

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: Project **26078**

Survey of Employees and the Self-employed

THE BUYER: Department for Work and Pensions

BUYER ADDRESS Caxton House, Tothill Street, London SW1H 9NA

THE SUPPLIER: IFF Research Limited

SUPPLIER ADDRESS: 5th Floor, St Magnus House, 3 Lower Thames St
London, EC3R 6HD

REGISTRATION NUMBER: 00849983

DUNS NUMBER: 211574041

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the call off Deliverables and dated 19th January 2024.

It's issued under the Framework Contract with the reference number RM6126 for the Survey of Employees & the Self-employed contract.

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)
3. 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 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for RM6126 Research & Insights
 - 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 10 (Exit Management)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility)
6. 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.

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ORDER SPECIAL TERMS

None.

ORDER START DATE: 12th February 2024

ORDER EXPIRY DATE: 14th February 2025

ORDER INITIAL PERIOD: 29th July 2024

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 £58,937.55 cost for financial year 2023/24 and £230,805.16 in financial year 2024/25.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

The Charges can only be changed by agreement in writing between the Buyer and the Supplier.

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

Electronic invoice containing purchase order number Invoice intervals to be agreed with DWP Contract Manager (contact details to be provided).

BUYER'S INVOICE ADDRESS:

Invoices must contain the purchase order number and submitted to SSCL by email to APinvoices-DWP-U@gov.sscl.com. Copy invoice to DWP Contract Manager (contact details to be supplied).

BUYER'S AUTHORISED REPRESENTATIVE

Katharine Porter.
Caxton House
6-12 Tothill Street
London
SW1H 9NA

SUPPLIER'S AUTHORISED REPRESENTATIVE

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Lorna Adams
St. Magnus House,
3 Lower Thames Street,
London
EC3R 6HD

SUPPLIER'S CONTRACT MANAGER

Lorna Adams

St. Magnus House,
3 Lower Thames Street,
London
EC3R 6HD

PROGRESS REPORT FREQUENCY

Fortnightly email progress updates.

PROGRESS MEETING FREQUENCY

Weekly meetings. Contract Review meeting quarterly.

COMMERCIALLY SENSITIVE INFORMATION

Qualification envelope, Price schedule, Pricing, – intellectual property Pages 1 to 21 of the technical submission – intellectual property.

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:	REDACTED	Name:	REDACTED
Role:	REDACTED	Role:	REDACTED
Date:	13/02/2024	Date:	12/02/2024