



**Ministry  
of Defence**

**Army Commercial**

**Contract No: CB/BFG/0142 dated 26 Jun 2019**  
**For:**  
**PROVISION OF SERVICES AND FACILITIES**  
**FOR EXERCISE PIPEDOWN EVENTS 2020-**  
**2023**

**Between the Secretary of State for  
Defence of the United Kingdom of Great  
Britain and Northern Ireland**

**Team Name and address:**

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**And**

**Contractor Name and address:**

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## Table of Contents

<b>General Conditions</b> .....	<b>3</b>
1. <b>General</b> .....	<b>3</b>
2. <b>Duration of Contract</b> .....	<b>3</b>
3. <b>Entire Agreement</b> .....	<b>3</b>
4. <b>Governing Law</b> .....	<b>3</b>
5. <b>Precedence</b> .....	<b>4</b>
6. <b>Amendments to Contract</b> .....	<b>4</b>
7. <b>Variations to Specification</b> .....	<b>4</b>
8. <b>Authority Representatives</b> .....	<b>5</b>
9. <b>Severability</b> .....	<b>5</b>
10. <b>Waiver</b> .....	<b>5</b>
11. <b>Assignment of Contract</b> .....	<b>5</b>
12. <b>Third Party Rights</b> .....	<b>5</b>
13. <b>Transparency</b> .....	<b>5</b>
14. <b>Disclosure of Information</b> .....	<b>5</b>
15. <b>Publicity and Communications with the Media</b> .....	<b>6</b>
16. <b>Change of Control of Contractor</b> .....	<b>7</b>
17. <b>Environmental Requirements</b> .....	<b>7</b>
18. <b>Contractor's Records</b> .....	<b>7</b>
19. <b>Notices</b> .....	<b>7</b>
20. <b>Progress Monitoring, Meetings and Reports</b> .....	<b>8</b>
<b>Supply of Contractor Deliverables</b> .....	<b>8</b>
21. <b>Supply of Contractor Deliverables and Quality Assurance</b> .....	<b>8</b>
22. <b>Marking of Contractor Deliverables</b> .....	<b>8</b>
23. <b>Packaging and Labelling (excluding Contractor Deliverables containing Munitions</b> .....	<b>8</b>
24. <b>Supply of Hazardous Materials or Substances in Contractor Deliverables</b> .....	<b>11</b>
25. <b>Timber and Wood-Derived Products</b> .....	<b>12</b>
26. <b>Certificate of Conformity</b> .....	<b>13</b>
27. <b>Access to Contractor's Premises</b> .....	<b>13</b>
28. <b>Delivery / Collection</b> .....	<b>13</b>
29. <b>Acceptance</b> .....	<b>14</b>
30. <b>Rejection</b> .....	<b>14</b>
31. <b>Diversion Orders</b> .....	<b>14</b>
32. <b>Self-to-Self Delivery</b> .....	<b>14</b>
<b>Licences and Intellectual Property</b> .....	<b>15</b>
33. <b>Import and Export Licences</b> .....	<b>15</b>
34. <b>Third Party Intellectual Property – Rights and Restrictions</b> .....	<b>17</b>
<b>Pricing and Payment</b> .....	<b>19</b>
35. <b>Contract Price</b> .....	<b>19</b>
36. <b>Payment and Recovery of Sums Due</b> .....	<b>19</b>
37. <b>Debt Factoring</b> .....	<b>19</b>
38. <b>Subcontracting and Prompt Payment</b> .....	<b>19</b>
<b>Termination</b> .....	<b>20</b>
39. <b>Dispute Resolution</b> .....	<b>20</b>
40. <b>Termination for Insolvency or Corrupt Gifts</b> .....	<b>20</b>
41. <b>Termination for Convenience</b> .....	<b>21</b>
42. <b>Material Breach</b> .....	<b>22</b>
43. <b>Consequences of Termination</b> .....	<b>22</b>

**Additional Conditions..... 22**  
**44. The project specific DEFCONS and DEFCON SC variants that apply to this Contract are: .... 22**  
**45. The special conditions that apply to this Contract are: ..... 22**  
**46. The processes that apply to this Contract are: ..... 25**

**SCHEDULES**

- Schedule 1 - Definitions of Contract**
- Schedule 2 - Schedule of Requirements**
- Schedule 3 - Contract Data Sheet**
- Schedule 4 - Contract Change Control Procedure**
- Schedule 5- Contractor's Commercially Sensitive Information Form**
- Schedule 6 - Hazardous Contractor Deliverables, Materials or Substances supplied under the Contract**
- Schedule 7 - Acceptance Procedure**
- Schedule 8 - DEFFORM 532 - Personal Data Particulars**
- Schedule 9 - DEFFORM 111**
- Schedule 10 - Statement of Requirement**

## **General Conditions**

### **1. General**

- a. The defined terms in the Contract shall be as set out in Schedule 1.
- b. The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.
- c. The Contractor warrants and represents, that:
  - (1) it has the full capacity and authority to enter into, and to exercise its rights and perform its obligations under, the Contract;
  - (2) from the Effective Date of Contract and for so long as the Contract remains in force it shall give the Authority Notice of any litigation, arbitration (unless expressly prohibited from doing so in accordance with the terms of the arbitration), administrative or adjudication or mediation proceedings before any court, tribunal, arbitrator, administrator or adjudicator or mediator or relevant authority against itself or a Subcontractor which would adversely affect the Contractor's ability to perform its obligations under the Contract;
  - (3) as at the Effective Date of Contract no proceedings or other steps have been taken and not discharged (nor, to the best of the knowledge of the Contractor, threatened) for its winding-up or dissolution or for the appointment of a receiver, administrative receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues;
  - (4) for so long as the Contract remains in force it shall give the Authority Notice of any proceedings or other steps that have been taken but not discharged (nor to the best of the knowledge of the Contractor, threatened) for its winding-up or dissolution or for the appointment of a receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues.
- d. Unless the context otherwise requires:
  - (1) The singular includes the plural and vice versa, and the masculine includes the feminine and vice versa.
  - (2) The words "include", "includes", "including" and "included" are to be construed as if they were immediately followed by the words "without limitation", except where explicitly stated otherwise.
  - (3) The expression "person" means any individual, firm, body corporate, unincorporated association or partnership, government, state or agency of a state or joint venture.
  - (4) References to any statute, enactment, order, regulation, or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation, or instrument as amended, supplemented, replaced or consolidated by any subsequent statute, enactment, order, regulation, or instrument.
  - (5) The heading to any Contract provision shall not affect the interpretation of that provision.
  - (6) Any decision, act or thing which the Authority is required or authorised to take or do under the Contract may be taken or done only by the person (or their nominated deputy) authorised in Schedule 3 (Contract Data Sheet) to take or do that decision, act, or thing on behalf of the Authority.
  - (7) Unless excluded within the Conditions of the Contract or required by law, references to submission of documents in writing shall include electronic submission.

### **2. Duration of Contract**

This Contract comes into effect on the Effective Date of Contract and will expire automatically on the date identified in Schedule 3 (Contract Data Sheet) unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated.

### **3. Entire Agreement**

This Contract constitutes the entire agreement between the Parties relating to the subject matter of the Contract. The Contract supersedes, and neither Party has relied upon, any prior negotiations, representations and undertakings, whether written or oral, except that this condition shall not exclude liability in respect of any fraudulent misrepresentation.

### **4. Governing Law**

- a. Subject to clause 4.d, the Contract shall be considered as a contract made in England and subject to English Law.
- b. Subject to clause 4.d and 39 (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of England to resolve, and the laws of England to govern, any actions proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.
- c. Subject to clause 4.d any dispute arising out of or in connection with the Contract shall be determined within the English jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this condition 4 and for the enforcement of any judgment, order or award given under English jurisdiction.
- d. If the Parties pursuant to the Contract agree that Scots Law should apply then the following amendments shall apply to the Contract:
  - (1) Clause 4.a, 4.b and 4.c shall be amended to read:
    - "a. The Contract shall be considered as a contract made in Scotland and subject to Scots Law.
    - b. Subject to condition 39 (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of Scotland to resolve, and the laws of Scotland to govern, any actions, proceedings, controversy or claim of

whatever nature arising out of or relating to the Contract or breach thereof.

c. Any dispute arising out of or in connection with the Contract shall be determined within the Scottish jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this condition 4 and for the enforcement of any judgment, order or award given under Scottish jurisdiction."

(2) Clause 39.b shall be amended to read:

"In the event that the dispute or claim is not resolved pursuant to clause 39.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause 39.b shall be governed by the Arbitration (Scotland) Act 2010. The seat of the arbitration shall be Scotland. For the avoidance of doubt, for the purpose of arbitration the tribunal shall have the power to make provisional awards pursuant to Rule 53 of the Scottish Arbitration Rules, as set out in Schedule 1 to the Arbitration (Scotland) Act 2010."

e. Each Party warrants to each other that entry into the Contract does not, and the performance of the Contract will not, in any way violate or conflict with any provision of law, statute, rule, regulation, judgement, writ, injunction, decree or order applicable to it. Each Party also warrants that the Contract does not conflict with or result in a breach or termination of any provision of, or constitute a default under, any mortgage, contract or other liability, charge or encumbrance upon any of its properties or other assets.

f. Each Party agrees with each other Party that the provisions of this condition 4 shall survive any termination of the Contract for any reason whatsoever and shall remain fully enforceable as between the Parties notwithstanding such a termination.

g. Where the Contractor's place of business is not in England or Wales (or Scotland where the Parties agree pursuant to this Contract that Scots Law should apply), the Contractor irrevocably appoints the solicitors or other persons in England and Wales (or Scotland where the Parties agree pursuant to the Contract that Scots Law should apply) detailed in Schedule 3 (Contract Data Sheet) as its agents to accept on its behalf service of all process and other documents of whatever description to be served on the Contractor in connection with any litigation or arbitration within the English jurisdiction (or Scottish jurisdiction where the Parties agree pursuant to this Contract that Scots Law should apply) arising out of or relating to the Contract or any issue connected therewith.

## 5. Precedence

a. If there is any inconsistency between the different provisions of the Contract the inconsistency shall be resolved according to the following descending order of precedence:

- (1) Conditions 1 - 43 (and 44 - 46, if included in this Contract) of the Conditions of the Contract shall be given equal precedence with Schedule 1 (Definitions of Contract) and Schedule 3 (Contract Data Sheet);
- (2) Schedule 2 (Schedule of Requirements) and Schedule 8 (Acceptance Procedure);
- (3) the remaining Schedules; and
- (4) any other documents expressly referred to in the Contract.

b. If either Party becomes aware of any inconsistency within or between the documents referred to in clause 5.a such Party shall notify the other Party forthwith and the Parties will seek to resolve that inconsistency on the basis of the order of precedence set out in clause 5.a. Where the Parties fail to reach agreement, and if either Party considers the inconsistency to be material to its rights and obligations under the Contract, then the matter will be referred to the dispute resolution procedure in accordance with condition 39 (Dispute Resolution).

## 6. Amendments to Contract

a. Except as provided in condition 31 all amendments to this Contract shall be serially numbered, in writing, issued only by the Authority's Representative (Commercial), and agreed by both Parties.

b. Where the Authority or the Contractor wishes to introduce a change which is not minor or which is likely to involve a change to the Contract Price, the provisions of Schedule 4 (Contract Change Control Procedure) shall apply. The Contractor shall not carry out any work until any necessary change to the Contract Price has been agreed and a written amendment in accordance with clause 6.a above has been issued.

## 7. Variations to Specification

a. The Authority's Representative may, by Notice (following consultation with the Contractor as necessary), alter the Specification as from a date agreed by both Parties and to the extent specified by the Authority, provided that any such variations shall be limited to the extent that they do not alter the fit, form, function or characteristics of the Contractor Deliverables to be supplied under the Contract. The Contractor shall ensure that the Contractor Deliverables take account of any such variations. Such variations shall not require formal amendment of the Contract in accordance with the process set out in condition 6 (Amendments to Contract) and shall be implemented upon receipt, or at the date specified in the Authority's Notice, unless otherwise specified.

b. Any variations that cause a change to:

- (1) fit, form, function or characteristics of the Contractor Deliverables;
- (2) the cost;
- (3) Delivery Dates;
- (4) the period required for the production or completion; or
- (5) other work caused by the alteration,

shall be the subject to condition 6 (Amendments to Contract). Each amendment under condition 6 shall be classed as a formal change.

**8. Authority Representatives**

- a. Any reference to the Authority in respect of:
- (1) the giving of consent;
  - (2) the delivering of any Notices; or
  - (3) the doing of any other thing that may reasonably be undertaken by an individual acting on behalf of the Authority,
- shall be deemed to be references to the Authority's Representatives in accordance with this condition 8.
- b. The Authority's Representatives detailed in Schedule 3 (Contract Data Sheet) (or their nominated deputy) shall have full authority to act on behalf of the Authority for all purposes of the Contract. Unless notified in writing before such act or instruction, the Contractor shall be entitled to treat any act of the Authority's Representatives which is authorised by the Contract as being expressly authorised by the Authority and the Contractor shall not be required to determine whether authority has in fact been given.
- c. In the event of any change to the identity of the Authority's Representatives, the Authority shall provide written confirmation to the Contractor, and shall update Schedule 3 (Contract Data Sheet) in accordance with condition 6 (Amendments to Contract).

**9. Severability**

- a. If any provision of the Contract is held to be invalid, illegal or unenforceable to any extent then:
- (1) such provision shall (to the extent that it is invalid, illegal or unenforceable) be given no effect and shall be deemed not to be included in the Contract but without invalidating any of the remaining provisions of the Contract; and
  - (2) the Parties shall use all reasonable endeavours to replace the invalid, illegal or unenforceable provision by a valid, legal and enforceable substitute provision the effect of which is as close as possible to the intended effect of the invalid, illegal or unenforceable provision.

**10. Waiver**

- a. No act or omission of either Party shall by itself amount to a waiver of any right or remedy unless expressly stated by that Party in writing. In particular, no reasonable delay in exercising any right or remedy shall by itself constitute a waiver of that right or remedy.
- b. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.

**11. Assignment of Contract**

Neither Party shall be entitled to assign the Contract (or any part thereof) without the prior written consent of the other Party.

**12. Third Party Rights**

Notwithstanding anything to the contrary elsewhere in the Contract, no right is granted to any person who is not a Party to the Contract to enforce any term of the Contract in its own right and the Parties to the Contract declare that they have no intention to grant any such right.

**13. Transparency**

- a. Subject to clause 13.b but notwithstanding condition 14 (Disclosure of Information), the Contractor understands that the Authority may publish the Transparency Information to the general public. The Contractor shall assist and cooperate with the Authority to enable the Authority to publish the Transparency Information.
- b. Before publishing the Transparency Information to the general public in accordance with clause 13.a, the Authority shall redact any Information that would be exempt from disclosure if it was the subject of a request for Information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, and any Information which has been acknowledged by the Authority at Schedule 5 – Contractor's Commercially Sensitive Information.
- c. The Authority may consult with the Contractor before redacting any Information from the Transparency Information in accordance with clause 13.b. The Contractor acknowledges and accepts that its representations on redactions during consultation may not be determinative and that the decision whether to redact Information is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
- d. For the avoidance of doubt, nothing in this condition 13 shall affect the Contractor's rights at law.

**14. Disclosure of Information**

- a. Subject to clauses 14.d, 14.e, 14.h and condition 13 each Party:
- (1) shall treat in confidence all Information it receives from the other;
  - (2) shall not disclose any of that Information to any third party without the prior written consent of the other Party, which consent shall not unreasonably be withheld, except that the Contractor may disclose Information in confidence, without prior consent, to such persons and to such extent as may be necessary for the performance of the Contract;
  - (3) shall not use any of that Information otherwise than for the purpose of the Contract; and
  - (4) shall not copy any of that Information except to the extent necessary for the purpose of exercising its rights of use and disclosure under the Contract.
- b. The Contractor shall take all reasonable precautions necessary to ensure that all Information disclosed to the Contractor by or on behalf of the Authority under or in connection with the Contract:

- (1) is disclosed to its employees and Subcontractors, only to the extent necessary for the performance of the Contract; and
- (2) is treated in confidence by them and not disclosed except with the prior written consent of the Authority or used otherwise than for the purpose of performing work or having work performed for the Authority under the Contract or any subcontract.
- c. The Contractor shall ensure that its employees are aware of the Contractor's arrangements for discharging the obligations at clauses 14.a and 14.b before receiving Information and shall take such steps as may be reasonably practical to enforce such arrangements.
- d. Clauses 14.a and 14.b shall not apply to any Information to the extent that either Party:
- (1) exercises rights of use or disclosure granted otherwise than in consequence of, or under, the Contract;
  - (2) has the right to use or disclose the Information in accordance with other Conditions of the Contract; or
  - (3) can show:
    - (a) that the Information was or has become published or publicly available for use otherwise than in breach of any provision of the Contract or any other agreement between the Parties;
    - (b) that the Information was already known to it (without restrictions on disclosure or use) prior to receiving the Information under or in connection with the Contract;
    - (c) that the Information was received without restriction on further disclosure from a third party which lawfully acquired the Information without any restriction on disclosure; or
    - (d) from its records that the same Information was derived independently of that received under or in connection with the Contract;
- provided that the relationship to any other Information is not revealed.
- e. Neither Party shall be in breach of this condition where it can show that any disclosure of Information was made solely and to the extent necessary to comply with a statutory, judicial or parliamentary obligation. Where such a disclosure is made, the Party making the disclosure shall ensure that the recipient of the Information is made aware of and asked to respect its confidentiality. Such disclosure shall in no way diminish the obligations of the Parties under this condition.
- f. The Authority may disclose the Information:
- (1) on a confidential basis to any Central Government Body for any proper purpose of the Authority or of the relevant Central Government Body, which shall include: disclosure to the Cabinet Office and/or HM Treasury for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes;
  - (2) to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
  - (3) to the extent that the Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
  - (4) on a confidential basis to a professional adviser, consultant or other person engaged by any of the entities defined in Schedule 1 (including benchmarking organisations) for any purpose relating to or connected with this Contract;
  - (5) on a confidential basis for the purpose of the exercise of its rights under the Contract; or
  - (6) on a confidential basis to a proposed body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under the Contract;
- and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Authority under this condition.
- g. Before sharing any Information in accordance with clause 14.f, the Authority may redact the Information. Any decision to redact Information made by the Authority shall be final.
- h. The Authority shall not be in breach of the Contract where disclosure of Information is made solely and to the extent necessary to comply with the Freedom of Information Act 2000 (the "Act") or the Environmental Information Regulations 2004 (the "Regulations"). To the extent permitted by the time for compliance under the Act or the Regulations, the Authority shall consult the Contractor where the Authority is considering the disclosure of Information under the Act or the Regulations and, in any event, shall provide prior notification to the Contractor of any decision to disclose the Information. The Contractor acknowledges and accepts that its representations on disclosure during consultation may not be determinative and that the decision whether to disclose Information in order to comply with the Act or the Regulations is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Act or the Regulations.
- i. Nothing in this condition shall affect the Parties' obligations of confidentiality where Information is disclosed orally in confidence.

