**DPS Schedule 6 (Order Form Template and Order**

**Schedules)**

**Order Form**

|  |  |
| --- | --- |
| ORDER REFERENCE: | MCA XX/XX/XX CONTRACT TITLE |
| THE BUYER: | Maritime and Coastguard Agency |
| BUYER ADDRESS | Spring Place, 105 Commercial Road, Southampton, SO15 1EG |
| THE SUPPLIER: | TBD |
| SUPPLIER ADDRESS: | TBD |
| REGISTRATION NUMBER: | TBD |
| DUNS NUMBER: | TBD |

DPS SUPPLIER REGISTRATION SERVICE ID:TBD

**APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated **DAY MONTH YEAR**

It’s issued under the DPS Contract with the reference number RM3764iii for the provision of Cyber Security Services.

DPS FILTER CATEGORY(IES):

* **Penetration testing including the NSCS assured service CHECK and IT health check**

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) RM3764iii
3. The following Schedules in equal order of precedence:

* + Joint Schedules for RM3764iii

o Joint Schedule 2 (Variation Form)

o Joint Schedule 3 (Insurance Requirements)

~~o Joint Schedule 4 (Commercially Sensitive Information)~~

* + - ~~Joint Schedule 6 (Key Subcontractors~~)
    - Joint Schedule 7 (Financial Difficulties)
    - ~~Joint Schedule 8 (Guarantee)~~
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)

* + Order Schedules for RM3764iii
    - Order Schedule 1 (Transparency Reports)
    - ~~Order Schedule 2 (Staff Transfer)~~
    - ~~Order Schedule 4 (Order Tender)~~
    - ~~Order Schedule 5 (Pricing Details~~) (contained within Order Form)
    - ~~Order Schedule 6 (ICT Services)~~
    - Order Schedule 7 (Key Supplier Staff ) [Supplier to review/complete]
    - Order Schedule 8 (Business Continuity and Disaster Recovery)
    - Order Schedule 9 (Security)
    - Order Schedule 10 (Exit Management)
    - Order Schedule 13 (Implementation Plan and Testing)
    - ~~Order Schedule 14 (Service Levels)~~
    - Order Schedule 15 (Order Contract Management)
    - ~~Order Schedule 17 (MOD Terms)~~
    - Order Schedule 18 (Background Checks)
    - ~~Order Schedule 19 (Scottish Law)~~
    - Order Schedule 20 (Order Specification)
    - ~~Order Schedule 21 (Northern Ireland Law)~~
    - Order Schedule 22 (Secret Matters)

1. CCS Core Terms (DPS version)
2. Joint Schedule 5 (Corporate Social Responsibility) RM3764iii
3. ~~Annexes A & B to Order Schedule 6~~

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:

ORDER START DATE: **[TBD**]

ORDER EXPIRY DATE: **[TBD**]

ORDER INITIAL PERIOD: **[TBD**]

ORDER OPTIONAL EXTENSION [**TBD**]

DELIVERABLES

See responses to ITT on Jaggaer

**MAXIMUM LIABILITY**

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

**ORDER CHARGES**

TBD

**REIMBURSABLE EXPENSES**

Recoverable as stated in the DPS Contract

**PAYMENT METHOD**

The Supplier shall submit invoices directly to the billing address as per the Buyer’s order. The Supplier shall invoice the Buyer for Goods on despatch and for Services as per Supplier’s quotation. Payment to be made by BACS payment.

**BUYER’S INVOICE ADDRESS:**

DFT Shared Service Centre

Arvato Bertelsmann

Sandringham Park

Swnasea Vale

Swansea, Wales

SA7 0EA

Please send invoices electronically to: [SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

ensuring the correct PO is quoted

**BUYER’S AUTHORISED REPRESENTATIVE**

TBC

@mcga.gov.uk

Spring Place, 105 Commercial Road, Southampton SO15 1EG

**BUYER’S ENVIRONMENTAL POLICY**

DFTs operational sustainability strategy can be found on the following link:

<https://www.gov.uk/government/publications/dft-operational-sustainability-strategy-2021-to-2025>

**BUYER’S SECURITY POLICY**

MCA Security Aspects Letter is available on request.

**SUPPLIER’S CONTRACT MANAGER**

TBD

**PROGRESS REPORT FREQUENCY**

TBD – if applicable

**PROGRESS MEETING FREQUENCY**

TBD – if applicable

**KEY STAFF**

TBD –

**KEY SUBCONTRACTOR(S)**

Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not Applicable

**SERVICE CREDITS**

**Not Applicable**

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

SOCIAL VALUE COMMITMENT

[**Insert** Not applicable **or insert** 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:** | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |