

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

## Order Form

**ORDER REFERENCE:** PS21123 - Technical Authoring for Construction Sector Security Code of Conduct for Joint Ventures

**THE BUYER:** **Department for Business, Energy and Industrial Strategy**

**BUYER ADDRESS** 1 Victoria Street, London, SW1H 0ET

**THE SUPPLIER:** **Actica Consulting Ltd**

**SUPPLIER ADDRESS:** 4 Stirling House, Stirling Road, Guildford, Surrey, GU2 7RF

**REGISTRATION NUMBER:** 3396854

**DUNS NUMBER:** 520304304

**DPS SUPPLIER REGISTRATION SERVICE ID:** TBC

### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated Monday, 27<sup>th</sup> September 2021.

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

### **DPS FILTER CATEGORY(IES):**

National Cyber Security Centre (NCSC) assured services – Standards; Cyber Essentials Plus

### **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
    - 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 8 (Guarantee)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for RM3764iii
    - Order Schedule 4 (Order Tender)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version)
  5. Joint Schedule 5 (Corporate Social Responsibility) RM3764iii
  6. Annexes A & B to Order Schedule 6
  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.

#### **ORDER START DATE:**

Monday, 4<sup>th</sup> October 2021

#### **ORDER EXPIRY DATE:**

Day Project work to be delivered by Monday, 20<sup>th</sup> December – Contract to continue until Thursday, 31<sup>st</sup> March 2022

#### **ORDER INITIAL PERIOD:**

6 Months

#### **ORDER OPTIONAL EXTENSION:**

Not applicable

## **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 6 months Charges used to calculate liability in the first 6 month of the Contract is £50,000.00 estimated Charges in the first 6 months of the Contract.

## **ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details).

## **REIMBURSABLE EXPENSES**

Recoverable as stated in the DPS Contract

## **PAYMENT METHOD**

All invoices should be sent to [REDACTED] or Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London, SW1H 0ET. A copy of the invoice should also be sent to the Project Manager, TBC.

## **BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

## **BUYER'S ENVIRONMENTAL POLICY**

BEIS Environmental policy, version, January 2020, available online at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991859/beis-environment-policy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991859/beis-environment-policy.pdf)

## **BUYER'S SECURITY POLICY**

Security policy framework: protecting government assets, version, 24 May 2018, available online at:

<https://www.gov.uk/government/publications/security-policy-framework>

## **SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

Director

[REDACTED]

[REDACTED]

## **SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

[REDACTED]  
[REDACTED]

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month.

**PROGRESS MEETING FREQUENCY**

Fortnightly, on an agreed day as convenient to both parties.

**KEY STAFF**

[REDACTED]

**KEY SUBCONTRACTOR(S)**

n/a

**COMMERCIALLY SENSITIVE INFORMATION**

Non-Disclosure Contract to be signed.

**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 Department for Business, Energy and Industrial Strategy:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	30 September 2021	Date:	1 October 2021