#### 15. **Publicity and Communications with the Media**

The Contractor shall not and shall ensure that any employee or Subcontractor shall not communicate with representatives of the press, television, radio or other media on any matter concerning the Contract unless the Authority has given its prior written consent.

**16. Change of Control of Contractor**

a. The Contractor shall notify the Representative of the Authority at the address given in clause 16b, as soon as practicable, in writing of any intended, planned or actual change in control of the Contractor, including any Sub-contractors. The Contractor shall not be required to submit any notice which is unlawful or is in breach of either any pre-existing non-disclosure agreement or any regulations governing the conduct of the Contractor in the UK or other jurisdictions where the Contractor may be subject to legal sanction arising from issuing such a notice.

b. Each notice of change of control shall be taken to apply to all contracts with the Authority. Notices shall be submitted to:

Mergers & Acquisitions Section  
Strategic Supplier Management Team  
Poplar 1 # 2119  
MOD Abbey Wood,  
Bristol, BS34 8JH

The Representative of the Authority shall consider the notice of change of control and advise the Contractor in writing of any concerns the Authority may have. Such concerns may include but are not limited to potential threats to national security, the ability of the Authority to comply with its statutory obligations or matters covered by the declarations made by the Contractor prior to Contract Award.

c. The Authority may terminate the Contract by giving written notice to the Contractor within six months of the Authority being notified in accordance with clause 16.a. The Authority shall act reasonably in exercising its right of termination under this condition.

d. If the Authority exercises its right to terminate in accordance with clause 16.cC the Contractor shall be entitled to request the Authority to consider making a payment representing any commitments, liabilities or expenditure incurred by the Contractor in connection with the Contract up to the point of termination. Such commitments, liabilities or expenditure shall be reasonably and properly chargeable by the Contractor and shall otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract. Any payment under this clause 16.dd must be fully supported by documentary evidence. The decision whether to make such a payment shall be at the Authority's sole discretion.

e. Notification by the Contractor of any intended, planned or actual change of control shall not prejudice the existing rights of the Authority or the Contractor under the Contract nor create or imply any rights of either the Contractor or the Authority additional to the Authority's rights set out in this condition.

**17. Environmental Requirements**

The Contractor shall in all its operations to perform the Contract, adopt a sound proactive environmental approach that identifies, considers, and where possible, mitigates the environmental impacts of its supply chain. The Contractor shall provide evidence of so doing to the Authority on demand.

**18. Contractor's Records**

a. The Contractor and its sub-contractors shall maintain all records specified in and connected with the Contract (expressly or otherwise), and make them available to the Authority when requested on reasonable notice.

b. The Contractor and its sub-contractors shall also permit access to relevant records that relate to the contractual obligations to supply goods and services under the Contract, held by or controlled by them and reasonably required by the Comptroller and Auditor General, their staff and any appointed representative of the National Audit Office, and provide such explanations and information as reasonably necessary for the following purposes:

(1) to enable the National Audit Office to carry out the Authority's statutory audits and to examine and/or certify the Authority's annual and interim report and accounts; and

(2) to enable the National Audit Office to carry out an examination pursuant to Part II of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources.

c. With regard to the records made available to the Authority under clause 1 of this Condition, and subject to the provisions of SC2 conditions of contract clause 14, the Contractor shall permit records to be examined and if necessary copied, by the Authority, or Representative of the Authority, as the Authority may require.

d. Unless the Contract specifies otherwise the records referred to in this Condition shall be retained for a period of at least 6 years from:

(1) the end of the Contract term;

(2) the termination of the Contract; or

(3) the final payment,

Whichever occurs latest.

**19. Notices**

a. A Notice served under the Contract shall be:

(1) in writing in the English Language;

(2) authenticated by signature or such other method as may be agreed between the Parties;

(3) sent for the attention of the other Party's Representative, and to the address set out in Schedule 3 (Contract Data Sheet);

(4) marked with the number of the Contract; and

(5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in Schedule 3 (Contract Data Sheet), by electronic mail.

- b. Notices shall be deemed to have been received:
- (1) if delivered by hand, on the day of delivery if it is a Business Day in the place of receipt, and otherwise on the first Business Day in the place of receipt following the day of delivery;
  - (2) if sent by prepaid post, on the fourth Business Day (or the tenth Business Day in the case of airmail) after the day of posting;
  - (3) if sent by facsimile or electronic means:
    - (a) if transmitted between 09:00 and 17:00 hours on a Business Day (recipient's time) on completion of receipt by the sender of verification of the transmission from the receiving instrument; or
    - (b) if transmitted at any other time, at 09:00 on the first Business Day (recipient's time) following the completion of receipt by the sender of verification of transmission from the receiving instrument.

## 20. Progress Monitoring, Meetings and Reports

- a. The Contractor shall attend progress meetings at the frequency or times (if any) specified in Schedule 3 (Contract Data Sheet) and shall ensure that its Contractor's Representatives are suitably qualified to attend such meetings.
- b. The Contractor shall submit progress reports to the Authority's Representatives at the times and in the format (if any) specified in Schedule 3 (Contract Data Sheet). The reports shall detail as a minimum:
- (1) performance/Delivery of the Contractor Deliverables;
  - (2) risks and opportunities;
  - (3) any other information specified in Schedule 3 (Contract Data Sheet); and
  - (4) any other information reasonably requested by the Authority.

## Supply of Contractor Deliverables

### 21. Supply of Contractor Deliverables and Quality Assurance

- a. The Contractor shall provide the Contractor Deliverables to the Authority, in accordance with the Schedule of Requirements and the Specification, and shall allocate sufficient resource to the provision of the Contractor Deliverables to enable it to comply with this obligation.
- b. The Contractor shall:
- (1) comply with any applicable quality assurance requirements specified in Schedule 3 (Contract Data Sheet) in providing the Contractor Deliverables; and
  - (2) discharge its obligations under the Contract with all due skill, care, diligence and operating practice by appropriately experienced, qualified and trained personnel.
- c. The provisions of clause 21.b. shall survive any performance, acceptance or payment pursuant to the Contract and shall extend to any remedial services provided by the Contractor.
- d. The Contractor shall:
- (1) observe, and ensure that the Contractor's Team observe, all health and safety rules and regulations and any other security requirements that apply at any of the Authority's premises;
  - (2) notify the Authority as soon as it becomes aware of any health and safety hazards or issues which arise in relation to the Contractor Deliverables; and
  - (3) before the date on which the Contractor Deliverables are to start, obtain, and at all times maintain, all necessary licences and consents in relation to the Contractor Deliverables.

### 22. Marking of Contractor Deliverables

- a. Each Contractor Deliverable shall be marked in accordance with the requirements specified in Schedule 3 (Contract Data Sheet), if no such requirement is specified, the Contractor shall mark each Contractor Deliverable clearly and indelibly in accordance with the requirements of the relevant DEF STAN 05-132 as specified in the contract or specification. In the absence of such requirements, the Contractor Deliverables shall be marked with the MOD stock reference, NATO Stock Number (NSN) or alternative reference number specified in Schedule 2 (Schedule of Requirements).
- b. Any marking method used shall not have a detrimental effect on the strength, serviceability or corrosion resistance of the Contractor Deliverables.
- c. The marking shall include any serial numbers allocated to the Contractor Deliverables.
- d. Where because of its size or nature it is not possible to mark a Contractor Deliverable with the required particulars, the required information should be included on the package or carton in which the Contractor Deliverable is packed, in accordance with Condition 23, (Packaging and Labelling (excluding Contractor Deliverables containing Munitions)).

### 23. Packaging and Labelling (excluding Contractor Deliverables containing Munitions)

- a. Packaging responsibilities are as follows:
- (1) The Contractor shall be responsible for providing Packaging which fully complies with the requirements of the Contract.
  - (2) The Authority shall indicate in the Contract the standard or level of Packaging required for each Contractor Deliverable, including the PPQ. If a standard or level of Packaging (including the PPQ) is not indicated in the Contract, the Contractor shall request such instructions from the Authority before proceeding further.
  - (3) The Contractor shall ensure all relevant information necessary for the effective performance of the Contract is made available to all subcontractors.
  - (4) Where the Contractor or any of their subcontractors have concerns relating to the appropriateness of the

- Packaging design and or MPL prior to manufacture or supply of the Contractor Deliverables they shall use DEFFORM 129B to feedback these concerns to the Contractor or Authority, as appropriate.
- b. The Contractor shall supply Commercial Packaging meeting the standards and requirements of Def Stan 81-041 (Part 1). In addition the following requirements apply:
- (1) The Contractor shall provide Packaging which:
    - (a) will ensure that each Contractor Deliverable may be transported and delivered to the consignee named in the Contract in an undamaged and serviceable condition; and
    - (b) is labelled to enable the contents to be identified without need to breach the package; and
    - (c) is compliant with statutory requirements and this Condition.
  - (2) The Packaging used by the Contractor to supply identical or similar Contractor Deliverables to commercial customers or to the general public (i.e. point of sale packaging) will be acceptable, provided that it complies with the following criteria:
    - (a) reference in the Contract to a PPQ means the quantity of a Contractor Deliverable to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user;
    - (b) Robust Contractor Deliverables, which by their nature require minimal or no packaging for commercial deliveries, shall be regarded as "PPQ packages" and shall be marked in accordance with Clauses 23.i to 23.l. References to "PPQ packages" in subsequent text shall be taken to include Robust Contractor Deliverables; and
    - (c) for ease of handling, transportation and delivery, packages which contain identical Contractor Deliverables may be bulked and overpacked, in accordance with clauses 23.i to 23.k.
- c. The Contractor shall ascertain whether the Contractor Deliverables being supplied are, or contain, Dangerous Goods, and shall supply the Dangerous Goods in accordance with:
- (1) The Health and Safety At Work Act 1974 (as amended);
  - (2) The Classification Hazard Information and Packaging for Supply Regulations (CHIP4) 2009 (as amended);
  - (3) The REACH Regulations 2007 (as amended); and
  - (4) The Classification, Labelling and Packaging Regulations (CLP) 2009 (as amended).
- d. The Contractor shall package the Dangerous Goods as limited quantities, excepted quantities or similar derogations, for UK or worldwide shipment by all modes of transport in accordance with the regulations relating to the Dangerous Goods and:
- (1) The Safety Of Lives At Sea Regulations (SOLAS) 1974 (as amended); and
  - (2) The Air Navigation Order.
    - e. As soon as possible, and in any event no later than one month before delivery is due, the Contractor shall provide a Safety Data Sheet in respect of each Dangerous Good in accordance with the REACH Regulations 2007 (as amended) and the Health and Safety At Work Act 1974 (as amended) and in accordance with condition 24 (Supply of Hazardous Materials or Substances in Contractor Deliverables).
- f. The Contractor shall comply with the requirements for the design of MLP which include clauses 23.f and 23.g as follows:
- (1) Where there is a requirement to design UK or NATO MLP, the work shall be undertaken by an MPAS registered organisation, or one that although non-registered is able to demonstrate to the Authority that its quality systems and military package design expertise are of an equivalent standard.
    1. The MPAS certification (for individual designers) and registration (for organisations) scheme details are available from:  
DES SEOC SCP-SptEng-Pkg  
MOD Abbey Wood  
Bristol, BS34 8JH  
Tel. +44(0)30679-35353  
[REDACTED]
    2. The MPAS Documentation is also available on the DStan website.
  - (2) MLP shall be designed to comply with the relevant requirements of Def Stan 81-041, and be capable of meeting the appropriate test requirements of Def Stan 81-041 (Part 3). Packaging designs shall be prepared on a SPIS, in accordance with Def Stan 81-041 (Part 4).
  - (3) The Contractor shall ensure a search of the SPIS index (the 'SPIN') is carried out to establish the SPIS status of each requirement (using DEFFORM 129a 'Application for Packaging Designs or their Status').
  - (4) New designs shall not be made where there is an existing usable SPIS, or one that may be easily modified.
  - (5) Where there is a usable SFS, it shall be used in place of a SPIS design unless otherwise stated by the Contract. When an SFS is used or replaces a SPIS design, the Contractor shall upload this information on to SPIN in Adobe PDF.
  - (6) All SPIS, new or modified (and associated documentation), shall, on completion, be uploaded by the Contractor on to SPIN. The format shall be Adobe PDF.
  - (7) Where it is necessary to use an existing SPIS design, the Contractor shall ensure the Packaging manufacturer is a registered organisation in accordance with clause 23.f(1) above, or if un-registered, is compliant with MPAS ANNEX A Supplement (Code) M. The Contractor shall ensure, as far as possible, that the SPIS is up to date.
  - (8) The documents supplied under clause 23.f(6) shall be considered as a contract data requirement and be subject to the terms of DEFCON 15 and DEFCON 21.
- g. Unless otherwise stated in the Contract, one of the following procedures for the production of new or

modified SPIS designs shall be applied:

- (1) If the Contractor or their subcontractor is the PDA they shall:
    1. On receipt of instructions received from the Authority's representative nominated in Box 2 of DEFFORM 111 at Annex A to Schedule 3 (Contract Data Sheet), prepare the required package design in accordance with clause 23.f.
    2. Where the Contractor or their subcontractor is registered they shall, on completion of any design work, provide the Authority with the following documents electronically:
      - i. a list of all SPIS which have been prepared or revised against the Contract; and
      - ii. a copy of all new / revised SPIS, complete with all continuation sheets and associated drawings, where applicable, to be uploaded onto SPIN.
    3. Where the PDA is not a registered organisation, then they shall obtain approval for their design from a registered organisation before proceeding, then follow clause 23.g(1)2.
  - (2) Where the Contractor or their subcontractor is not the PDA and is un-registered, they shall not produce, modify, or update SPIS designs. They shall obtain current SPIS design(s) from the Authority or a registered organisation before proceeding with manufacture of Packaging. To allow designs to be provided in ample time, they should apply for SPIS designs as soon as practicable.
  - (3) Where the Contractor or their subcontractor is un-registered and has been given authority to produce, modify, and update SPIS designs by the Contract, he shall obtain approval for their design from a registered organisation using DEFFORM 129a before proceeding, then follow clause 23.g(1)2.
  - (4) Where the Contractor or their subcontractor is not a PDA but is registered, he shall follow clauses 23.g(1)1 and 23.g(1)2.
- h. If special jigs, tooling etc., are required for the production of MLP, the Contractor shall obtain written approval from the Commercial Officer before providing them. Any approval given will be subject to the terms of DEFCON 23 (SC2) or equivalent condition, as appropriate.
- i. In addition to any marking required by international or national legislation or regulations, the following package labelling and marking requirements apply:
- (1) If the Contract specifies UK or NATO MPL, labelling and marking of the packages shall be in accordance with Def Stan 81-041 (Part 6) and this Condition as follows:
    - (a) Labels giving the mass of the package, in kilograms, shall be placed such that they may be clearly seen when the items are stacked during storage.
    - (b) Each consignment package shall be marked with details as follows:
      - i. name and address of consignor;
      - ii. name and address of consignee (as stated in the Contract or order);
      - iii. destination where it differs from the consignee's address, normally either:
        - (i). delivery destination / address; or
        - (ii). transit destination, where delivery address is a point for aggregation / disaggregation and / or onward shipment elsewhere, e.g. railway station, where that mode of transport is used;
      - iv. the unique order identifiers and the CP&F Delivery Label / Form which shall be prepared in accordance with DEFFORM 129J.
        - (i). If aggregated packages are used, their consignment marking and identification requirements are stated at clause 23.l.
  - (2) If the Contract specifies Commercial Packaging, an external surface of each PPQ package and each consignment package, if it contains identical PPQ packages, shall be marked, using details of the Contractor Deliverables as shown in the Contract schedule, to state the following:
    - (a) description of the Contractor Deliverable;
    - (b) the full thirteen digit NATO Stock Number (NSN);
    - (c) the PPQ;
    - (d) maker's part / catalogue, serial and / or batch number, as appropriate;
    - (e) the Contract and order number when applicable;
    - (f) the words "Trade Package" in bold lettering, marked in BLUE in respect of trade packages, and BLACK in respect of export trade packages;
    - (g) shelf life of item where applicable;
    - (h) for rubber items or items containing rubber, the quarter and year of vulcanisation or manufacture of the rubber product or component (marked in accordance with Def Stan 81-041);
    - (i) any statutory hazard markings and any handling markings, including the mass of any package which exceeds 3kg gross; and
    - (j) any additional markings specified in the Contract.
- j. Bar code marking shall be applied to the external surface of each consignment package and to each PPQ package contained therein. The default symbology shall be as specified in Def Stan 81-041 (Part 6). As a minimum the following information shall be marked on packages:
- (1) the full 13-digit NSN;
  - (2) denomination of quantity (D of Q);
  - (3) actual quantity (quantity in package);
  - (4) manufacturer's serial number and / or batch number, if one has been allocated; and
  - (5) the CP&F-generated unique order identifier.
- k. Requirements for positioning bar codes in relation to related text, as well as positioning on package etc., are defined in Def Stan 81-041 (Part 6). If size of the bar code does not allow a label to be directly attached, then a tag may be used. Any difficulties over size or positioning of barcode markings shall initially be referred to the organisation nominated in Box 3 of DEFFORM 111 at Annex A to Schedule 3 (Contract Data Sheet).

