


DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

CALL-OFF REFERENCE:	HSE/T4385
THE BUYER:	The Health and Safety Executive
BUYER ADDRESS	Redgrave Court, Bootle L20 7HS
THE SUPPLIER:	Insights T/A ISx4 Limited
SUPPLIER ADDRESS:	53 Upper Dromore Rd, Warrenpoint, Newry, Northern Ireland, BT 34 3PN
REGISTRATION NUMBER:	

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 24 March 2023.
It's issued under the DPS Contract with the reference number RM6173, Automation Marketplace.

DPS FILTER CATEGORY(IES):

Service Category – Software Licenses (Products and Services Licenses)
Scope of Service (Design) – Analytics
Scope of Service (Build) – Analytics
Scope of Service (Software Licenses) – Analytics Licenses

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) RM6173
- 3 The following Schedules in equal order of precedence:
 - Joint Schedules for RM6173

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- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Order Schedules for HSE/T4365
 - [Order Schedule 5 (Pricing Details)]
 - [Order Schedule 6 (ICT Services)]
 - [Order Schedule 20 (Call-Off Specification)]

4 CCS Core Terms (DPS version) v1.0.01

5 Joint Schedule 5 (Corporate Social Responsibility) RM6173

No other Supplier terms are part of the Call-Off 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 Call-Off Contract:

None

CALL-OFF START DATE: 31 March 2023

CALL-OFF EXPIRY DATE: 31 March 2025

CALL-OFF INITIAL PERIOD: 2 years

DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)

LOCATION FOR DELIVERY

HSE's IT hardware estate is located mainly in Redgrave Court, Bootle with a smaller element located in its Basingstoke office HSE.

All Services should be delivered Virtually, however all data is to be hosted in the UK.

DATES FOR DELIVERY OF THE DELIVERABLES

Required delivery date: 31 March 2023 to 31 March 2025

WARRANTY PERIOD

The warranty period for the purposes of Clause 3.1.2 of the Core Terms shall be 90 Days

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 £25,000

ORDER CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All invoices raised must include the relevant Purchase Order number. Failure to include the Purchase Order Number may delay payment. In all cases invoices should be submitted to the below e-mail address.

The Supplier shall send a copy invoice to the HSE Contract Manager identified as authorised representative.

HSE shall make payment of agreed costs, in arrears, within 30 days of the acceptance of the invoice.

Please note: It is extremely important that your invoice is laid out as per the HSE Purchase Order, i.e. Line Numbering and Description.

It must be in pdf format only (flat pdf with no text enabled/embedded/enriched content), using one of the following fonts:-

- TrueType;
- Type 0 (CID); and
- Type 1.

In doing this, you will prevent the invoice being rejected by [REDACTED].

If you are not advised of the PO No. within 5 working days of contract signature, then please contact the HSE authorised representative, who will be able to provide you with an update and details of when the PO will be sent to you.

Please note: HSE Contracts Team are not always made aware of this PO No. and therefore, to contact them will cause an added delay.

All Invoice queries must, in the first instance be taken up with HSE's [REDACTED]
[REDACTED]

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(Option 2). Alternatively, you can email them via

[REDACTED]

If they are unable to offer you an answer to your queries, then you should contact the HSE authorised representative via email, detailing the Contract Reference No., the PO No. (if you have one), and details of what your queries are.

BUYER'S INVOICE ADDRESS:

[REDACTED]

[REDACTED]

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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For and on behalf of the Supplier:

Signature: [Redacted]

Name: [Redacted]

Role: [Redacted]

Date: [Redacted]






For and on behalf of Buyer:

Signature: [Redacted]

Name: [Redacted]




Role: [Redacted]

Date: [Redacted]

CCS Core Terms (DPS Version)	 DPS Core Terms v1.0.pdf
Joint Schedule 2 (Variation Form)	 DPS Joint Schedule 2 - Variation Form v.1.0
Joint Schedule 3 (Insurance Requirements)	 DPS Joint Schedule 3 - Insurance Requirem
Joint Schedule 5 (Corporate Social Responsibility) RM6173	 DPS Joint Schedule 5 - Corporate Social Re:
Order Schedule 5 (Pricing Details)	 ISx4 HSE Cloud Infr licenses proposal.pdf

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Order Schedule 6 (ICT Services)	 DPS Order Schedule 6 - ICT Services v1.0.p
Order Schedule 20 (Call-Off Specification)	 Cloud Infrastructure Enhancements - Spec  ISx4 HSE Cloud Infr licenses proposal.pdf