thames Street
London
EC3R 6HD

PROGRESS REPORT FREQUENCY

As requested by the Buyer

PROGRESS MEETING FREQUENCY

Monthly to discuss overall delivery progress

KEY STAFF

[REDACTED]
[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

University of Birmingham
The Department of Strategy and International Business

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E-AUCTIONS

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

As set out in DPS Joint Schedule 4 Commercially Sensitive Information

No.	Date	Item(s)	Duration of Confidentiality
1	07/03/2024	Fees and day rates	3 years

SERVICE CREDITS

Not Applicable

ADDITIONAL INSURANCES

Not Applicable

GUARANTEE

Not Applicable

SOCIAL VALUE COMMITMENT

Not Applicable

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