- i. The requirements for the consignment of aggregated packages are as follows:
- (1) With the exception of packages containing Dangerous Goods, over-packing for delivery to the consignee shown in the Contract may be used by the consignor to aggregate a number of packages to different Packaging levels, provided that the package contains Contractor Deliverables of only one NSN or class group. Over-packing shall be in the cheapest commercial form consistent with ease of handling and protection of over-packed items.
  - (2) Two adjacent sides of the outer container shall be clearly marked to show the following:
    - (a) class group number;
    - (b) name and address of consignor;
    - (c) name and address of consignee (as stated on the Contract or Order);
    - (d) destination if it differs from the consignee's address, normally either:
      - i. delivery destination / address; or
      - ii. transit destination, if the delivery address is a point of aggregation / disaggregation and / or onward shipment e.g. railway station, where that mode of transport is used;
    - (e) where applicable, the reference number of the delivery note produced by CP&F relating to the contents. The consignee's copy of each delivery note shall be placed in the case / container. If the Contractor Deliverables listed in the delivery note are packed in several cases, the consignee's copy shall be placed in the first case and a separate list detailing the contents shall be prepared for each case after the first and placed in the case to which it relates. Each case is to be numbered to indicate both the number of the case and the total number of cases concerned e.g. 1/3, 2/3, 3/3;
    - (f) the CP&F-generated shipping label; and
    - (g) any statutory hazard markings and any handling markings.
- m. Authorisation of the Contractor to undertake Packaging design, or to use a packaging design, that was not part of the original requirement under the Contract, shall be considered as an alteration to the specification in accordance with condition 7 (Variations to Specification).
- n. The Contractor shall ensure that timber and wood-containing products supplied under the Contract comply with the provisions of condition 25 (Timber and Wood-Derived Products) and Annex I and Annex II of the International Standards for Phytosanitary Measures, "Guidelines for Regulating Wood Packaging Material in International Trade", Publication No 15 (ISPM 15).
- o. All Packaging shall meet the requirements of the Packaging (Essential Requirements) Regulations 2003 (as amended) where applicable.
- p. In any design work the Contractor shall comply with the Producer Responsibility Obligations (Packaging Waste) Regulations 2007 (as amended) or equivalent legislation. Evidence of compliance shall be a contractor record in accordance with condition 18. (Contractor's Records).
- q. This Condition is concerned with the supply of Packaging suitable to protect and ease handling, transport and storage of specified items. Where there is a failure of suitable Packaging (a design failure), or Packaging fails and this is attributed to the Packaging supplier, then the supplier shall be liable for the cost of replacing the Packaging.
- r. Liability for other losses resulting from Packaging failure or resulting from damage to Packaging, (such as damage to the packaged item etc.), shall be specified elsewhere in the Contract.
- s. General requirements for service Packaging, including details of UK and NATO MLP and Commercial Packaging descriptions, are contained in Def Stan 81-041 (Part 1) "Packaging of Defence Materiel". Def Stans, NATO Standardisation Agreements (STANAGs), and further information are available from the DStan internet site at: <https://www.dstan.mod.uk/>
- t. Unless specifically stated otherwise in the invitation to tender or the Contract, reference to any standard including Def Stans or STANAGs in any invitation to tender or Contract document means the edition and all amendments extant at the date of such tender or Contract.
- u. In the event of conflict between the Contract and Def Stan 81-041, the Contract shall take precedence.

#### **24. Supply of Hazardous Materials or Substances in Contractor Deliverables**

- a. The Contractor shall provide to the Authority:
- (1) for each hazardous material or substance supplied, a Safety Data Sheet (SDS) in accordance with the extant Chemicals (Hazard Information and Packaging for Supply) Regulations (CHIP) and / or the Classification, Labelling and Packaging (CLP) Regulation 1272/2008 (whichever is applicable), and
  - (2) for each Contractor Deliverable containing hazardous materials or substances, safety information as required by the Health and Safety at Work, etc Act 1974, at the time of supply.
- Nothing in this Condition shall reduce or limit any statutory duty or legal obligation of the Authority or the Contractor.
- b. If the Contractor Deliverable contains hazardous materials or substances, or is a substance falling within the scope of the REACH Regulation (EC) No 1907/2006:
- (1) the Contractor shall provide to the Authority an SDS for the substance in accordance with the Regulation. If the Contractor becomes aware of new information which may affect the risk management measures or new information on the hazard, the Contractor shall update the SDS and forward it to the Authority and to the address listed in clause 24.h below, and
  - (2) the Authority, if it becomes aware of new information regarding the hazardous properties of the substance, or any other information that might call into question the appropriateness of the risk management measures identified in the SDS supplied, shall report this information in writing to the Contractor.
- c. If the Contractor is required, under, or in connection with the contract, to supply Contractor Deliverables or components of Contractor Deliverables that, in the course of their use, maintenance, disposal, or in the event of

an accident, may release hazardous materials or substances, they shall provide to the Authority a list of those hazardous materials or substances, and for each hazardous material or substance listed, provide an SDS.

d. The Contractor shall provide to the Authority a completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract: Data Requirements) in accordance with Schedule 3 (Contract Data Sheet).

e. If the Contractor Deliverables, materials or substances are ordnance, munitions or explosives, in addition to the requirements of CHIP and / or the CLP Regulation 1272/2008 (whichever is applicable) and REACH the Contractor shall comply with hazard reporting requirements of DEF STAN 07-085 Design Requirements for Weapons and Associated Systems.

f. If the Contractor Deliverables, materials or substances are or contain or embody a radioactive substance as defined in the Ionising Radiation Regulations SI 1999/3232, the Contractor shall additionally provide details of:

- (1) activity;
- (2) the substance and form (including any isotope);

g. If the Contractor Deliverables, materials or substances have magnetic properties, the Contractor shall additionally provide details of the magnetic flux density at a defined distance, for the condition in which it is packed.

h. Any SDS to be provided in accordance with this Condition, including any related information to be supplied in compliance with the Contractor's statutory duties under Clause 24.a, any information arising from the provisions of Clauses 24.e, 24.f and 24.g and the completed Schedule 6, shall be sent directly to the Authority's Representative (Commercial) as soon as practicable, and no later than one (1) month prior to the Contract delivery date, unless otherwise stated in Schedule 3 (Contract Data Sheet). In addition, so that the safety information can reach users without delay, a copy shall be sent preferably as an email with attachment(s) in Adobe PDF or MS WORD format, or, if only hardcopy is available, to the addresses below:

- (3) Hard copies to be sent to:  
Hazardous Stores Information System (HSIS)  
Defence Safety Authority (DSA)  
Movement Transport Safety Regulator (MTSR)  
Hazel Building Level 1, #H019  
MOD Abbey Wood (North)  
Bristol, BS34 8QW

- (4) Emails to be sent to:

i. Failure by the Contractor to comply with the requirements of this Condition shall be grounds for rejecting the affected Contractor Deliverables. Any withholding of information concerning hazardous Contractor Deliverables, materials or substances shall be regarded as a material breach of Contract under Condition 42 (Material Breach) for which the Authority reserves the right to require the Contractor to rectify the breach immediately at no additional cost to the Authority or to terminate the Contract in accordance with Condition 42.

## 25. Timber and Wood-Derived Products

a. All Timber and Wood-Derived Products supplied by the Contractor under the Contract:

- (1) shall comply with the Contract Specification; and
- (2) must originate either:
  - (a) from a Legal and Sustainable source; or
  - (b) from a FLEGT-licensed or equivalent source.

b. In addition to the requirements of clause 25.a, all Timber and Wood-Derived Products supplied by the Contractor under the Contract shall originate from a forest source where management of the forest has full regard for:

- (1) identification, documentation and respect of legal, customary and traditional tenure and use rights related to the forest;
- (2) mechanisms for resolving grievances and disputes including those relating to tenure and use rights, to forest management practices and to work conditions; and
- (3) safeguarding the basic labour rights and health and safety of forest workers.

c. If requested by the Authority, the Contractor shall provide to the Authority Evidence that the Timber and Wood-Derived Products supplied to the Authority under the Contract comply with the requirements of clause 25.a or 25.b or both.

d. The Authority reserves the right at any time during the execution of the Contract and for a period of five (5) years from final Delivery under the Contract to require the Contractor to produce the Evidence required for the Authority's inspection within fourteen (14) days of the Authority's request.

e. If the Contractor has already provided the Authority with the Evidence required under clause 25.c, the Contractor may satisfy these requirements by giving details of the previous notification and confirming the Evidence remains valid and satisfies the provisions of clauses 25.a or 25.b or both.

f. The Contractor shall maintain records of all Timber and Wood-Derived Products delivered to and accepted by the Authority, in accordance with condition 18 (Contractor's Records).

g. Notwithstanding clause 25.c, if exceptional circumstances render it strictly impractical for the Contractor to record Evidence of proof of timber origin for previously used Recycled Timber, the Contractor shall support the use of this Recycled Timber with:

- (1) a record tracing the Recycled Timber to its previous end use as a standalone object or as part of a structure; and
- (2) an explanation of the circumstances that rendered it impractical to record Evidence of proof of timber origin.

h. The Authority reserves the right to decide, except where in the Authority's opinion the timber supplied is incidental to the requirement and from a low risk source, whether the Evidence submitted to it demonstrates compliance with clause 25.a or 25.b, or both. In the event that the Authority is not satisfied, the Contractor shall commission and meet the costs of an Independent Verification and resulting report that will:

- (1) verify the forest source of the timber or wood; and
- (2) assess whether the source meets the relevant criteria of clause 25.b.

i. The statistical reporting requirement at clause 25.j applies to all Timber and Wood-Derived Products delivered under the Contract. The Authority reserves the right to amend the requirement for statistical reporting, in the event that the UK Government changes the requirement for reporting compliance with the Government Timber Procurement Policy. Amendments to the statistical reporting requirement will be made in accordance with condition 6 (Amendments to Contract).

j. The Contractor shall provide to the Authority, a completed Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements), the data or information the Authority requires in respect of Timber and Wood-Derived Products delivered to the Authority under the Contract, or in respect of each Order in the case of a Framework Agreement, or at such other frequency as stated in the Contract. The Contractor shall send all completed Schedule 7s (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements), including Nil Returns where appropriate, to the Authority's Representative (Commercial).

k. The Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements) may be amended by the Authority from time to time, in accordance with condition 6 (Amendments to Contract).

l. The Contractor shall obtain any wood, other than processed wood, used in Packaging from:

- (1) companies that have a full registered status under the Forestry Commission and Timber Packaging and Pallet Confederation's UK Wood Packaging Material Marking Programme (more detailed information can be accessed at [www.forestry.gov.uk](http://www.forestry.gov.uk)) and all such wood shall be treated for the elimination of raw wood pests and marked in accordance with that Programme; or
- (2) sources supplying wood treated and marked so as to conform to Annex I and Annex II of the International Standard for Phytosanitary Measures, "Guidelines for Regulating Wood Packaging Material in International Trade", Publication No 15 published by the Food and Agricultural Organisation of the United Nations (ISPM15) (more detailed information can be accessed at [www.fao.org](http://www.fao.org)).

## 26. Certificate of Conformity

a. Where required in Schedule 3 (Contract Data Sheet) the Contractor shall provide a Certificate of Conformity (CofC) in accordance with Schedule 2 (Schedule of Requirements) and any applicable Quality Plan. One copy of the CofC shall be sent to the Authority's Representative (Commercial) upon Delivery, and one copy shall be provided to the Consignee upon Delivery.

b. The Contractor shall consider the CofC to be a record in accordance with condition 18. (Contractor's Records).

c. The Information provided on the CofC shall include:

- (1) Contractor's name and address;
- (2) Contractor unique CofC number;
- (3) Contract number and where applicable Contract amendment number;
- (4) details of any approved concessions;
- (5) acquirer name and organisation;
- (6) Delivery address;
- (7) Contract Item Number from Schedule 2 (Schedule of Requirements);
- (8) description of Contractor Deliverable, including part number, specification and configuration status;
- (9) identification marks, batch and serial numbers in accordance with the Specification;
- (10) quantities;
- (11) a signed and dated statement by the Contractor that the Contractor Deliverables comply with the requirements of the Contract and approved concessions.

Exceptions or additions to the above are to be documented.

d. Where Schedule 2 (Schedule of Requirements) and any applicable Quality Plan require demonstration of traceability and design provenance through the supply chain the Contractor shall include in any relevant subcontract the requirement for the Information called for at clause 26.c. The Contractor shall ensure that this Information is available to the Authority through the supply chain upon request in accordance with condition 18 (Contractor Records).

## 27. Access to Contractor's Premises

a. The Contractor shall provide to the Authority's Representatives following reasonable Notice, relevant accommodation/facilities, at no direct cost to the Authority, and all reasonable access to its premises for the purpose of monitoring the Contractor's progress and quality standards in performing the Contract.

b. As far as reasonably practical, the Contractor shall ensure that the provisions of clause 1 are included in their subcontracts with those suppliers identified in the Contract. The Authority, through the Contractor, shall arrange access to such subcontractors.

## 28. Delivery / Collection

a. Schedule 3 (Contract Data Sheet) shall specify whether the Contractor Deliverables are to be Delivered to the Consignee by the Contractor or Collected from the Consignor by the Authority.

b. Where the Contractor Deliverables are to be Delivered by the Contractor (or a third party acting on behalf of the Contractor), the Contractor shall, unless otherwise stated in writing:

- (1) contact the Authority's Representative as detailed in Schedule 3 (Contract Data Sheet) in advance of the

- Delivery Date in order to agree administrative arrangements for Delivery and provide any Information pertinent to Delivery requested;
- (2) comply with any special instructions for arranging Delivery in Schedule 3 (Contract Data Sheet);
  - (3) ensure that each consignment of the Contractor Deliverables is accompanied by, (as specified in Schedule 3 (Contract Data Sheet)), a DEFFORM 129J in accordance with the instructions;
  - (4) be responsible for all costs of Delivery; and
  - (5) Deliver the Contractor Deliverables to the Consignee at the address stated in Schedule 2 (Schedule of Requirements) by the Delivery Date between the hours agreed by the Parties.
- c. Where the Contractor Deliverables are to be Collected by the Authority (or a third party acting on behalf of the Authority), the Contractor shall, unless otherwise stated in writing:
- (1) contact the Authority's Representative (Transport) as detailed in box 10 of DEFFORM 111 at Annex A to Schedule 3 (Contract Data Sheet) in advance of the Delivery Date in order to agree specific arrangements for Collection and provide any Information pertinent to the Collection requested;
  - (2) comply with any special instructions for arranging Collection in Schedule 3 (Contract Data Sheet);
  - (3) ensure that each consignment of the Contractor Deliverables is accompanied by, (as specified in Schedule 3 (Contract Data Sheet)), a DEFFORM 129J in accordance with the instructions;
  - (4) ensure that the Contractor Deliverables are available for Collection by the Authority from the Consignor (as specified in Schedule 3 (Contract Data Sheet)) by the Delivery Date between the hours agreed by the Parties; and
  - (5) in the case of Overseas consignments, ensure that the Contractor Deliverables are accompanied by the necessary transit documentation. All Customs clearance shall be the responsibility of the Authority's Representative (Transport).
- d. Title and risk in the Contractor Deliverables shall only pass from the Contractor to the Authority:
- (1) on the Delivery of the Contractor Deliverables by the Contractor to the Consignee in accordance with clause 28.b; or
  - (2) on the Collection of the Contractor Deliverables from the Consignor by the Authority once they have been made available for Collection by the Contractor in accordance with clause 28.c.

### 29. Acceptance

- a. Acceptance of the Contractor Deliverables shall occur in accordance with any acceptance procedure specified in Schedule 8 (Acceptance Procedure). If no acceptance procedure is so specified acceptance shall occur when either:
- (1) the Authority does any act in relation to the Contractor Deliverable which is inconsistent with the Contractor's ownership; or
  - (2) the time limit in which to reject the Contractor Deliverables defined in clause 30.b has elapsed.

### 30. Rejection

- a. If any of the Contractor Deliverables Delivered to the Authority do not conform to the Specification or any other terms of this Contract, then (without limiting any other right or remedy that the Authority may have) the Authority may reject the Contractor Deliverables (in whole or in part). The Authority shall return these Contractor Deliverables to the Contractor at the Contractor's risk and cost.
- b. Rejection of any of the Contractor Deliverables under clause 30.a shall take place by the time limit for rejection specified in Schedule 3 (Contract Data Sheet), or if no such period is specified within thirty (30) Business Days.

### 31. Diversion Orders

- a. The Authority shall notify the Contractor at the earliest practicable opportunity if it becomes aware that a Contractor Deliverable is likely to be subject to a Diversion Order.
- b. The Authority may issue a Diversion Order for the urgent delivery of the Contractor Deliverables identified in it. These Contractor Deliverables are to be delivered by the Contractor using the quickest means available as agreed by the Authority.
- c. The Authority reserves the right to cancel the Diversion Order.
- d. If the terms of the Diversion Order are unclear, the Contractor shall immediately contact the Representative of the Authority who issued it for clarification and/or further instruction.
- e. If the Diversion Order increases the quantity of Contractor Deliverables beyond the scope of the Contract, it is to be returned immediately to the Authority's Commercial Officer with an appropriate explanation.
- f. The Contractor shall be entitled to reasonable additional delivery and packaging costs incurred in complying with the Diversion Order or cancellation. Claims are to be submitted by the Contractor to the Authority's Commercial Officer together with applicable receipts and agreed as an amendment to the Contract in accordance with condition 6 (Amendments to Contract). The Contractor shall comply with the requirements of the Diversion Order upon receipt of the Diversion Order.

### 32. Self-to-Self Delivery

Where it is stated in Schedule 3 (Contract Data Sheet) that any Contractor Deliverable is to be Delivered by the Contractor to its own premises, or to those of a Subcontractor ('self-to-self delivery'), the risk in such a Contractor Deliverable shall remain vested in the Contractor until such time as it is handed over to the Authority.

