

**DPS Schedule 6 (Order Form Template and Order Schedules)**  
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# **DPS Schedule 6 (Order Form Template and Order Schedules)**

## **Order Form**

ORDER REFERENCE: **CR\_3494**

THE BUYER: **Secretary of State for the Department for Business & Trade**

BUYER ADDRESS **Old Admiralty Building, London, SW1A 2DY**

THE SUPPLIER: **BDRC Continental Limited t/a BVA BDRC**

SUPPLIER ADDRESS: **12-20 Baron Street, London N1 9LL**

REGISTRATION NUMBER: **02578457**

DUNS NUMBER: **766225247**

DPS SUPPLIER REGISTRATION SERVICE ID: Not known

### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated 26<sup>th</sup> April 2024. It's issued under the DPS Contract with the reference number RM6126 for the provision of Business Opinion Omnibus Survey.

**DPS FILTER CATEGORIES:**  
Omnibus ; Focus group discussions ; Quota-based sample ; Panel

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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
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 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - 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 10 (Exit Management)
    - 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) 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.

**ORDER SPECIAL TERMS**

The following Special Terms are incorporated into this Order Contract:

None

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ORDER START DATE: 1<sup>st</sup> May 2024

ORDER EXPIRY DATE: 30<sup>th</sup> April 2026

ORDER INITIAL PERIOD: 24 Months

**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 £114,000

**ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Payment via BACS upon receipt of a correct and valid invoice

The invoice must include the correct Call-Off Reference number.

**BUYER'S INVOICE ADDRESS:**

Department for Business and Trade c/o UK SBS

[ap@uksbs.co.uk](mailto:ap@uksbs.co.uk)

Queensway House

West Precinct

Billingham

TS23 2NF

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

Economic Adviser, Business Finance Policy Analysis & Research  
Old Admiralty Building, London, SW1A 2DY

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**BUYER'S ENVIRONMENTAL POLICY**

See Joint Schedule 5- Corporate Social Responsibility

**BUYER'S SECURITY POLICY**

See Call-Off Schedule 9 – Security

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**Director**

[REDACTED]

**12-20 Baron Street, London N1 9LL**

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**Research Director**

[REDACTED]

**12-20 Baron Street, London N1 9LL**

**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]

**Senior Project Executive**

[REDACTED]

**12-20 Baron Street, London N1 9LL**

**KEY SUBCONTRACTOR(S)**

Not applicable

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

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Not applicable

SOCIAL VALUE COMMITMENT  
Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Director	Role:	Head of Commercial
Date:	1/5/2024	Date:	10/5/2024

Certificate Of Completion

Envelope Id: [REDACTED]

Status: Completed

Subject: Complete with DocuSign: DPS-Schedule-6-Order-Form-Template-and-Order-Schedules FINAL BVA.docx

Source Envelope:

Document Pages: 5

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

[REDACTED]

AutoNav: Enabled

King Charles Street

Envelopeld Stamping: Enabled

Whitehall

Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

London, London SW1A 2AH

[REDACTED]

IP Address: 2.122.26.107

Record Tracking

Status: Original

Holder: [REDACTED]

Location: DocuSign

1/5/2024 | 10:41

[REDACTED]

Signer Events	Signature	Timestamp
[REDACTED]		Sent: 1/5/2024   10:54
[REDACTED]		Viewed: 1/5/2024   11:02
[REDACTED] Director		Signed: 1/5/2024   11:03
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	[REDACTED]	

Electronic Record and Signature Disclosure:

Accepted: 1/5/2024 | 11:02

ID: [REDACTED]

[REDACTED]		Sent: 1/5/2024   11:03
[REDACTED]		Viewed: 10/5/2024   11:38
Head of Commercial (PPS)		Signed: 10/5/2024   11:39
Old Admiralty Building	Signature Adoption: Drawn on Device	
Security Level: Email, Account Authentication (None)	[REDACTED]	

Electronic Record and Signature Disclosure: Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/5/2024   10:54
Certified Delivered	Security Checked	10/5/2024   11:38

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	10/5/2024   11:39
Completed	Security Checked	10/5/2024   11:39
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact DEPARTMENT FOR INTERNATIONAL TRADE:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [REDACTED]

#### **To advise DEPARTMENT FOR INTERNATIONAL TRADE of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [REDACTED] and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from DEPARTMENT FOR INTERNATIONAL TRADE**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [REDACTED] and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with DEPARTMENT FOR INTERNATIONAL TRADE**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

. send us an email to [REDACTED] and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify DEPARTMENT FOR INTERNATIONAL TRADE as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DEPARTMENT FOR INTERNATIONAL TRADE during the course of your relationship with DEPARTMENT FOR INTERNATIONAL TRADE.