



Government Office for
Technology Transfer

Technology Transfer and Commercialisation DPS

Annex 4: Call-Off Award Form





Contents

DPS Call-Off Award Form 3

Formation of Call-Off Contract..... 8

Annex 1: Call-Off Mini-Competition 9

Annex 2: Contract Terms..... 10

Annex 3: Processing Details 11

Annex 4: Call-Off Tender Response 13



DPS Call-Off Award Form

Thank you for submitting a tender response for HSE010 – Hydrocarbon Release Database. This Call-Off Award Form dated 24/01/2024 is being issued in accordance with the Technology Transfer and Commercialisation DPS Contract. This Call-Off Award Form creates the Call-Off Contract in relation to HSE010 – Hydrocarbon Release Database.

Terms and expressions used in this Call-Off Award Form have the same meanings as in the contract terms set out or referred to in Annex 2 (the **Contract Terms**).

Call-Off Contract Reference:	HSE010 – Hydrocarbon Release Database
Relevant Category of the DPS:	Category 1, Market Research and Market Need
Buyer:	The Government Office for Technology Transfer
Supplier:	Insight Gravity Ltd
Call-Off Start Date:	29/01/2024
Call-Off Expiry Date:	05/04/2024
Call-Off Optional Extension Period:	N/A
Specification of Deliverables and Services:	As per the Call-Off Mini Competition and Call-Off Tender Response – Annex 1 and 4
Charges (including full cost breakdown):	£29,760.00 including VAT. Full breakdown of Contract charges is set out in the Call-Off Tender Response – Annex 4


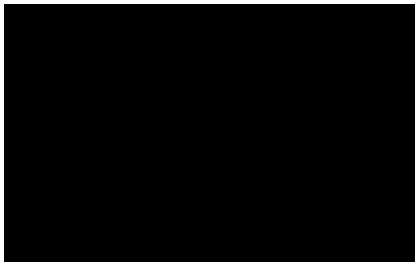


Government Office for Technology Transfer

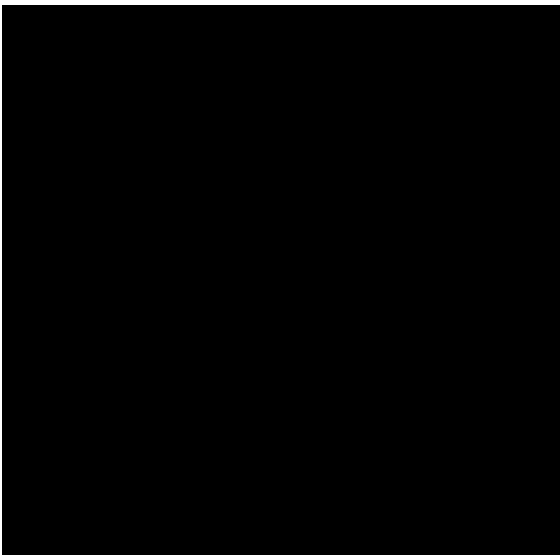


Reimbursable Expenses:	Recoverable as set out in Schedule 3 (Charges) of the Contract Terms
Financial Transparency Objectives;	The Financial Transparency Objectives apply to this Call-Off Contract
Invoice Information:	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.</p> <p>All invoices must be sent, quoting a valid Purchase Order Number (PO Number), to: billinghamfinancialservices.dtiquiries@uksbs.co.uk with [REDACTED] in cc.</p> <p>Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.</p> <p>The Supplier will provide a detailed breakdown of its Charges for the Deliverables in sufficient detail to enable the Buyer to verify the accuracy of any invoice submitted.</p> <p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e., Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.</p> <p>Payments will be made to billinghamfinancialservices.dtiquiries@uksbs.co.uk with [REDACTED] in cc.</p> <p>If you have a query regarding an outstanding payment, please contact: billinghamfinancialservices.dtiquiries@uksbs.co.uk with [REDACTED] in cc.</p>



Supplier Authorised Representative :	
Buyer Authorised Representative:	
Service Levels:	<p>The Service Levels are set out in the Call-Off Mini Competition. The Service Period is 29/01/2024 – 05/04/2024.</p> <p>Service Credits do not apply under this Call-Off Contract</p>
Liability:	<p>For the purposes of Clause 15.1.2 each Party's total aggregate liability in each Contract Year under this Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £100,000 or 150% of the Estimated Yearly Charges.</p>
Insurances:	<p>Public liability Insurance = £2,000,000</p> <p>Employers' Liability Insurance = £5,000,000*</p> <p>Professional Indemnity Insurance = £1,000,000</p> <p><i>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</i></p>



Key Personnel:	
Key Subcontractors:	N/A
Progress Meetings and Progress Reports:	<p>The Supplier shall attend Progress Meetings with the Buyer every month in accordance with the terms of the Call-Off Mini Competition.</p> <p>The Supplier shall provide the Buyer with Progress Reports every month in accordance with the terms of the Call-Off Mini Competition.</p>
Buyer Third Parties:	N/A
Owner of New IPR:	GOTT
Commercially Sensitive Information:	The Suppliers pricing breakdown
Cyber Essentials Certification:	Not required
Guarantor:	Not applicable



Incorporated Terms:	<p>The following documents are incorporated into the Call-Off Contract. If the documents conflict, the following order of precedence applies:</p> <ol style="list-style-type: none">1. this Call-Off Award Form;2. the Contract Terms (as set out or referred to in Annex 2), as amended or supplemented by the Call-Off Special Terms (if any) set out in this Call-Off Award Form;3. the Processing Details (as set out in Annex 3);4. the Call-Off Mini Competition (as set out or referred to in Annex 1); and5. the Call-Off Tender Response (as set out or referred to in Annex 4)
Call-Off Special Terms:	N/A



Formation of Call-Off Contract

By signing and returning this Call-Off Award Form (which may be done by electronic means) the Supplier agrees to enter the Call-Off Contract with the Buyer to provide the Deliverables and Services in accordance with the terms of this Call-Off Award Form (including the Contract Terms and the other Call-Off Incorporated Terms).