Licences and Intellectual Property**33. Import and Export Licences**

a. If, in the performance of the Contract, the Contractor needs to import into the UK or export out of the UK anything not supplied by or on behalf of the Authority and for which a UK import or export licence is required, the responsibility for applying for the licence shall rest with the Contractor. The Authority shall provide the Contractor with sufficient information, certification, documentation and other reasonable assistance in obtaining any necessary UK import or export licence.

b. When an export licence or import licence or authorisation either singularly or in combination is required from a foreign government for the performance of the Contract, the Contractor shall as soon as reasonably practicable consult with the Authority on the licence requirements. Where the Contractor is the applicant for the licence or authorisation the Contractor shall:

- (1) ensure that when end use or end user restrictions, or both, apply to all or part of any Contractor Deliverable (which for the purposes of this Condition shall also include information, technical data and software), the Contractor, unless otherwise agreed with the Authority, shall identify in the application:
  - (a) the end user as: Her Britannic Majesty's Government of the United Kingdom of Great Britain and Northern Ireland (hereinafter "HM Government"); and
  - (b) the end use as: For the Purposes of HM Government; and
- (2) include in the submission for the licence or authorisation a statement that "information on the status of processing this application may be shared with the Ministry of Defence of the United Kingdom".

c. If the Contractor or any subcontractor in the performance of the Contract needs to export materiel not previously supplied by or on behalf of the Authority for which an export licence or import licence or authorisation from a foreign government is required, the responsibility for instituting expeditious action to apply for and obtain the licence shall rest with the Contractor or that subcontractor. For the purposes of this Condition materiel shall mean information, technical data and items, including Contractor Deliverables, components of Contractor Deliverables and software.

d. Where the Contract performance requires the export of materiel for which a foreign export licence or import licence or authorisation is required, the Contractor shall include the dependencies for the export licence or import licence or authorisation application, grant and maintenance in the Contract risk register and in the risk management plan for the Contract, with appropriate review points. Where there is no requirement under the Contract for a risk management plan the Contractor shall submit this information to the Authority's representative.

e. During the term of the Contract and for a period of up to 2 years from completion of the Contract, the Authority may make a written request to the Contractor to seek a variation to the conditions to a foreign export licence or import licence or authorisation to enable the Authority to re-export or re-transfer a licensed or authorised item or licensed or authorised information from the UK to a non-licensed or unauthorised third party. If the Authority makes such a request it will consult with the Contractor before making a determination of whether the Authority or the Contractor is best placed in all the circumstance to make the request. Where, subsequent to such consultation the Authority notifies the Contractor that the Contractor is best placed to make such request:

- (1) the Contractor shall, or procure that the Contractor's subcontractor shall, expeditiously consider whether or not there is any reason why it should object to making the request and, where it has no objection, file an application to seek a variation of the applicable export licence or import licence or authorisation in accordance with the procedures of the licensing authority. Where the contractor has an objection, the Parties shall meet within five (5) working days to resolve the issue and should they fail the matter shall be escalated to an appropriate level within both Parties' organisations, to include their respective export licensing subject matter experts; and
- (2) the Authority shall provide sufficient information, certification, documentation and other reasonable assistance as may be necessary to support the application for the requested variation.

f. Where the Authority determines that it is best placed to make such request the Contractor shall provide sufficient information, certification, documentation and other reasonable assistance as may be necessary to support the Authority to make the application for the requested variation.

g. Where the Authority invokes clause 33.e or 33.f the Authority will pay the Contractor a fair and reasonable charge for this service based on the cost of providing it.

h. Where the Contractor subcontracts work under the Contract, which is likely to be subject to foreign export control, import control or both the Contractor shall use reasonable endeavours to incorporate in each subcontract equivalent obligations to those set out in this Condition. Where it is not possible to include equivalent terms to those set out in this Condition, the Contractor shall report that fact and the circumstances to the Authority.

i. Without prejudice to HM Government's position on the validity of any claim by a foreign government to extra-territoriality, the Authority shall provide the Contractor with sufficient information, certification, documentation and other reasonable assistance to facilitate the granting of export licences or import licences or authorisations by a foreign Government in respect of the performance of the Contract.

j. The Authority shall provide such assistance as the Contractor may reasonably require in obtaining any UK export licences necessary for the performance of the Contract.

k. The Contractor shall use reasonable endeavours to identify whether any Contractor Deliverable is subject to:

- (1) a non-UK export licence, authorisation or exemption; or
- (2) any other related transfer or export control,

that imposes or will impose end use, end user or re-transfer or re-export restrictions, or restrictions on disclosure to individuals based upon their nationality. This does not include the Intellectual Property-specific restrictions of the type referred to in condition 34 (Third Party Intellectual Property – Rights and Restrictions).

- i. If at any time during the term of the Contract the Contractor becomes aware that all or any part of the Contractor Deliverables are subject to Clause 33.k(1) or 33.k(2), it shall notify the Authority of this as soon as reasonably practicable by providing details in the DEFFORM 528 or other mutually agreed alternative format. Such notification shall be no later than thirty (30) days of knowledge of any affected Contractor Deliverable and in any event such notification shall be not less than thirty (30) days prior to delivery of the Contractor Deliverables.
- m. If the information to be provided under Clause 33.l has been provided previously to the Authority by the Contractor under the Contract, the Contractor may satisfy these requirements by giving details of the previous notification and confirming they remain valid and satisfy the provisions of Clause 33.l.
- n. During the term of the Contract, the Contractor shall notify the Authority as soon as reasonably practicable of any changes in the information notified previously under clauses 33.l or 33.m of which it becomes or is aware that would affect the Authority's ability to use, disclose, re-transfer or re-export an item or part of it as is referred to in those Clauses by issuing an updated DEFFORM 528 to the Authority.
- o. For a period of up to 2 years from completion of the Contract and in response to a specific request by the Authority, the Contractor shall notify the Authority as soon as reasonably practicable of any changes in the information notified previously under Clause 33.l or 33.m of which it becomes aware that would affect the Authority's ability to use, disclose, re-transfer or re-export an item or part of it as is referred to in those Clauses by issuing an updated DEFFORM 528 to the Authority.
- p. Where following receipt of materiel from a subcontractor or any of its other suppliers restrictions are notified to the Contractor by that subcontractor, supplier or other third party or are identified by the Contractor, the Contractor shall immediately inform the Authority by issuing an updated DEFFORM 528. Within [X] days of such notification, the Contractor shall propose to the Authority actions to mitigate the impact of such restrictions. Such proposals may include, where appropriate, mutually supported attempts to obtain removal or modification to the restrictions or to obtain appropriate authorisations from the relevant foreign government. The Authority shall notify the contractor within [X] days of receipt of a proposal whether it is acceptable and where appropriate the Contract shall be modified in accordance with its terms to implement the proposal.
- q. If the restrictions prevent the Contractor from performing its obligations under the Contract and have not been removed, modified or otherwise satisfactorily managed within a reasonable time, the Authority may at its absolute discretion elect to amend the contract in accordance with condition 6 or 7 or as otherwise may be provided by the Contract, or to terminate the Contract. Except as set out in clause 33.r, in the event of termination in these circumstances termination shall be on fair and reasonable terms having regard to all the circumstances including payments already made and that would otherwise be due under the Contract, costs incurred by the Contractor and benefits received by the Authority. The Parties, acting in good faith, will use all reasonable endeavours to agree such fair and reasonable terms failing which either Party may refer the matter to dispute resolution in accordance with the provisions in the Contract. 33.r, in the event of termination in these circumstances termination shall be on fair and reasonable terms having regard to all the circumstances including payments already made and that would otherwise be due under the Contract, costs incurred by the Contractor and benefits received by the Authority. The Parties, acting in good faith, will use all reasonable endeavours to agree such fair and reasonable terms failing which either Party may refer the matter to dispute resolution in accordance with the provisions in the Contract.
- r. In the event that the restrictions notified to the Authority pursuant to Clause 33.l were known or ought reasonably have been known by the Contractor (but were not disclosed) at contract award or if restrictions notified to the Authority pursuant to clauses 33.n or 33.p were known or ought reasonably to have been known by the Contractor at the date of submission of the most recent DEFFORM 528 submitted to the Authority in accordance with Clause 33.l, termination under Clause 33.t will be in accordance with condition 42 (Material Breach) and the provisions of clause 33.v will not apply.
- s. The Authority shall use reasonable endeavours to identify any export control restrictions applying to materiel to be provided to the Contractor as Government Furnished Assets (GFA). Where the Authority is to provide materiel necessary to enable the Contractor to perform the Contract or in respect of which the Services are to be provided, and that materiel is subject to a non-UK export licence, authorisation, exemption or other related transfer or export control as described in the provisions of Clause 33.k, the Authority shall provide a completed DEFFORM 528 or will provide a new or updated DEFFORM 528 to the Contractor within thirty (30) days of the date of knowledge and in any case not later than thirty (30) days prior to the delivery of such materiel to the Contractor.
- t. In the event that the Authority becomes aware that the DEFFORM 528 disclosure was incomplete or inaccurate or in the event additional such materiel is identified then the Authority shall provide, as soon as reasonably practicable a new or revised DEFFORM 528. In the event that the Authority becomes aware that a prior disclosure included in DEFFORM 528 submitted to the Contractor was incomplete or inaccurate less than thirty (30) days prior to the delivery to the Contractor of any materiel to which the updated or new disclosure relates, the Parties will meet as soon as reasonably practicable to discuss how to mitigate the impact of the incomplete or inaccurate disclosure.
- u. Where:
- (1) restrictions are advised by the Authority to the Contractor in a DEFFORM 528 provided pursuant to Clauses 33.s or 33.t or both; or
  - (2) any of the information provided by the Authority in any DEFFORM 528 proves to be incorrect or inaccurate;
- the Authority and the Contractor shall act promptly to mitigate the impact of such restrictions or incorrect or inaccurate information. Such mitigation shall include, where appropriate, mutually supported attempts to obtain removal or modification to the restrictions or to obtain appropriate authorisations from the relevant foreign government. If the restrictions or incorrect or inaccurate information adversely affect the ability of the Contractor to perform its obligations under the Contract, the matter shall be handled under the terms of condition 6

(Amendments to Contract) or condition 7 (Variations to Specification) or as may otherwise be provided by the Contract as appropriate and if no alternative solution satisfies the essential terms of the Contract and the restrictions have not been removed, modified or otherwise satisfactorily managed within a reasonable time the Authority may terminate the Contract. Termination under these circumstances will be under the terms of condition 41 (Termination for Convenience) and as referenced in the Contract.

v. Pending agreement of any amendment of the Contract as set out in clause 33.q or 33.u, provided the Contractor takes such steps as are reasonable to mitigate the impact, the Contractor shall be relieved from its obligations to perform those elements of the Contract directly affected by the restrictions or provision of incorrect or incomplete information.

#### **34. Third Party Intellectual Property – Rights and Restrictions**

a. The Contractor and, where applicable any Subcontractor, shall promptly notify the Authority as soon as they become aware of:

- (1) any invention or design the subject of patent or registered Design Rights (or application thereof) owned by a third party which appears to be relevant to the performance of the Contract or to use by the Authority of anything required to be done or delivered under the Contract;
- (2) any restriction as to disclosure or use, or obligation to make payments in respect of any other intellectual property (including technical information) required for the purposes of the Contract or subsequent use by the Authority of anything delivered under the Contract and, where appropriate, the notification shall include such information as is required by Section 2 of the Defence Contracts Act 1958;
- (3) any allegation of infringement of intellectual property rights made against the Contractor and which pertains to the performance of the Contract or subsequent use by the Authority of anything required to be done or delivered under the Contract.

Clause 34.a does not apply in respect of Contractor Deliverables normally available from the Contractor as a Commercial Off The Shelf (COTS) item or service.

b. If the information required under clause 34.a has been notified previously, the Contractor may meet its obligations by giving details of the previous notification.

c. For COTS Contractor Deliverables patents and registered designs in the UK, in respect of any question arising (by way of an allegation made to the Authority or Contractor, or otherwise) that the manufacture or provision under the Contract of Contractor Deliverables normally available from the Contractor as a COTS item or service is an infringement of a UK patent or registered design not owned or controlled by the Contractor or the Authority, the Contractor shall, subject to the agreement of the third party owning such patent or registered design, be given exclusive conduct of any and all negotiations for the settlement of any claim or the conduct of any litigation arising out of such question. The Contractor shall indemnify the Authority, its officers, agents and employees against any liability and cost arising from such allegation. This condition shall not apply if:

- (1) the Authority has made or makes an admission of any sort relevant to such question;
- (2) the Authority has entered or enters into any discussions on such question with any third party without the prior written agreement of the Contractor;
- (3) the Authority has entered or enters into negotiations in respect of any relevant claim for compensation in respect of Crown Use under Section 55 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1977;
- (4) legal proceedings have been commenced against the Authority or the Contractor in respect of Crown Use, but only to the extent of such Crown Use that has been properly authorised.

d. The indemnity in clause 34.c does not extend to use by the Authority of anything supplied under the Contract where that use was not reasonably foreseeable at the time of the Contract.

e. In the event that the Authority has entered into negotiation in respect of a claim for compensation, or legal proceedings in respect of the Crown Use have commenced, the Authority shall forthwith authorise the Contractor for the purposes of performing the Contract (but not otherwise) to utilise a relevant invention or design in accordance with Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949 and to use any model, document or information relating to any such invention or design which may be required for that purpose.

f. For all other Contractor Deliverables patents and registered designs in the UK, if a relevant invention or design has been notified to the Authority by the Contractor prior to the Effective Date of Contract, then unless it has been otherwise agreed, under the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, the Contractor is hereby authorised to utilise that invention or design, notwithstanding the fact that it is the subject of a UK Patent or UK Registered Design, for the purpose of performing the Contract.

g. If, under clause 34.a, a relevant invention or design is notified to the Authority by the Contractor after the Effective Date of Contract, then:

- (1) if the owner (or its exclusive licensee) takes or threatens in writing to take any relevant action against the Contractor, the Authority shall issue to the Contractor a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, and
- (2) in any event, unless the Contractor and the Authority can agree an alternative course of action, the Authority shall not unreasonably delay the issue of a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949.

h. The Authority shall assume all liability and shall indemnify the Contractor, its officers, agents and employees against liability, including the Contractor's costs, as a result of infringement by the Contractor or their suppliers of any patent, utility model, registered design or like protection outside the United Kingdom in the

performance of the Contract when such infringement arises from or is incurred by reason of the Contractor following any specification, statement of work or instruction in the Contract or using, keeping or disposing of any item given by the Authority for the purpose of the Contract in accordance with the Contract.

i. The Contractor shall assume all liability and shall indemnify the Authority, its officers, agents and employees against liability, including the Authority's costs, as a result of infringement by the Contractor or their suppliers of any patent, utility model, registered design or like protection outside the UK in the performance of the Contract when such infringement arises from or is incurred otherwise than by reason of the Contractor following any specification, statement of work or instruction in the Contract or using, keeping or disposing of any item given by the Authority for the purpose of the Contract in accordance with the Contract.

j. The Contractor shall not be entitled to any reimbursement of any royalty, licence fee or similar expense incurred in respect of anything to be done under the Contract, where:

- (1) a relevant discharge has been given under Section 2 of the Defence Contracts Act 1958, or relevant authorisation in accordance with Sections 55 or 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988 in respect of any intellectual property; or
- (2) any obligation to make payments for intellectual property has not been promptly notified to the Authority under clause 34.a.

k. Where authorisation is given by the Authority under clause 34.e, 34.f or 34.g, to the extent permitted by Section 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988, the Contractor shall also be:

- (1) released from payment whether by way of royalties, licence fees or similar expenses in respect of the Contractor's use of the relevant invention or design, or the use of any relevant model, document or information for the purpose of performing the Contract; and
- (2) authorised to use any model, document or information relating to any such invention or design which may be required for that purpose.

l. The Contractor shall assume all liability and indemnify the Authority and its officers, agents and employees against liability, including costs as a result of:

- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item to be supplied under the Contract or otherwise in the performance of the Contract;
- (2) misuse of any confidential information, trade secret or the like by the Contractor in performing the Contract;
- (3) provision to the Authority of any Information or material which the Contractor does not have the right to provide for the purpose of the Contract.

m. The Authority shall assume all liability and indemnify the Contractor, its officers, agents and employees against liability, including costs as a result of:

- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item provided by the Authority for the purpose of the Contract but only to the extent that the item is used for the purpose of the Contract;
- (2) alleged misuse of any confidential Information, trade secret or the like by the Contractor as a result of use of Information provided by the Authority for the purposes of the Contract, but only to the extent that Contractor's use of that Information is for the purposes intended when it was disclosed by the Authority.

n. The general authorisation and indemnity is:

- (1) clauses 34.a – 34.m represents the total liability of each Party to the other under the Contract in respect of any infringement or alleged infringement of patent or other Intellectual Property Right (IPR) owned by a third party;
- (2) neither Party shall be liable, one to the other, for any consequential loss or damage arising as a result, directly or indirectly, of a claim for infringement or alleged infringement of any patent or other IPR owned by a third party;
- (3) a Party against whom a claim is made or action brought, shall promptly notify the other Party in writing if such claim or action appears to relate to an infringement which is the subject of an indemnity or authorisation given under this Condition by such other Party. The notification shall include particulars of the demands, damages and liabilities claimed or made of which the notifying Party has notice;
- (4) the party benefiting from the indemnity or authorisation shall allow the other Party, at its own expense, to conduct any negotiations for the settlement of the same, and any litigation that may arise therefrom and shall provide such information as the other Party may reasonably require;
- (5) following a notification under clause 34.n(3), the Party notified shall advise the other Party in writing within thirty (30) Business Days whether or not it is assuming conduct of the negotiations or litigation. In that case the Party against whom a claim is made or action brought shall not make any statement which might be prejudicial to the settlement or defence of such a claim without the written consent of the other Party;
- (6) the Party conducting negotiations for the settlement of a claim or any related litigation shall, if requested, keep the other Party fully informed of the conduct and progress of such negotiations.

o. If at any time a claim or allegation of infringement arises in respect of copyright, database right, Design Right or breach of confidence as a result of the provision of any Contractor Deliverable by the Contractor to the Authority, the Contractor may at its own expense replace the item with an item of equivalent functionality and performance so as to avoid infringement or breach. The Parties will co-operate with one another to mitigate any claim or damage which may arise from use of third party IPR.

p. Nothing in condition 34 shall be taken as an authorisation or promise of an authorisation under Section 240 of the Copyright, Designs and Patents Act 1988.

