

Award Form

This Award Form creates this Contract. It summarises the main features of the procurement and includes the Buyer and the Supplier's contact details.

1.	Buyer	UK Research and Innovation (UKRI) (the Buyer). Its offices are on: Polaris House, North Star Avenue, Swindon, SN2 1FF
2.	Supplier	<div> <div>Name:</div> <div>DeHavilland Information Services Limited</div> </div> <div> <div>Address:</div> <div>154-160 Fleet Street, London EC4A 2DQ</div> </div> <div> <div>Registration number:</div> <div>8297488</div> </div> <div> <div>SID4GOV ID:</div> <div>Not Known</div> </div>
3.	Contract	<p>This Contract between the Buyer and the Supplier is for the supply of Deliverables, being PS24138 Public Affairs & Political Monitoring - see Schedule 2 (Specification) for full details.</p> <p>This opportunity is advertised in this Contract Notice in Find A Tender, reference 2024/S 000-020974 (FTS Contract Notice).</p>
4.	Contract reference	PS24138
5.	Buyer Cause	The Buyer shall have no obligation to perform any obligations placed on it in Schedule 2 (Specification) or Schedule 4 (Tender) unless they are specifically identified above.
6.	Collaborative working principles	<p>The Collaborative Working Principles apply to this Contract.</p> <p>See Clause 3.1.3 for further details.</p>
7.	Financial Transparency Objectives	<p>The Financial Transparency Objectives apply to this Contract.</p> <p>See Clause 6.3 for further details.</p>
8.	Start Date	25 th November 2024

9.	Expiry Date	24th November 2027
10.	Extension Period	<p>Further period up to 2 years on an annual basis subject to budgetary approval.</p> <p>Extension exercised where the Buyer gives the Supplier no less than 3 Months written notice before this Contract expires]</p>
11.	Ending this Contract without a reason	<p>The Buyer shall be able to terminate this Contract in accordance with Clause 14.3.</p> <p>Provided that the amount of notice that the Buyer shall give to terminate in Clause 14.3 shall be 90 days.</p>
12.	Incorporated Terms (together these documents form the " this Contract ")	<p>The following documents are incorporated into this Contract. Where numbers are missing we are not using these Schedules. If there is any conflict, the following order of precedence applies:</p> <ul style="list-style-type: none"> (a) This Award Form (b) Any Special Terms (see Section 13 (Special Terms) in this Award Form) (c) Core Terms (d) Schedule 36 (Intellectual Property Rights) (e) Schedule 1 (Definitions) (f) Schedule 20 (Processing Data) (g) The following Schedules (in equal order of precedence): <ul style="list-style-type: none"> (i) Schedule 2 (Specification) (ii) Schedule 3 (Charges) (iii) Schedule 5 (Commercially Sensitive Information) (iv) Schedule 7 (Staff Transfer) (v) Schedule 13 (Contract Management) (vi) Schedule 16 (Security) (vii) Schedule 17 (Service Recipients) (viii) Schedule 19 (Cyber Essentials Scheme) (ix) Schedule 21 (Variation Form) (x) Schedule 22 (Insurance Requirements) (xi) Schedule 25 (Rectification Plan) (xii) Schedule 26 (Sustainability)

		<p>(xiii) Schedule 27 (Key Subcontractors)</p> <p>(xiv) Schedule 29 (Key Supplier Staff)</p> <p>(h) Schedule 4 (Tender), unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its absolute discretion), in which case that part of the Tender will take precedence over the documents above.</p>
13.	Special Terms	Special Term 1 - N/A
14.	Buyer's Environmental Policy	Environmental sustainability – UKRI
15.	Social Value Commitment	The Supplier agrees, in providing the Deliverables and performing its obligations under this Contract, to deliver the Social Value outcomes in Schedule 4 (Tender) and provide the Social Value Reports as set out in Schedule 26 (Sustainability)
16.	Buyer's Security Requirements and Security and ICT Policy	<p>As set out in Schedule 16 (Security).</p> <p>For the purposes of Schedule 16 (Security) the Supplier is required to comply with the Security Policy.</p> <p>For the purposes of Supplier Staff vetting, the Supplier is not required to comply with the Security Policy.</p> <p>Data protection policy – UKRI</p> <p>Privacy notice – UKRI.</p>
17.	Charges	<p>Total contract value is TBC</p> <p>Details in Schedule 3 (Charges)</p>
18.	Estimated Year 1 Charges	£39,871.00 excluding VAT.
19.	Reimbursable expenses	None
20.	Payment method	The Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

		<p>If you have a query regarding an outstanding payment please contact our accounts payable section either by email to [REDACTED] or by telephone [REDACTED] between 09:00 and 17:00 Monday to Friday</p> <p>The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.</p> <p>The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.</p> <p>The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract</p>
21.	Service Levels	Not applicable
22.	Liability	<p>In accordance with Clause 15.1 each Party's total aggregate liability in each Contract Year under this Contract (whether in tort, contract or otherwise) is no more than or 150% of the Estimated Yearly Charges</p> <p>In accordance with Clause 15.5, the Supplier's total aggregate liability in each Contract Year under Clause 18.8.5 is no more than the Data Protection Liability, being £1 Million.</p>
23.	Cyber Essentials Certification	<p>Cyber Essentials Scheme Basic / Plus Certificate (or equivalent).</p> <p>Details in Schedule 19 (Cyber Essentials Scheme)</p>
24.	Progress Meetings and Progress Reports	<p>The Supplier shall attend Progress Meetings with the Buyer every month for the first three months, and then quarterly afterwards.</p> <p>The Supplier shall provide the Buyer with Progress Reports every quarter or six months, to be discussed with the Buyer.</p>
25.	Guarantor	Not applicable
26.	Virtual Library	Not applicable
27.	Supplier's Contract Manager	[REDACTED]

28.	Supplier Authorised Representative	
29.	Supplier Compliance Officer	
30.	Supplier Data Protection Officer	
31.	Supplier Marketing Contact	
32.	Key Subcontractors	Not applicable
33.	Buyer Authorised Representative	

For and on behalf of the Supplier:		For and on behalf of the Buyer UK Research and Innovation (UKRI):	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	14 November 2024	Date:	11/15/2024