Signed for and on behalf of the Parties as follows:

The Government Office for Technology Transfer

Signature:

Name:

Role:

Date:

Insight Gravity Ltd

Signature:

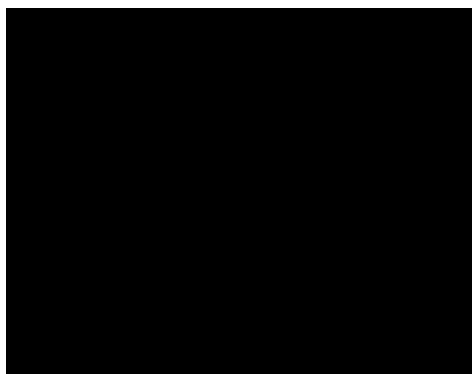
Name:

Role:

Date:



Annex 1: Call-Off Mini-Competition





Annex 2: Contract Terms



Annex 2 GOTT
Dynamic Purchasing



Annex 3: Processing Details

The contact details of the Buyer's Data Protection Officer are:

DSIT Data Protection Officer
Department for Science, Innovation & Technology
1 Victoria Street
London
SW1H 0ET
dataprotection@energysecurity.gov.uk

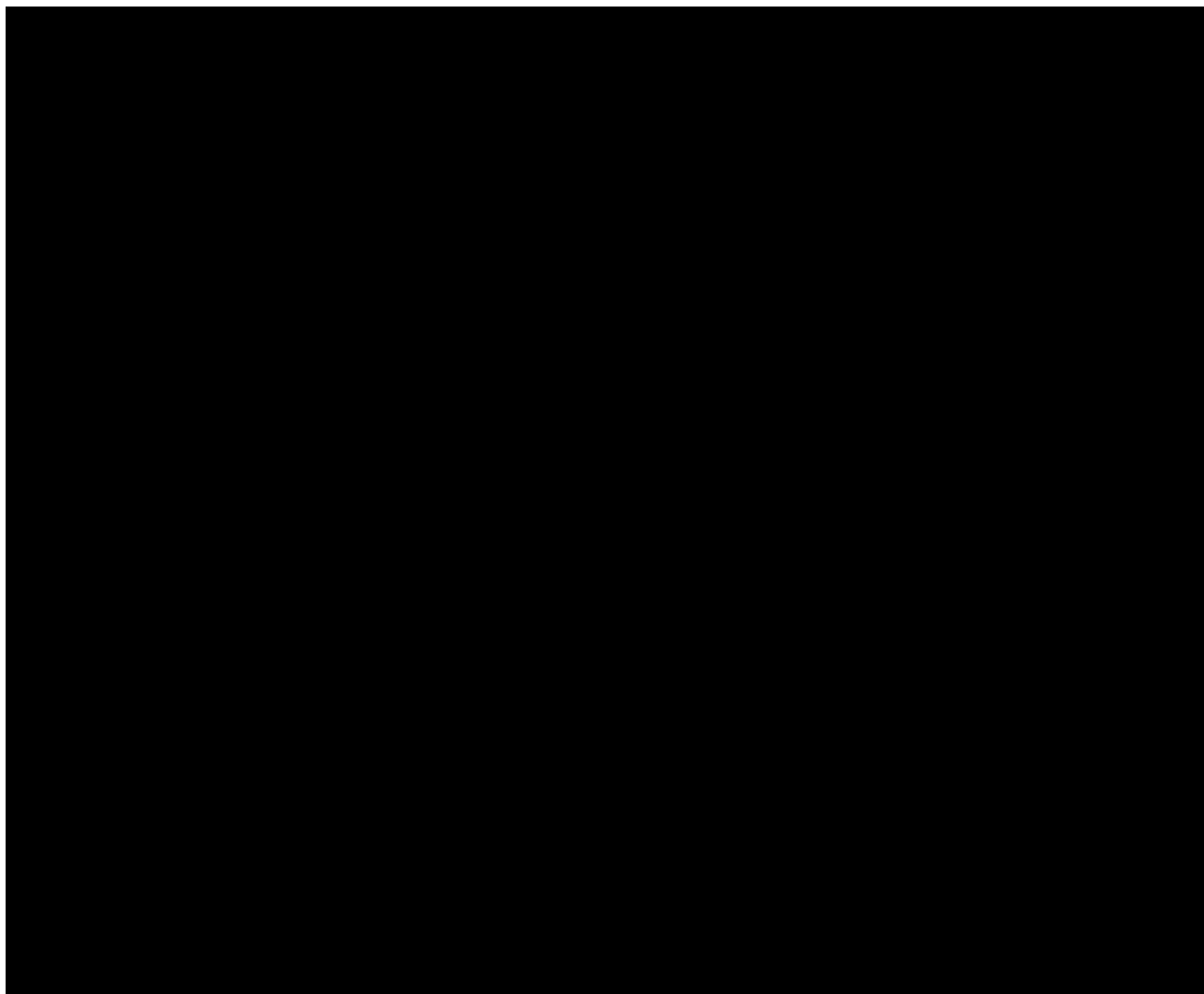
The contact details of the Supplier's Data Protection Officer are:

Mark Tuckwood
Director
47-49 The Square
Kelso
Scotland
TD5 7HW
Mark-tuckwood@insightgravity.com

The Processor shall comply with any further written instructions with respect to Processing by the Controller.

Any such further instructions shall be incorporated into this Annex.

Description	Details





Annex 4: Call-Off Tender Response