## Pricing and Payment

### **35. Contract Price**

- a. The Contractor shall provide the Contractor Deliverables to the Authority at the Contract Price. The Contract Price shall be a Firm Price unless otherwise stated in Schedule 3 (Contract Data Sheet).
- b. Subject to condition 35.a the Contract Price shall be inclusive of any UK custom and excise or other duty payable. The Contractor shall not make any claim for drawback of UK import duty on any part of the Contract Deliverables supplied which may be for shipment outside of the UK.

### **36. Payment and Recovery of Sums Due**

- a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 36b the Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.
- b. Where the Contractor submits an invoice to the Authority in accordance with clause 36a, the Authority will consider and verify that invoice in a timely fashion.
- c. The Authority shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the Authority has determined that the invoice is valid and undisputed.
- d. Where the Authority fails to comply with clause 36a and there is undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purpose of clause 36c after a reasonable time has passed.
- e. The approval for payment of a valid and undisputed invoice by the Authority shall not be construed as acceptance by the Authority of the performance of the Contractor's obligations nor as a waiver of its rights and remedies under this Contract.
- f. Without prejudice to any other right or remedy, the Authority reserves the right to set off any amount owing at any time from the Contractor to the Authority against any amount payable by the Authority to the Contractor under the Contract or under any other contract with the Authority, or with any other Government Department.

### **37. Debt Factoring**

- a. Subject to the Contractor obtaining the prior written consent of the Authority in accordance with condition 11 (Assignment of Contract), the Contractor may assign to a third Party ("the Assignee") the right to receive payment of the Contract Price or any part thereof due to the Contractor under the Contract (including interest which the Authority incurred through late payment under the Late Payment of Commercial Debts (Interest) Act 1998 ("the Act")). Any assignment of the right to receive payment of the Contract Price (or any part thereof) under this condition 37 shall be subject to:
  - (1) reduction of any sums in respect of which the Authority exercises its right of recovery under clause 0;
  - (2) all related rights of the Authority under the Contract in relation to the recovery of sums due but unpaid; and
  - (3) the Authority receiving notification under both clauses 37.b and 37.c(2).
- b. In the event that the Contractor obtains from the Authority the consent to assign the right to receive the Contract Price (or any part thereof) under clause 37.a, the Contractor shall notify the Authority in writing of the assignment and the date upon which the assignment becomes effective.
- c. The Contractor shall ensure that the Assignee:
  - (1) is made aware of the Authority's continuing rights under clauses 37.a(1) and 37.a(2); and
  - (2) notifies the Authority of the Assignee's contact information and bank account details to which the Authority shall make payment, subject to any reduction made by the Authority in accordance with clauses 37.a(1) and 37.a(2).
- d. The provisions of condition 36 (Payment and Recovery of Sums Due) shall continue to apply in all other respects after the assignment and shall not be amended without the prior approval of the Authority.

### **38. Subcontracting and Prompt Payment**

- a. Subcontracting any part of the Contract shall not relieve the Contractor of any of the Contractor's obligations, duties or liabilities under the Contract.
- b. Where the Contractor enters into a Subcontract he shall cause a term to be included in such Subcontract:
  - (1) providing that where the Subcontractor submits an invoice to the Contractor, the Contractor will consider and verify that invoice in a timely fashion;
  - (2) providing that the Contractor shall pay the Subcontractor any sums due under such an invoice no later than a period of thirty (30) days from the date on which the Contractor has determined that the invoice is valid and undisputed;
  - (3) providing that where the Contractor fails to comply with clause 38.b(1) above, and there is an undue delay in considering and verifying the invoice, that the invoice shall be regarded as valid and undisputed for the purposes of clause 38.b(2) after a reasonable time has passed; and
  - (4) requiring the counterparty to that Subcontract to include in any Subcontract which it awards, provisions having the same effect as clauses 38.b(1) to 38.b(4).

Termination**39. Dispute Resolution**

- a. The Parties will attempt in good faith to resolve any dispute or claim arising out of or relating to the Contract through negotiations between the respective representatives of the Parties having authority to settle the matter, which attempts may include the use of any alternative dispute resolution procedure on which the Parties may agree.
- b. In the event that the dispute or claim is not resolved pursuant to clause 39.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause 39.b shall be governed by the Arbitration Act 1996. For the purposes of the arbitration, the arbitrator shall have the power to make provisional awards pursuant to Section 39 of the Arbitration Act 1996.
- c. For the avoidance of doubt, anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

**40. Termination for Insolvency or Corrupt Gifts****Insolvency:**

- a. The Authority may terminate the Contract, without paying compensation to the Contractor, by giving written Notice of such termination to the Contractor at any time after any of the following events: Where the Contractor is an individual or a firm:
- (1) the application by the individual or, in the case of a firm constituted under English law, any partner of the firm to the court for an interim order pursuant to Section 253 of the Insolvency Act 1986; or
  - (2) the court making an interim order pursuant to Section 252 of the Insolvency Act 1986; or
  - (3) the individual, the firm or, in the case of a firm constituted under English law, any partner of the firm making a composition or a scheme of arrangement with his or its creditors; or
  - (4) the presentation of a petition for bankruptcy order against the individual or, in the case of a firm constituted under English law, any partner of the firm unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or
  - (5) the court making a bankruptcy order in respect of the individual or, in the case of a firm constituted under English law, any partner of the firm; or
  - (6) where the Contractor is either unable to pay his debts as they fall due or has no reasonable prospect of being able to pay debts which are not immediately payable. The Authority shall regard the Contractor as being unable to pay his debts if:
    1. he has failed to comply with or to set aside a Statutory demand under Section 268 of the Insolvency Act 1986 within twenty-one (21) days of service of the Statutory Demand on him; or
    2. execution or other process to enforce a debt due under a judgement or order of the court has been returned unsatisfied in whole or in part.
  - (7) the presentation of a petition for sequestration in relation to the Contractor's estates unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or
  - (8) the court making an award of sequestration in relation to the Contractor's estates.

Where the Contractor is a company registered in England:

- (9) the presentation of a petition for the appointment of an administrator; unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or
- (10) the court making an administration order in relation to the company; or
- (11) the presentation of a petition for the winding-up of the company unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or
- (12) the company passing a resolution that the company shall be wound-up; or
- (13) the court making an order that the company shall be wound-up; or
- (14) the appointment of a Receiver or manager or administrative Receiver.

Where the Contractor is a company registered other than in England, events occur or are carried out which, within the jurisdiction to which it is subject, are similar in nature or effect to those specified in clauses 40.a(9) to 40.a(14) inclusive above.

- b. Such termination shall be without prejudice to and shall not affect any right of action or remedy which shall have accrued or shall accrue thereafter to the Authority and the Contractor.

**Corrupt Gifts:**

- c. The Contractor shall not do, and warrants that in entering the Contract it has not done any of the following (hereafter referred to as 'prohibited acts'):
- (1) offer, promise or give to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward;
    - (a) for doing or not doing (or for having done or not having done) any act in relation to the obtaining or execution of this or any other contract with the Crown; or
    - (b) for showing or not showing favour or disfavour to any person in relation to this or any other Contract with the Crown.
  - (2) enter into this or any other Contract with the Crown in connection with which commission has been paid or has been agreed to be paid by it or on its behalf, or to its knowledge, unless before the Contract is made particulars of any such commission and of the terms and conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.

d. If the Contractor, its employees, agents or any subcontractor (or anyone acting on its behalf or any of its or their employees) does any of the prohibited acts or commits any offence under the Bribery Act 2010 with or without the knowledge or authority of the Contractor in relation to this Contract or any other contract with the Crown, the Authority shall be entitled:

- (1) to terminate the Contract and recover from the Contractor the amount of any loss resulting from the termination;
- (2) to recover from the Contractor the amount or value of any such gift, consideration or commission; and
- (3) to recover from the Contractor any other loss sustained in consequence of any breach of this condition, where the Contract has not been terminated.

e. In exercising its rights or remedies under this condition, the Authority shall:

- (1) act in a reasonable and proportionate manner having regard to such matters as the gravity of, and the identity of the person performing, the prohibited act;
- (2) give all due consideration, where appropriate, to action other than termination of the Contract, including (without being limited to):
  - (a) requiring the Contractor to procure the termination of a subcontract where the prohibited act is that of a Subcontractor or anyone acting on its or their behalf;
  - (b) requiring the Contractor to procure the dismissal of an employee (whether its own or that of a Subcontractor or anyone acting on its behalf) where the prohibited act is that of such employee.

f. Recovery action taken against any person in Her Majesty's service shall be without prejudice to any recovery action taken against the Contractor pursuant to this Condition.

#### **41. Termination for Convenience**

a. The Authority shall have the right to terminate the Contract in whole or in part at any time by giving the Contractor at least twenty (20) business days written notice (or such other period as may be stated in Schedule 3 (Contract Data Sheet)). Upon expiry of the notice period the Contract, or relevant part thereof, shall terminate without prejudice to the rights of the parties already accrued up to the date of termination. Where only part of the Contract is being terminated, the Authority and the Contractor shall owe each other no further obligations in respect of the part of the Contract being terminated, but will continue to fulfil their respective obligations on all other parts of the Contract not being terminated.

b. Following the above notification the Authority shall be entitled to exercise any of the following rights in relation to the Contract (or part being terminated) to direct the Contractor to:

- (1) not start work on any element of the Contractor Deliverables not yet started;
- (2) complete in accordance with the Contract the provision of any element of the Contractor Deliverables;
- (3) as soon as may be reasonably practicable take such steps to ensure that the production rate of the Contractor Deliverables is reduced as quickly as possible;
- (4) terminate on the best possible terms any subcontracts in support of the Contractor Deliverables that have not been completed, taking into account any direction given under clauses 41.b(2)(2) and 41.b(3)(3) of this condition.

c. Where this condition applies (and subject always to the Contractor's compliance with any direction given by the Authority under clause 41.b):

- (1) The Authority shall take over from the Contractor at a fair and reasonable price all unused and undamaged materiel and any Contractor Deliverables in the course of manufacture that are:
  - (a) in the possession of the Contractor at the date of termination; and
  - (b) provided by or supplied to the Contractor for the performance of the Contract,
 except such materiel and Contractor Deliverables in the course of manufacture as the Contractor shall, with the agreement of the Authority, choose to retain;
- (2) the Contractor shall deliver to the Authority within an agreed period, or in absence of such agreement within a period as the Authority may specify, a list of:
  - (a) all such unused and undamaged materiel; and
  - (b) Contractor Deliverables in the course of manufacture,
 that are liable to be taken over by, or previously belonging to the Authority, and shall deliver such materiel and Contractor Deliverables in accordance with the directions of the Authority;
- (3) in respect of Services, the Authority shall pay the Contractor fair and reasonable prices for each Service performed, or partially performed, in accordance with the Contract.

d. The Authority shall (subject to clause 41.e below and to the Contractor's compliance with any direction given by the Authority in clause 41.b above) indemnify the Contractor against any commitments, liabilities or expenditure which would otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract, subject to:

- (1) the Contractor taking all reasonable steps to mitigate such loss; and
- (2) the Contractor submitting a fully itemised and costed list of such loss, with supporting evidence, reasonably and actually incurred by the Contractor as a result of the termination of the Contract or relevant part.

e. The Authority's total liability under the provisions of this Condition shall be limited to the total price of the Contractor Deliverables payable under the contract (or relevant part), including any sums paid, due or becoming due to the Contractor at the date of termination.

f. The Contractor shall include in any subcontract over £250,000 which it may enter into for the purpose of the Contract, the right to terminate the subcontract under the terms of clauses 41.a to 41.e except that:

- (1) the name of the Contractor shall be substituted for the Authority except in clause 41.c(1)(1);
- (2) the notice period for termination shall be as specified in the subcontract, or if no period is specified twenty (20) business days; and

- (3) the Contractor's right to terminate the subcontract shall not be exercised unless the main Contract, or relevant part, has been terminated by the Authority in accordance with the provisions of this condition 41.
- g. Claims for payment under this condition shall be submitted in accordance with the Authority's direction.

**42. Material Breach**

- a. In addition to any other rights and remedies, the Authority shall have the right to terminate the Contract (in whole or in part) with immediate effect by giving written Notice to the Contractor where the Contractor is in material breach of its obligations under the Contract.
- b. Where the Authority has terminated the Contract under clause 42.a the Authority shall have the right to claim such damages as may have been sustained as a result of the Contractor's material breach of the Contract, including but not limited to any costs and expenses incurred by the Authority in:
- (1) carrying out any work that may be required to make the Contractor Deliverables comply with the Contract; or
  - (2) obtaining the Contractor Deliverable in substitution from another supplier.

**43. Consequences of Termination**

The termination of the Contract, however arising, shall be without prejudice to the rights and duties of either Party accrued prior to termination. The Conditions that expressly or by implication have effect after termination shall continue to be enforceable even after termination.

**Additional Conditions**

**44. The project specific DEFCONS and DEFCON SC variants that apply to this Contract are:**

DEFCON 658 (SC2) - Cyber  
Edition 11/17

DEFCON 532B (SC2) - Protection of Personal data (Where Personal Data is being processed on behalf of the Authority)  
Edition 05/18

DEFCON 602B - Quality Assurance (Without Deliverable Quality Plan)  
Edition 12/06

**45. The special conditions that apply to this Contract are:**

**45.1 Performance**

- a. The Contractor shall provide and maintain an organisation of a standard commensurate with the performance of all of his obligations under the Contract and have the necessary facilities (other than those provided by the Authority under the terms of the Contract) and employees of appropriate qualifications and experience (where not otherwise specified) to undertake the said obligations with all due care, skill and diligence.
- b. The Contractor shall deliver the services as specified Schedule 10 Statement of Requirement to the reasonable satisfaction of the Authority's Project Manager.
- c. The Contractor will be expected to show flexibility in order to meet any variations to this requirement and the Authority's Project Manager shall have full power to vary the terms of the Statement of Requirement by requiring that minor elements of the work shall not be done and alternative work conducted in lieu always provided that any instructions given under the provisions of this Condition shall be given in writing and shall be within the capacity of the Contractor's organisation.
- d. No claim by the Contractor for additional payment will be allowed on the grounds of any misunderstanding or misinterpretation of the Statement of Requirement. The Contractor shall not be released from any risks or obligations imposed on or undertaken by him under the Contract on any such grounds or on the grounds that he did not or could not foresee any matter which might affect or have affected the execution of the Contract. The Contractor shall be deemed to have satisfied himself as regards the nature and extent of the services as specified in the Statement of Requirement, the means of communication, supply and conditions subject to all such matters being discoverable by the Contractor.
- e. If at any time during the course of the Contract the Contractor considers that his ability to meet the requirements of the Contract in the most efficient and cost-effective manner could be improved upon by virtue of a change to the Contract, he is to make an appropriate proposal or submission to the Authority's Project Manager in the first instance. Should the Authority decide to proceed with the Contractor's proposal or submission, whether in whole or in part, the parties shall enter into good faith negotiations to agree on an appropriate share of the benefits to be achieved.

**45.2 Option Years**

a. The Contractor hereby grants to the Authority the irrevocable option to extend the Contract for 3 (three) additional one year period, or any parts thereof, at the Firm Prices to be agreed and in accordance with the terms and conditions of the Contract. The option to extend the Contract will be exercised no later than 90 days before the Contract expiry date in place at the time. The option period is as follows:

The Contractor agrees to hold open irrevocable offers for Option Years 1, 2 & 3 (which are each treated as separate Options) at the prices detailed in Schedule 2 Schedule of Requirements agreed at Contract award. The Authority has the sole right to exercise its preference to accept each binding offer. Such acceptance will be clearly affected in writing by the Commercial Branch, whose details are at Box 1 of DEFFORM 111 to this contract, 30 calendar days prior to the end of the contract. The acceptance in writing will constitute an amendment to the Contract accepting the irrevocable offer that will vary the date of the Contract end.

**45.3 Responsibility of the Contractor - Army Winter Sports**

a. The Contractor shall be entirely responsible for undertaking the work under the Contract as defined in the Contract Statement of Requirement at Schedule 10 to this contract.

b. The Contractor shall be responsible for achieving proper completion of the Contract according to its terms and shall accordingly be responsible, inter alia for:

(1) Planning, programming and progressing of the work, including Sub-Contracts and appropriate documentation, to a standard acceptable to the MOD Project Manager – See Box 2 to the DEFFORM 111 Appendix to Contract;

(2) Financial management of the work, including financial control and monitoring of all Sub-Contracts;

(3) Providing the Authority with the information it reasonably requires to satisfy itself on a continuing basis that the work is proceeding to time, cost and performance.

**45.4 Subcontractors**

a. The Contractor shall provide the Authority with full details of any sub-contractors he proposes to employ to fulfil any aspect of the services required under the Contract.

b. The Contractor shall provide the Authority with full details of any proposed changes to his sub-contracting requirements prior to implementing any such changes.

c. If the Contractor places a Sub-contract for any aspect of work required under this Contract, he shall indemnify and keep the Authority fully indemnified in respect of any claims, cost demands and liabilities of any kind whatsoever in connection with or arising out of the Sub-contract that would not have arisen but for the Sub-contract.

d. The Contractor shall ensure, to the extent that they are applicable, that the Conditions of this contract are reflected in any Sub-contracts placed by him for any part of the work or Services under the Contract and the Contractor shall not place Sub-contracts with any individual, company or firm unless that individual, company or firm agrees to assume the same obligations corresponding to those imposed on the Contractor by these Conditions. The Contractor shall nevertheless remain liable for the due observance of these Conditions by his servants, agents and Sub-contractors/consultants.

**45.5 Scope of Contract - Army Winter Sports**

a. The Authority shall appoint a Project Manager whose contact details are held at Box 2 with the Commercial Branch contact details at Box 1 of DEFFORM 111 to this contract.

b. The Contractor shall appoint a representative with whom the Project Manager/Project Manager's Representative will deal in matters concerning the discharge of the Contractor's responsibilities under the Contract.

c. The Contractor shall provide the Services in accordance with the terms of the Contract in a manner which meets the Authority's requirement

d. The Contractor shall provide the Services in accordance with all extant statutory regulations.

**45.6 Sustainable Procurement - Army Winter Sports**

a. The Contractor is encouraged to bring to the attention of the Authority any measures which might promote sustainable procurement from a social, economic and environmental point of view.

b. Where such steps do not cause increased cost, risk or delay, the Contractor shall take all reasonable steps to procure the observance of the economic, social and environmental legislation related to the subject matter or the execution of the contract by any servants, employees or agents of the Contractor and any subcontractors engaged in the performance of the Contract.

c. If the Contractor becomes aware of any prosecution or proceedings, for criminal breaches of the economic, social and environmental legislation related to the subject matter or the execution of the Contract, against the Contractor, any servants, employees or agents of the Contractor and any subcontractors engaged in performance of the Contract, the Contractor shall immediately notify the Commercial Officer specified in Box 1 of the DEFFORM 111.

#### **45.7 Transition Management - Army Winter Sports**

In the event of a transfer of responsibility for the services, in whole or in part, from the Contractor at the expiry, termination or amendment of the Contract the Contractor shall co-operate in the transfer under arrangements to be notified to him by the Authority.

#### **45.8 Value Added Tax**

a. The Contract Price excludes any UK output Value Added Tax (VAT) and any similar EU (or non-EU) taxes chargeable on the supply of Contractor Deliverables by the Contractor to the Authority.

b. If the Contractor is required by UK VAT law to be registered for UK VAT (or has registered voluntarily) in respect of his business activities at the time of any supply, and the circumstances of any supply are such that the Contractor is liable to pay the tax due to HM Revenue and Customs (HMRC), the Authority shall pay to the Contractor in addition to the Contract Price (or any other sum due to the Contractor) a sum equal to the output VAT chargeable on the tax value of the supply of Contractor Deliverables, and all other payments under the Contract according to the law at the relevant tax point.

c. The Contractor is responsible for the determination of VAT liability. The Contractor shall consult its Client Relationship Manager or the HMRC Enquiries Desk (and not the Authority's Representative (Commercial)) in cases of doubt. The Contractor shall notify the Authority's Representative (Commercial) of the Authority's VAT liability under the Contract, and any changes to it, within twenty (20) Business Days of becoming aware the liability is other than at the standard rate of VAT. In the event of any doubt about the applicability of the tax in such cases, the Authority may require the Contractor to obtain, and pass to the Authority, a formal ruling from HMRC. The Contractor shall comply promptly with any such requirement. Where the Contractor obtains a ruling from HMRC, it shall supply a copy to the Authority within three (3) Business Days of receiving that ruling unless it proposes to challenge the ruling. Where the Contractor challenges the ruling it shall supply to the Authority a copy of any final decisions issued by HMRC on completion of the challenge within three (3) Business Days of receiving the decision.

d. Where supply of Contractor Deliverables comes within the scope of UK VAT, but the Contractor is not required by UK VAT law to be registered for UK VAT (and has not registered voluntarily), the Authority shall be responsible for assessing and paying over directly to HMRC any UK output VAT due in respect of the Contractor Deliverables. The Contractor shall be responsible for ensuring it takes into account any changes in VAT law regarding registration.

e. Where Contractor Deliverables are deemed to be supplied to the Authority outside the UK, the Contractor may be required by the laws of the country where the supply takes place to register there for EU (or non-EU) turnover or similar tax. In that event, the Authority shall pay to the Contractor in addition to the Contract Price (and any other sum due to the Contractor under the Contract) a sum equal to the tax the Contractor is liable to pay to the tax authorities of the country in question in relation to the Contractor Deliverables within thirty (30) calendar days of a written request for payment of any such sum by the Contractor.

f. In relation to the Contractor Deliverables supplied under the Contract the Authority shall not be required to pay any sum in respect of the Contractor's input VAT (or similar EU or non-EU or both input taxes). However, these input taxes will be allowed where it is established that, despite the Contractor having taken all reasonable steps to recover them, it has not been possible to do so. Where there is any doubt that the Contractor has complied with this requirement the matter shall be resolved in accordance with condition 40 (Dispute Resolution).

g. Should HMRC decide that the Contractor has incorrectly determined the VAT liability, in accordance with clause 37.b above, the Authority will pay the VAT assessed by HMRC. In the event that HMRC so determines, the Contractor shall pay any interest charged on any assessment or penalties or both directly to HMRC. Such interest or penalties or both shall not be recoverable from the Authority under this Contract or any other contract. The Contractor shall supply the Authority with a copy of all correspondence between HMRC and the Contractor's advisors regarding the VAT assessment within three (3) Business Days of a written request from the Authority for such correspondence.

## 45.9 Medical Provision

There is no requirement for the Contractor to provide a doctor during the training sessions and the competitions throughout the exercise. In the case of an accident the resort will carry out the standard on slope rescue procedure. The only scheduled presence is that of a member of the slope patrol with a stretcher during the descent training sessions and competitions in the last 3 days of the championships.

## 46. The processes that apply to this Contract are

### 46.1 Cyber

The Contractor shall complete the Supplier Assurance Questionnaire (SAQ) via the Supplier Cyber Protection Service (Octavian) on an annual basis to demonstrate their compliance with the required cyber risk level. The risk level for this requirement is 'Very Low' The risk assessment reference for this requirement is **RAR-2AG79YHF**

### 46.2 Payments

a. The Contractor shall be entitled to interim payments, to be claimed in accordance with Condition 36 for each stage under the Stage Payment Plan, when:

- (1) The Contractor has completed all work comprised in the Stage for which interim payment is sought in accordance with Schedule 10 Statement of Requirements;
- (2) All previous stages have been completed, unless the Parties expressly agree otherwise; and
- (3) The Contractor shall have complied with all its contractual obligations which enable the Authority to monitor the Contractor's contractual performance, including but not limited to those obligations related to the provision of information to the Authority.

b. The Authority shall not be obliged to make an interim payment to the Contractor if it has reasonable cause to believe that the Contractor will be unlikely to render complete performance of its obligations in respect of the items within Schedule 2 Schedule of Requirements.

c. Where the Authority intends to rely on Condition 46.2b as the basis for rejecting any claim for an interim payment which the Contractor may make, the Authority shall give to the Contractor notice in writing of its intention together with the Authority's reason for the rejection.

d. The Authority shall without prejudice to any other right/remedy of either Party, be entitled to recover in full all interim payments under the Contract where;

- (1) The Contract, or part thereof under which all the items within the Schedule 2 Schedule of Requirements is terminated other than in accordance with Condition 41, or expires by reason of passing of time; and
- (2) The Contractor has failed to complete performance of all the items within Schedule 2 Schedule of Requirements.

e. Payment of an interim payment by the Authority under this Condition 46.2 shall not, unless expressly stated to do so, constitute:

- (1) Acceptance by the Authority of any contractual deliverable;
- (2) A representation by the Authority that the Contractor has complied with any contractual obligations; or
- (3) A waiver of the Authority's right to subsequently claim that the conditions for payment of that interim payment were not satisfied.

f. The Contractor shall be fully acquainted with all aspects of the requirement. Claims for want of knowledge in this respect will not be entertained in any way. Payments may be withheld or reduced by the Authority in the event of unsatisfactory performance, without prejudice to the other rights of the Authority under the Contract.

### 46.3 Progress Review Meetings - Army Winter Sports

a. The Authority must be kept informed of and have the facilities for its representatives to visit the Contractor's site and assess the progress of the work under the Contract. Accordingly, and notwithstanding the requirements for information detailed elsewhere in the Contract, the Contractor shall keep the Project Manager informed and, whenever the need arises, inform him as appropriate and without delay of any matter which has or may have an effect on the planned execution of the Contract.

b. The Contractor shall host a visit by the Authority to the Venue prior to the Exercise at a date and time specified by and agreed by the Authority's Project Manager. During the visit the Contractor shall hold a Progress review meeting to review progress against all deliverables and discuss any issues arising as to delivery of the requirement. It is the Contractor's responsibility to hold the Progress review meeting, provide a secretary, produce and circulate the minutes, no later than 15 working days after the date of the meeting, and provide the Authority's

representatives with reasonable access to any relevant technical and commercial information. The Authority will pay for all travel and subsistence costs for Authority officials and these costs will not be included in the Contract.

c. The Contractor shall attend 2 UK-based planning meetings at a date and time specified by and agreed by the Project Manager (Exercise Director).

d. The Contractor shall host a reconnaissance of the Venue with the exact date to be confirmed with the Project Manager.

#### **46.4 Liability and Insurance**

a. Without prejudice to the Authority's rights under the Contract, the Contractor shall for the full term of the Contract maintain all necessary statutory insurance and other appropriate insurances in order to fulfil his requirements under the Contract.

b. The Contractor shall be responsible for and keep the Authority, including its servants, agents, representatives, employees and Sub-contractors fully indemnified against all damages, losses, costs, expenses, actions, demands, proceedings, claims and liability made against or suffered or incurred by the Authority in respect of personal injury, illness or disease (including injury, illness or disease resulting in death) or loss or damage to property and arising directly or indirectly out of any acts or omissions of the Contractor, his servants, agents or Sub-contractors in connection with the Contract, provided that its indemnity shall not apply to the extent that the Contractor is able to show that such injury, illness or disease, or loss or damage to property was caused or contributed to by the negligence or wilful default of the Authority or any government servant.

### Schedule 1 - Definitions of Contract

**Articles** means the Contractor Deliverables (goods and/or the services), including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with Schedule 2 (Schedule of Requirements), but excluding incidentals outside Schedule 2 (Schedule of Requirements) such as progress reports. **(This definition only applies when DEFCONs are added to these Conditions);**

**Authority** means the Secretary of State for Defence acting on behalf of the Crown;

**Authority's Representative(s)** shall be those person(s) defined in Schedule 3 (Contract Data Sheet) who will act as the Authority's Representative(s) in connection with the Contract. Where the term "Authority's Representative(s)" in the Conditions is immediately followed by a functional description in brackets, the appropriate Authority's Representative(s) shall be the designated person(s) for the purposes of condition 8;

**Business Day** means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays;

**Central Government Body** a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:

- a. Government Department;
- b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);
- c. Non-Ministerial Department; or
- d. Executive Agency;

**Collect** means pick up the Contractor Deliverables from the Consignor. This shall include loading, and any other specific arrangements, agreed in accordance with clause 28.c and Collected and Collection shall be construed accordingly;

**Commercial Packaging** means commercial Packaging for military use as described in Def Stan 81-041 (Part 1)

**Conditions** means the terms and conditions set out in this document;

**Consignee** means that part of the Authority identified in Schedule 3 (Contract Data Sheet) to whom the Contractor Deliverables are to be Delivered or on whose behalf they are to be Collected at the address specified in Schedule 3 (Contract Data Sheet) or such other part of the Authority as may be instructed by the Authority by means of a Diversion Order;

**Consignor** means the name and address specified in Schedule 3 (Contract Data Sheet) from whom the Contractor Deliverables will be dispatched or Collected;

**Contract** means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition 6 (Amendments to Contract);

**Contract Price** means the amount set out in Schedule 2 (Schedule of Requirements) to be paid (inclusive of Packaging and exclusive of any applicable VAT) by the Authority to the Contractor, for the full and proper performance by the Contractor of its obligations under the Contract.

**Contractor** means the person who, by the Contract, undertakes to supply the Contractor Deliverables, for the Authority as is provided by the Contract. Where the Contractor is an individual or a partnership, the expression shall include the personal representatives of the individual or of the partners, as the case may be, and the expression shall also include any person to whom the benefit of the Contract may be assigned by the Contractor with the consent of the Authority;

**Contractor Commercially** means the Information listed in the completed Schedule 5

**Sensitive Information** (Contractor's Commercially Sensitive Information Form), which is Information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive;

**Contractor Deliverables** means the goods and/or the services, including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract;

**Competitor Requirement.** Means an Individual taking part in the activities described in the Statement of

**Control** means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person:

- a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or
- b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor;

and a change of Control occurs if a person who Controls the Contractor ceases to do so or if another person acquires Control of the Contractor;

**CPET** means the UK Government's Central Point of Expertise on Timber, which provides a free telephone helpline and website to support implementation of the UK Government timber procurement policy

**Crown Use** in relation to a patent means the doing of anything by virtue of Sections 55 to 57 of the Patents Act 1977 which otherwise would be an infringement of the patent and in relation to a Registered Design has the meaning given in paragraph 2A(6) of the First Schedule to the Registered Designs Act 1949;

**Dangerous Goods** means those substances, preparations and articles that are capable of posing a risk to health, safety, property or the environment which are prohibited by regulation, or classified and authorised only under the conditions prescribed by the:

- a. Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG) (as amended 2011);
- b. European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR);
- c. Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID);
- d. International Maritime Dangerous Goods (IMDG) Code;
- e. International Civil Aviation Organisation (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air;
- f. International Air Transport Association (IATA) Dangerous Goods Regulations.

**DBS Finance** means Defence Business Services Finance, at the address stated in Schedule 3 (Contract Data Sheet);

**DEFFORM** means the MOD DEFFORM series which can be found at <https://www.aof.mod.uk>;

**DEF STAN** means Defence Standards which can be accessed at <https://www.dstan.mod.uk>;

**Deliver** means hand over the Contractor Deliverables to the Consignee. This shall include unloading, and any other specific arrangements, agreed in accordance with condition 28 and Delivered and Delivery shall be construed accordingly;

**Delivery Date** means the date as specified in Schedule 2 (Schedule of Requirements) on which the Contractor Deliverables or the relevant portion of them are to be Delivered or made available for Collection;

**Denomination of Quantity (D of Q)** means the quantity or measure by which an item of material is managed;

**Design Right(s)** has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988;

**Diversion Order** means the Authority's written instruction (typically given by MOD Form 199) for urgent Delivery of specified quantities of Contractor Deliverables to a Consignee other than the Consignee stated in Schedule 3 (Contract Data Sheet);

**Effective Date of Contract** means the date specified on the Authority's acceptance letter;

**Evidence** means either:

- a. an invoice or delivery note from the timber supplier or Subcontractor to the Contractor specifying that the product supplied to the Authority is FSC or PEFC certified; or
- b. other robust Evidence of sustainability or FLEGT licensed origin, as advised by CPET;

**Firm Price** means a price (excluding VAT) which is not subject to variation;

**FLEGT** means the Forest Law Enforcement, Governance and Trade initiative by the European Union to use the power of timber-consuming countries to reduce the extent of illegal logging;

**Government Furnished Assets (GFA)** is a generic term for any MOD asset such as equipment, information or resources issued or made available to the Contractor in connection with the Contract by or on behalf of the Authority;

**Hazardous Contractor Deliverable** means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released;

**Independent Verification** means that an evaluation is undertaken and reported by an individual or body whose organisation, systems and procedures conform to "ISO Guide 65:1996 (EN 45011:1998) General requirements for bodies operating product certification systems or equivalent", and who is accredited to audit against forest management standards by a body whose organisation, systems and procedures conform to "ISO 17011: 2004 General Requirements for Providing Assessment and Accreditation of Conformity Assessment Bodies or equivalent";

**Information** means any Information in any written or other tangible form disclosed to one Party by or on behalf of the other Party under or in connection with the Contract;

**Issued Property** means any item of Government Furnished Assets (GFA), including any materiel issued or otherwise furnished to the Contractor in connection with the Contract by or on behalf of the Authority;

**Legal and Sustainable** means production and process methods, also referred to as timber production standards, as defined by the document titled "UK Government Timber Production Policy: Definition of legal and sustainable for timber procurement". The edition current on the day the Contract documents are issued by the Authority shall apply;

**Legislation** means in relation to the United Kingdom any Act of Parliament, any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972;

**Military Level Packaging (MLP)** means Packaging that provides enhanced protection in accordance with Def Stan 81-041 (Part 1), beyond that which Commercial Packaging normally provides for the military supply chain;

**Military Packager Approval Scheme (MPAS)** is a MOD sponsored scheme to certify military Packaging designers and register organisations, as capable of producing acceptable Services Packaging Instruction Sheet (SPIS) designs in accordance with Defence Standard (Def Stan) 81-041 (Part 4);

**Military Packaging Level (MPL)** shall have the meaning described in Def Stan 81-041 (Part 1);

**MPAS Registered Organisation** is a packaging organisation having one or more MPAS Certificated Designers capable of Military Level designs. A company capable of both Military Level and commercial Packaging designs including MOD labelling requirements;

**MPAS Certificated Designer** shall mean an experienced Packaging designer trained and certified to MPAS requirements;

**NATO** means the North Atlantic Treaty Organisation which is an inter-governmental military alliance based on the North Atlantic Treaty which was signed on 4 April 1949;

**Notices** shall mean all Notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;

**Overseas** shall mean non UK or foreign;

**Official** means an Army Winter Sport Association (AWSA) representative responsible for carrying out the responsibilities of the AWSA.

**Packaging** Verb. The operations involved in the preparation of materiel for; transportation, handling, storage and Delivery to the user;  
Noun. The materials and components used for the preparation of the Contractor Deliverables for transportation and storage in accordance with the Contract;

**Packaging Design Authority (PDA)** shall mean the organisation that is responsible for the original design of the Packaging except where transferred by agreement. The PDA shall be identified in the Contract, see Annex A to Schedule 3 (Appendix – Addresses and Other Information), Box 3;

**Parties** means the Contractor and the Authority, and Party shall be construed accordingly;

**Primary Packaging Quantity (PPQ)** means the quantity of an item of material to be contained in an

individual package, which has been selected as being the most suitable for issue(s) to the ultimate user, as described in Def Stan 81-041 (Part 1);

**Recycled Timber** means recovered wood that prior to being supplied to the Authority had an end use as a standalone object or as part of a structure. Recycled Timber covers:

- a. pre-consumer reclaimed wood and wood fibre and industrial by-products;
  - b. post-consumer reclaimed wood and wood fibre, and driftwood;
  - c. reclaimed timber abandoned or confiscated at least ten years previously;
- it excludes sawmill co-products;

**Safety Data Sheet** has the meaning as defined in the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations 2007 (as amended);

**Schedule of Requirements** means Schedule 2 (Schedule of Requirements), which identifies, either directly or by reference, Contractor Deliverables to be provided, the quantities and dates involved and the price or pricing terms in relation to each Contractor Deliverable;

**Short-Rotation Coppice** means a specific management regime whereby the poles of trees are cut every one to two years and which is aimed at producing biomass for energy. It is exempt from the UK Government timber procurement policy. For avoidance of doubt, Short-Rotation Coppice is not conventional coppice, which is subject to the timber policy;

**Specification** means the description of the Contractor Deliverables, including any specifications, drawings, samples and / or patterns, referred to in Schedule 2 (Schedule of Requirements);

**STANAG 4329** means the publication NATO Standard Bar Code Symbolologies which can be sourced at <https://www.dstan.mod.uk/faqs.html>;

**Subcontractor** means any subcontractor engaged by the Contractor or by any other subcontractor of the Contractor at any level of subcontracting to provide Contractor Deliverables wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract and 'Subcontract' shall be interpreted accordingly;

**Timber and Wood-Derived Products** means timber (including Recycled Timber and Virgin Timber but excluding Short-Rotation Coppice) and any products that contain wood or wood fibre derived from those timbers. Such products range from solid wood to those where the manufacturing processes obscure the wood element;

**Transparency Information** means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, and details of any payments made by the Authority to the Contractor under the Contract;

**Virgin Timber** means Timber and Wood-Derived Products that do not include Recycled Timber.

Schedule 2 – Schedule of Requirements

YEAR 1

ITEM	DESCRIPTION	SOR REFERENCE	PRICE (EACH) (VAT EX)	QTY	YEAR 1	
					PRICE TOTAL (VAT EX)	
1	Cost for the Championship Venue Hire (Alpine and Nordic) to include race preparation and all associated facilities detailed in the SOR	1.3	█	1	█	
2	Cost for the timing and results service	1.7 of Appendix 2 and 1.9 of Appendix 3	Included in Item 1	1	Included in Item 1	
3	Cost for Equipment	4.0 of Appendix 2 and 1.27 of Appendix 3	Included in Item 1	1	Included in Item 1	
4	Cost for Nordic Officials and Competitor Ski Passes for 9 days for up to 270 personnel	2.13.1	█	270	█	(MAXIMUM PRICE)
5	Cost of Alpine Ski Passes for Competitors and Officials for 9 days for up to 170 personnel	2.13.2	█	170	█	(MAXIMUM PRICE)
6	Cost for outdoor and Final Night Prize giving	2.9 and 2.10	Included in Item 1	1	Included in Item 1	
7	Cost for Team Captain Meeting Facility	2.11	Included in Item 1	1	Included in Item 1	
8	Cost for Championship Race Office to include all facilities detailed in the SOR	2.7 and Appendix 4	Included in Item 1	1	Included in Item 1	
9a	Cost for each competitor for the duration of the competition (10 nights (D Day to D+9)) in self catering accommodation for up to 400 personnel	2.0 of Appendix 5	█	400	█	(MAXIMUM PRICE)
9b	Cost for each competitor accommodation for 1 additional Night (1 <sup>st</sup> Night (D+10)) at the end of the event for up to 104 personnel	2.0 of Appendix 5	█	104	█	(MAXIMUM PRICE)
10a	Cost for accommodation for each official (12 nights (D-2 to D+9)) in self catering accommodation for up to 40 personnel	1.0 of Appendix 5	█	40	█	(MAXIMUM PRICE)
10b	Cost for accommodation for each official for 1 additional night (D-2 and D+10) for up to 12 personnel	1.0 of Appendix 5	█	12	█	(MAXIMUM PRICE)
10c	Cost for accommodation for each official for 2 additional nights (D-3 and D+10) for up to 12 personnel	1.0 of Appendix 5	█	12	█	(MAXIMUM PRICE)
<b>TOTAL MAXIMUM VALUE FOR YEAR 1</b>						█

Schedule 2 – Schedule of Requirements

OPTION YEAR 1 (YEAR 2)

ITEM	DESCRIPTION	SOR REFERENCE	PRICE (EACH) (VAT EX)	OPTION YEAR 1 (YEAR 2)	
				QTY	PRICE TOTAL (VAT EX)
1	Cost for the Championship Venue Hire (Alpine and Nordic) to include race preparation and all associated facilities detailed in the SOR	1.3	██████████	1	██████████
2	Cost for the timing and results service	1.7 of Appendix 2 and 1.9 of Appendix 3	Included in Item 1	1	Included in Item 1
3	Cost for Equipment	4.0 of Appendix 2 and 1.27 of Appendix 3	Included in Item 1	1	Included in Item 1
4	Cost for Nordic Officials and Competitor Ski Passes for 9 days for up to 270 personnel	2.13.1	██████████ (24 provided free)	270	██████████ (MAXIMUM PRICE)
5	Cost of Alpine Ski Passes for Competitors and Officials for 9 days for up to 170 personnel	2.13.2	██████████ (15 provided free)	170	██████████ (MAXIMUM PRICE)
6	Cost for outdoor and Final Night Prize giving	2.9 and 2.10	Included in Item 1	1	Included in Item 1
7	Cost for Team Captain Meeting Facility	2.11	Included in Item 1	1	Included in Item 1
8	Cost for Championship Race Office to include all facilities detailed in the SOR	2.7 and Appendix 4	Included in Item 1	1	Included in Item 1
9a	Cost for each competitor for the duration of the competition (10 nights (D Day to D+9)) in self catering accommodation for up to 400 personnel	2.0 of Appendix 5	██████████	400	██████████ (MAXIMUM PRICE)
9b	Cost for each competitor accommodation for 1 additional Night (11 <sup>th</sup> Night (D+10)) at the end of the event for up to 104 personnel	2.0 of Appendix 5	██████████	104	██████████ (MAXIMUM PRICE)
10a	Cost for accommodation for each official (12 nights (D-2 to D+9)) in self catering accommodation for up to 40 personnel	1.0 of Appendix 5	██████████	40	██████████ (MAXIMUM PRICE)
10b	Cost for accommodation for each official for 1 additional night (D-2 and D+10) for up to 12 personnel	1.0 of Appendix 5	██████████	12	██████████ (MAXIMUM PRICE)
10c	Cost for accommodation for each official for 2 additional nights (D-3 and D+10) for up to 12 personnel	1.0 of Appendix 5	██████████	12	██████████ (MAXIMUM PRICE)
<b>TOTAL MAXIMUM VALUE FOR OPTION YEAR 1 (YEAR 2)</b>					██████████

Schedule 2 – Schedule of Requirements

OPTION YEAR 2 (YEAR 3)

ITEM	DESCRIPTION	SOR REFERENCE	PRICE (EACH) (VAT EX)	OPTION YEAR 2 (YEAR 3)	
				QTY	PRICE TOTAL (VAT EX)
1	Cost for the Championship Venue Hire (Alpine and Nordic) to include race preparation and all associated facilities detailed in the SOR	1.3	█	1	█
2	Cost for the timing and results service	1.7 of Appendix 2 and 1.9 of Appendix 3	Included in Item 1	1	Included in Item 1
3	Cost for Equipment	4.0 of Appendix 2 and 1.27 of Appendix 3	Included in Item 1	1	Included in Item 1
4	Cost for Nordic Officials and Competitor Ski Passes for 9 days for up to 270 personnel	2.13.1	█ (24 provided free)	270	█ (MAXIMUM PRICE)
5	Cost of Alpine Ski Passes for Competitors and Officials for 9 days for up to 170 personnel	2.13.2	█ (15 provided free)	170	█ (MAXIMUM PRICE)
6	Cost for outdoor and Final Night Prize giving	2.9 and 2.10	Included in Item 1	1	Included in Item 1
7	Cost for Team Captain Meeting Facility	2.11	Included in Item 1	1	Included in Item 1
8	Cost for Championship Race Office to include all facilities detailed in the SOR	2.7 and Appendix 4	Included in Item 1	1	Included in Item 1
9a	Cost for each competitor for the duration of the competition (10 nights (D Day to D+9)) in self catering accommodation for up to 400 personnel	2.0 of Appendix 5	█	400	█ (MAXIMUM PRICE)
9b	Cost for each competitor accommodation for 1 additional Night (11 <sup>th</sup> Night (D+10)) at the end of the event for up to 104 personnel	2.0 of Appendix 5	█	104	█ (MAXIMUM PRICE)
10a	Cost for accommodation for each official (12 nights (D-2 to D+9)) in self catering accommodation for up to 40 personnel	1.0 of Appendix 5	█	40	█ (MAXIMUM PRICE)
10b	Cost for accommodation for each official for 1 additional night (D-2 and D+10) for up to 12 personnel	1.0 of Appendix 5	█	12	█ (MAXIMUM PRICE)
10c	Cost for accommodation for each official for 2 additional nights (D-3 and D+10) for up to 12 personnel	1.0 of Appendix 5	█	12	█ (MAXIMUM PRICE)
<b>TOTAL MAXIMUM VALUE FOR OPTION YEAR 2 (YEAR 3)</b>					

Schedule 2 – Schedule of Requirements

OPTION YEAR 3 (YEAR 4)

ITEM	DESCRIPTION	SOR REFERENCE	PRICE (EACH) (VAT EX)	QTY	OPTION YEAR 3 (YEAR 4) PRICE TOTAL (VAT EX)
1	Cost for the Championship Venue Hire (Alpine and Nordic) to include race preparation and all associated facilities detailed in the SOR	1.3	█	1	█
2	Cost for the timing and results service	1.7 of Appendix 2 and 1.9 of Appendix 3	Included in Item 1	1	Included in Item 1
3	Cost for Equipment	4.0 of Appendix 2 and 1.27 of Appendix 3	Included in Item 1	1	Included in Item 1
4	Cost for Nordic Officials and Competitor Ski Passes for 9 days for up to 270 personnel	2.13.1	█	270	█ (MAXIMUM PRICE)
5	Cost of Alpine Ski Passes for Competitors and Officials for 9 days for up to 170 personnel	2.13.2	€	170	€ (MAXIMUM PRICE)
6	Cost for outdoor and Final Night Prize giving	2.9 and 2.10	(24 provided free)	1	Included in item 1
7	Cost for Team Captain Meeting Facility	2.11	(15 provided free)	1	Included in item 1
8	Cost for Championship Race Office to include all facilities detailed in the SOR	2.7 and Appendix 4	Included in Item 1	1	Included in Item 1
9a	Cost for each competitor for the duration of the competition (10 nights (D Day to D+9)) in self catering accommodation for up to 400 personnel	2.0 of Appendix 5	█	400	█ (MAXIMUM PRICE)
9b	Cost for each competitor accommodation for 1 additional Night (11 <sup>th</sup> Night (D+10)) at the end of the event for up to 104 personnel	2.0 of Appendix 5	█	104	█ (MAXIMUM PRICE)
10a	Cost for accommodation for each official (12 nights (D-2 to D+9)) in self catering accommodation for up to 40 personnel	1.0 of Appendix 5	█	40	█ (MAXIMUM PRICE)
10b	Cost for accommodation for each official for 1 additional night (D-2 and D+10) for up to 12 personnel	1.0 of Appendix 5	█	12	█ (MAXIMUM PRICE)
10c	Cost for accommodation for each official for 2 additional nights (D-3 and D+10) for up to 12 personnel	1.0 of Appendix 5	█	12	█ (MAXIMUM PRICE)
<b>TOTAL MAXIMUM VALUE FOR OPTION YEAR 3 (YEAR 4)</b>					€

## Appendix 1 to Schedule 2

## Stage Payments

1. Stage Payments shall apply in accordance with condition 46.2 and shall be paid in accordance with the details below.

YEAR 1				
Serial	Agreed earliest date of claim	Details of Deliverable that payment is linked to	Percentage applicable	Value of Payment
1	30 days after Contract Award to allow for the set up on EXOSTAR	<b>Reservation of accommodation</b>	30% of Year 1 Total Value	€ (Maximum)
2	9 <sup>th</sup> January 2020	<b>Final confirmation of accommodation and attendees to be confirmed by 1 November 2019</b>	30% of Year 1 Total Value	€ (Maximum)
3	Final day of Exercise competition	<b>Completion of Exercise</b> Final balance to be agreed between the Authority's Designated Officer, Commercial Branch and the Contractor before completion of the Exercise.	40% of Year 1 Total Value	€ (Maximum)
<b>MAXIMUM TOTAL</b>				€

2. If one or more Option Years are taken up Stage Payments shall be applied in accordance with the following tables:

OPTION YEAR 1 (YEAR 2)				
Serial	Agreed earliest date of claim	Details of Deliverable that payment is linked to	Percentage applicable	Value of Payment
1	The Contractor's acceptance of Contract Amendment notifying take-up of option year	<b>Reservation of accommodation</b>	30% of Year 1 Total Value	€ (Maximum)
2	9 <sup>th</sup> January 2021	<b>Final confirmation of accommodation and attendees to be confirmed by 1 November 2020</b>	30% of Year 1 Total Value	€ (Maximum)
3	Final day of Exercise competition	<b>Completion of Exercise</b> Final balance to be agreed between the Authority's Designated Officer, Commercial Branch and the Contractor before completion of the Exercise.	40% of Year 1 Total Value	€ (Maximum)
<b>MAXIMUM TOTAL</b>				€

OPTION YEAR 2 (YEAR 3)				
Serial	Agreed earliest date of claim	Details of Deliverable that payment is linked to	Percentage applicable	Value of Payment
1	The Contractor's acceptance of Contract Amendment notifying take-up of option year	<b>Reservation of accommodation</b>	30% of Year 1 Total Value	€ (Maximum)
2	9 <sup>th</sup> January 2022	<b>Final confirmation of accommodation and attendees to be confirmed by 1 November 2021</b>	30% of Year 1 Total Value	€ (Maximum)
3	Final day of Exercise competition	<b>Completion of Exercise</b> Final balance to be agreed between the Authority's Designated Officer, Commercial Branch and the Contractor before completion of the Exercise.	40% of Year 1 Total Value	€ (Maximum)
<b>MAXIMUM TOTAL</b>				€

OPTION YEAR 3 (YEAR 4)				
Serial	Agreed earliest date of claim	Details of Deliverable that payment is linked to	Percentage applicable	Value of Payment
1	The Contractor's acceptance of Contract Amendment notifying take-up of option year	<b>Reservation of accommodation</b>	30% of Year 1 Total Value	€ (Maximum)
2	9 <sup>th</sup> January 2023	<b>Final confirmation of accommodation and attendees to be confirmed by 1 November 2022</b>	30% of Year 1 Total Value	€ (Maximum)
3	Final day of Exercise competition	<b>Completion of Exercise</b> Final balance to be agreed between the Authority's Designated Officer, Commercial Branch and the Contractor before completion of the Exercise.	40% of Year 1 Total Value	€ (Maximum)
<b>MAXIMUM TOTAL</b>				€

## Schedule 3 – Contract Data Sheet

<b>General Conditions</b>
<p><b>Condition 2 – Duration of Contract:</b>  The Contract shall commence on Contract Award  The Contract expiry date shall be: 11<sup>th</sup> February 2020</p>
<p><b>Condition 4 – Governing Law:</b></p> <p>Contract to be governed and construed in accordance with:</p> <p>English Law    <input checked="" type="checkbox"/></p> <p>Scots Law    <input type="checkbox"/> clause 4.d shall apply    <i>(one must be chosen)</i></p> <p>Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with clause 4.g (if applicable) are as follows:</p>
<p><b>Condition 8 – Authority's Representatives:</b></p> <p>The Authority's Representatives for the Contract are as follows:</p> <p>Commercial: [REDACTED] <i>(as per DEFFORM 111)</i></p> <p>Project Manager: [REDACTED] <i>(as per DEFFORM 111)</i></p>
<p><b>Condition 19 – Notices:</b></p> <p>Notices served under the Contract shall be sent to the following address:</p> <p>Authority: [REDACTED] <i>(as per DEFFORM 111)</i></p> <p>Contractor:</p> <p>Les Contamines Tourisme  18 Route de Notre-Dame de la Gorge  74170 Les Contamines-Montjoie  France  E-mail Address: [REDACTED]</p> <p>Notices can be sent by electronic mail?    <input checked="" type="checkbox"/>    <i>(tick as appropriate)</i></p>
<p><b>Clause 20.a – Progress Meetings:</b></p> <p>The Contractor shall be required to attend the following meetings:</p> <p>Two UK based planning Meetings for each Contract year. Times and dates to be confirmed with the Designated Officer.</p> <p>One Progress Meeting at the Venue prior to the exercise. Times and dates to be confirmed with the Designated Officer.</p>

**Clause 20.b – Progress Reports:**

The Contractor is required to submit the following Reports:

N/A

Reports shall be Delivered to the following address:

N/A

**Supply of Contractor Deliverables****Condition 21 – Quality Assurance:**

Is a Deliverable Quality Plan required for this Contract?  (tick as appropriate)

If required, the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within Business Days of Contract Award. Once agreed by the Authority the Quality Plan shall be incorporated into the Contract. The Contractor shall remain at all times solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.

**Other Quality Assurance Requirements:**

All work under this contract shall be performed in accordance with Federation International de Ski (FIS) Standards and International Biathlon Union (IBU) Standards.

FIS and IBU are the international governing bodies for cross country and biathlon skiing. They produce the rules/regulations and competition requirements for international level events. FIS documentation can be found online at the following website: <http://www.fis-ski.com/> and IBU documentation at <http://www3.biathlonworld.com/en/downloads-2.html>.

**Condition 22 – Marking of Contractor Deliverables:**

Special Marking requirements:

N/A

**Condition 24 - Supply of Data for Hazardous Contractor Deliverables, Materials and Substances:**

A completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:

a) The Authority's Representative (Commercial)

b) Defence Safety Authority – [REDACTED]

to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date: N/A

**Condition 25 – Timber and Wood-Derived Products:**

Not Applicable

**Condition 26 – Certificate of Conformity:**

Is a Certificate of Conformity required for this Contract?  (tick as appropriate)

Applicable to Line Items:

If required, does the Contractor Deliverables require traceability throughout the supply chain?   
(tick as appropriate)

Applicable to Line Items:

**Clause 28.b – Delivery by the Contractor:**

The following Line Items are to be Delivered by the Contractor:

All Items specified in Schedule 2

Special Delivery Instructions:

Each consignment is to be accompanied by a DEFFORM 129J.

**Clause 28.c - Collection by the Authority:**

The following Line Items are to be Collected by the Authority:

N/A

Special Delivery Instructions:

N/A

Each consignment is to be accompanied by a DEFFORM 129J.

Consignor details (in accordance with 28.c.(4)):

Line Items:           Address:

Line Items:           Address:

Consignee details (in accordance with condition 23):

Line Items:           Address:

Line Items:           Address:

**Condition 30 – Rejection:**

The default time limit for rejection of the Contractor Deliverables is thirty (30) days unless otherwise specified here:

The time limit for rejection shall be           Business Days.

**Condition 32 – Self-to-Self Delivery:**

Self-to-Self Delivery required?  (tick as appropriate)

If required, Delivery address applicable:

**Pricing and Payment****Condition 35 – Contract Price:**

All Schedule 2 line items shall be FIRM Price other than those stated below:

Line Items N/A                      Clause 46.                      refers

**Termination****Condition 42 – Termination for Convenience:**

The Notice period for terminating the Contract shall be twenty (20) days unless otherwise specified here:

The Notice period for termination shall be 1 month.

**Other Addresses and Other Information** (*forms and publications addresses and official use information*)

See Annex A to Schedule 3 (DEFFORM 111)

**Schedule 4 - Contract Change Control Procedure (i.a.w. clause 6.b)**

**1. Authority Changes**

Subject always to Condition 6 (Amendments to Contract), the Authority shall be entitled, acting reasonably, to require changes to the Contractor Deliverables (a "Change") in accordance with this Schedule 4.

**2. Notice of Change**

a. If the Authority requires a Change, it shall serve a Notice (an "Authority Notice of Change") on the Contractor.

b. The Authority Notice of Change shall set out the change required to the Contractor Deliverables in sufficient detail to enable the Contractor to provide a written proposal (a "Contractor Change Proposal") in accordance with clause 3 below.

**3. Contractor Change Proposal**

a. As soon as practicable, and in any event within fifteen (15) Business Days (or such other period as the Parties may agree) after having received the Authority Notice of Change, the Contractor shall deliver to the Authority a Contractor Change Proposal.

b. The Contractor Change Proposal shall include:

- (1) the effect of the Change on the Contractor's obligations under the Contract;
- (2) a detailed breakdown of any costs which result from the Change;
- (3) the programme for implementing the Change;
- (4) any amendment required to this Contract as a result of the Change, including, where appropriate, to the Contract Price; and
- (5) such other information as the Authority may reasonably require.

c. The price for any Change shall be based on the prices (including all rates) already agreed for the Contract and shall include, without double recovery, only such charges that are fairly and properly attributable to the Change.

**4. Contractor Change Proposal – Process and Implementation**

a. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:

- (1) evaluate the Contractor Change Proposal;
- (2) where necessary, discuss with the Contractor any issues arising and following such discussions the Authority may modify the Authority Notice of Change and the Contractor shall as soon as practicable, and in any event not more than ten (10) Business Days (or such other period as the Parties may agree) after receipt of such modification, submit an amended Contractor Change Proposal.

b. As soon as practicable after the Authority has evaluated the Contractor Change Proposal (amended as necessary) the Authority shall:

- (1) indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with Condition 6 (Amendments to Contract); or
- (2) serve a Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued) the Authority Notice of Change.

c. If the Authority rejects the Change Proposal it shall not be obliged to give its reasons for such rejection.

d. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred unless a Contractor Change Proposal has been accepted in accordance with Clause 4b.(1) above.

**5. Contractor Changes**

If the Contractor wishes to propose a Change, it shall serve a Contractor Change Proposal on the Authority, which shall include all of the information required by Clause 3b above, and the process at Clause 4 above shall apply.

**Schedule 5 - Contractor's Commercially Sensitive Information Form (i.a.w. condition 13)**

Contract No: CB/BFG/0142
Description of Contractor's Commercially Sensitive Information: None
Cross Reference(s) to location of sensitive information: Not applicable
Explanation of Sensitivity: Not applicable
Details of potential harm resulting from disclosure: Not applicable
Period of Confidence (if applicable): Not applicable
Contact Details for Transparency / Freedom of Information matters: Name: [REDACTED] Position: Director EPIC Les Contamines Tourisme Address: 18 route de Notre Dame de la Gorge – 74170 Les Contamines Montjoie (France) Telephone Number: [REDACTED] Email Address: [REDACTED]

**Schedule 6 - Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract:  
Data Requirements**

**Hazardous Contractor Deliverables, Materials or Substances  
Statement by the Contractor**

Contract No: CB/BFG/0142

Contract Title: THE PROVISION OF SERVICES AND FACILITIES FOR EXERCISE PIPEDOWN 2020-2023

Contractor: Les Contamines Tourisme

Date of Contract: June 2019

\* To the best of our knowledge there are no hazardous Contractor Deliverables, materials or substances to be supplied.

\* To the best of our knowledge the hazards associated with materials or substances to be supplied under the Contract are identified in the Safety Data Sheets (Qty: ) attached in accordance with condition 24.

Contractor's Signature:

Name:

Job Title:

Date:

\* check box () as appropriate

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To be completed by the Authority

Domestic Management Code (DMC):

NATO Stock Number:

Contact Name:

Contact Address:

Copy to be forwarded to:

Hazardous Stores Information System (HSIS)  
Defence Safety Authority (DSA)  
Movement Transport Safety Regulator (MTSR)  
Hazel Building Level 1, #H019  
MOD Abbey Wood (North)  
Bristol BS34 8QW

**Schedule 7 - Acceptance Procedure (i.a.w. condition 29)**

There is no additional Acceptance Procedure to that mentioned in Condition 29.

**Schedule 8- DEFFORM 532 – Personal Data Particulars**

<b>Description</b>	<b>Details</b>
Identity of the Controller and Processor	The Parties acknowledge that the Authority is the Controller and the Contractor is the Processor for the purposes of the Data Protection Legislation in respect of The Provision of Services and Facilities for Exercise Pipedown Events.
Subject matter of the processing	The processing activities to be performed under the Contract are as follows:  Recording of Participant data on the Contractor's internal systems for the purposes of organising the event.
Duration of the processing	Data will be processed throughout the duration of the Contract.
Nature and purposes of the processing	Data will be collected, structured and stored on the Contractor's internal systems. Data shall be transmitted and disclosed for the purposes of carrying out the Services.
Type of Personal Data being processed	Contact details to include: unit/organisation, name, age, gender, address, phone number, email address.
Categories of Data Subject	Participants taking part in the British Army, British National and United Kingdom Armed Forces Nordic Championships which is an Army Winter Sports Association event and is named Exercise Pipedown.
Plan for return and destruction of the data once the processing is complete  UNLESS there is a requirement under union or member state law to preserve that type of data	Following the end of the Contract, the Contractor will provide the Authority with all records of personal information held. The Authority will dispose of this information in accordance with MOD policy.

**1. Commercial Officer**

Name: [REDACTED]

Address: Army Commercial Bldg 5, Catterick Barracks,  
Detmolder Strasse 440, 33605 Bielefeld, Germany

Email: [REDACTED]

**2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)**

Name: [REDACTED]

Address: HQ 1<sup>st</sup>(UK) Division, Imphal Barracks, Fulford Road,  
York YO10 4HD

Email: [REDACTED]

**3. Packaging Design Authority**Organisation & point of contact:  
N/AWhere no address is shown please contact the Project Team in  
Box 2)**4. (a) Supply / Support Management Branch or Order Manager:**Branch/Name: N/A  
Tel No:**(b) U.I.N.****5. Drawings/Specifications are available from**

N/A

**6. INTENTIONALLY BLANK****7. Quality Assurance Representative:**

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and DEF STANS are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].**8. Public Accounting Authority**

- Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5397
- For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5394

**9. Consignment Instructions**The items are to be consigned as follows:  
N/A**10. Transport.** The appropriate Ministry of Defence Transport Offices are:**A. DSCOM, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c,**  
Mail Point 3351, BRISTOL BS34 8JH**Air Freight Centre**IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943  
EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943**Surface Freight Centre**IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946  
EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946**B. JSCS**JSCS Helpdesk No. 01869 256052 (select option 2, then option 3) JSCS Fax No. 01869 256837  
[www.freightcollection.com](http://www.freightcollection.com)**11. The Invoice Paying Authority**

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

**Website is:**<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>**12. Forms and Documentation are available through \*:**

Ministry of Defence, Forms and Pubs Commodity Management

PO Box 2, Building C16, C Site

Lower Arncliffe

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

**Applications via fax or email: DESLCSLS-**  
**OpsFormsandPubs@mod.uk****\*NOTE**

- Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:  
<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>
- If the required forms or documentation are not available on the MOD Intranet site requests should be submitted through the Commercial Officer named in Section 1.

## Schedule 10 - Statement of Requirement

### **STATEMENT OF REQUIREMENT (SOR) FOR PROVISION OF SERVICES AND FACILITIES FOR EXERCISE PIPEDOWN 2020-23**

1. **General.** This document identifies the requirement that is to be provided under a Contract to support Exercise PIPEDOWN (PDN), the British Army Alpine and Nordic Skiing Semi Final (B) Skiing Championships.
  - 1.1. Definitions are:
    - 1.1.1. AWSA: The governing body for Nordic and Alpine skiing within the Army. The term "AWSA" is synonymous with "Exercise PIPEDOWN" and Championship's Officials for the purposes of this Requirement. The General Officer Commanding 1 (UK) Div assumes responsibility for the Authority of Exercise PIPEDOWN on behalf of the AWSA
    - 1.1.2. Contractor: The relevant authorities of the selected Venue
    - 1.1.3. Championships: Exercise PIPEDOWN
    - 1.1.4. Competition: The Championships will consist of a separate Competition for each skiing discipline (Alpine and Nordic).
    - 1.1.5. Event: Each Competition will consist of a set number of individual Events (races).
    - 1.1.6. Alpine: The Alpine Competition will consist of all Alpine events. The length and technique for each respective event may vary according to the wishes of the Authority, but will be in accordance with AWSA and FIS rules.
    - 1.1.7. Nordic: The Nordic Competition will consist of all Cross Country and Biathlon skiing events. The length and technique for each respective event may vary according to the wishes of the Authority, but will be in accordance with AWSA, FIS and IBU rules.
  - 1.2. **Exercise background and duration:**
    - 1.2.1. The Championships is conducted annually, commencing on the second Saturday or Sunday in January known as D Day, running for 11 days and 10 nights (until D+10). Each date prior to D Day is described as being D- with the number of days before annotated. Each day after D Day will be described as being D+ with the number of days after annotated. Officials begin to arrive in the resort a full 2 days before the exercise commencement date (pm D-3) and remain until D+11.
    - 1.2.2. Exercise PDN consists of one Alpine competition and one Nordic competition. Each competition must be held in a suitable location, within the venue, that allows freedom for competitors to compete unimpeded by normal leisure skiers. In the event that poor snow conditions prevent either competition, or event within a particular competition, from taking place in the agreed location, a reserve location for all events is required.
  - 1.3. **Key User Requirements (KURs).** This SOR has the following KURs:
    - 1.3.1. The venue must be on Mainland Europe and no more than 1200 km from Calais, no further than 2 hours from an international airport and have good local train and bus links. Alpine, Cross country and biathlon competitions must be within the same locality.
    - 1.3.2. The venue must be within an approximate 8 hour drive of ski resorts within the Swiss, French, Italian, Austrian and German Alps so that any competitors are able to move, in one day, from the venue in order to be capable of competing in other events.
    - 1.3.3. The Alpine competition must be held on suitable courses which conform to Federation International de Ski (FIS) safety standards and must be capable of staging a fully homologated downhill race. If weather conditions such as poor visibility, high winds or lack of snow prevent an event from taking place, a reserve location is to be provided by the Contractor in time to deliver the event; which must be within 45 minutes driving time from the primary resort.

- 1.3.4. The Nordic competition must be held on suitable cross country ski courses that meet FIS and International Biathlon Union (IBU) standards with a dedicated biathlon facility that meets IBU standards for safety and competition.
- 1.3.5. The biathlon competition must have a 30 lane, 50m target, permanently fixed biathlon range, including penalty loop, waxing facilities, medical assistance, commentary, snow making facilities, timing, toilets, refreshments, store rooms and emergency medical evacuation must be available.
- 1.3.6. If weather conditions are poor such as lack of snow and poor visibility then Cross Country and Biathlon competitions must have a minimum of a 5 km loop available. If this is not possible a reserve location is to be provided by the Contractor in time to deliver the event; which must be within 45 minutes driving time from the primary resort.
- 1.3.7. There will be a requirement to conduct pre-championships planning and provide; a full results service;
- 1.3.8. Self-catering accommodation for an estimated 400 competitors; self-catering accommodation for up to 40 officials with provision to cater centrally (cooking and dining facilities);
- 1.3.9. A race office with communications and broadband;
- 1.3.10. A venue for an outdoor (standing) and indoor (seated) prize giving for 400 personnel; full access to ranges, stadium facilities and courses; and emergency mountain rescue.
- 1.4. **Capacity of the event.** There will be approximately 400 competitors and 40 officials taking part in the exercise annually. The breakdown of competitors is likely to be:
  - 1.4.1. Alpine competitors                      150 (maximum)
  - 1.4.2. Nordic competitors                      250

## 2. RESPONSIBILITY OF THE CONTRACTOR

- 2.1. **Competition Venue.** Provide Championship's Venue to cater for Alpine and Nordic competitions in accordance with the detailed requirements at the Appendices 1- 5.
- 2.2. **Exercise location.** The venue must be on Mainland Europe
  - 2.2.1. No more than 1200 km from Calais,
  - 2.2.2. No further than 2 hours from an international airport and have good local train and bus links. Alpine, Cross country and biathlon competitions must be within the same locality.
  - 2.2.3. The venue must be within an approximate 8 hour drive of ski resorts within the Swiss, French, Italian, Austrian and German Alps so that any competitors are able to move, in one day, from the venue in order to be capable of competing in other events
- 2.3. **Exercise Dates.** The provisional exercise dates are:
  - 2.3.1. **2020.** 11 Jan to 21 Jan 20. These dates may be altered slightly as long as they are clearly agreed by both parties (The authority and the Contractor) at least one month prior to the event.
    - 2.3.1.1. **Competitors.** All competitors will arrive on 11 Jan 20 and will depart on 21 Jan 20. In addition, up to 104 competitors will remain in current accommodation for an additional night and will depart on 22 Jan 20.

- 2.3.1.2. **Officials.** Up to 12 Officials will arrive on the evening 08 Jan 20. The remainder (up to a total of 40 Officials) will arrive on 09 Jan 20 and will depart on 21 Jan 20. Up to 12 Officials will remain for an additional night and will depart on 22 Jan 20).
- 2.3.2. **2021.** 09 Jan to 19 Jan 21. These dates may be altered slightly as long as they are clearly agreed by both parties (The authority and the Contractor) at least one month prior to the event.
- 2.3.2.1. **Competitors.** All competitors will arrive on 09 Jan 21 and will depart on 19 Jan 21. In addition, up to 104 competitors will remain in current accommodation for an additional night and will depart on 20 Jan 21.
- 2.3.2.2. **Officials.** Up to 12 Officials will arrive on the evening 06 Jan 21. The remainder (up to a total of 40 Officials) will arrive on 07 Jan 21 and will depart on 19 Jan 21. Up to 12 Officials will remain for an additional night and will depart on 20 Jan 21).
- 2.3.3. **2022.** 08 Jan to 18 Jan 22. These dates may be altered slightly as long as they are clearly agreed by both parties (The authority and the Contractor) at least one month prior to the event.
- 2.3.3.1. **Competitors.** All competitors will arrive on 08 Jan 21 and will depart on 18 Jan 22. In addition, up to 104 competitors will remain in current accommodation for an additional night and will depart on 19 Jan 22.
- 2.3.3.2. **Officials.** Up to 12 Officials will arrive on the evening 05 Jan 22. The remainder (up to a total of 40 Officials) will arrive on 06 Jan 22 and will depart on 18 Jan 22. Up to 12 Officials will remain for an additional night and will depart on 19 Jan 22).
- 2.3.4. **2023** 14 Jan to 24 Jan 23. These dates may be altered slightly as long as they are clearly agreed by both parties (The authority and the Contractor) at least one month prior to the event.
- 2.3.4.1. **Competitors.** All competitors will arrive on 14 Jan 23 and will depart on 24 Jan 23. In addition, up to 104 competitors will remain in current accommodation for an additional night and will depart on 25 Jan 23.
- 2.3.4.2. **Officials.** Up to 12 Officials will arrive on the evening 11 Jan 23. The remainder (up to a total of 40 Officials) will arrive on 12 Jan 23 and will depart on 24 Jan 23. Up to 12 Officials will remain for an additional night and will depart on 25 Jan 23).
- 2.4. **Exercise Programme.** The overall exercise programmes combining both Alpine and Nordic competitions is at Appendix 1. Any changes to this programme must be agreed by both parties.
- 2.5. **Alpine Competition.** Detailed Requirements for the Alpine competition are at Appendix 2.
- 2.6. **Nordic Competition.** Detailed Requirements for the Nordic competition are at Appendix 3.
- 2.7. **Race Office.** Detailed Requirements for the Race Office are at Appendix 4.
- 2.8. **Accommodation.** Detailed Requirements for Accommodation are at Appendix 5.
- 2.9. **Prize Giving.**
- 2.9.1. **Outdoor Prize Giving.** Provide the following in the same location as the Floodlit Challenge:
- 2.9.1.1. A power supply.
- 2.9.1.2. Public address / CD.
- 2.9.1.3. A table for prizes.
- 2.9.1.4. Outdoor lighting.
- 2.10. **Final Night Prize Giving Ceremony.** Provide the following:

- 2.10.1. A hall for the final prize giving ceremony, which must be capable of accommodating up to 400 personnel seated at tables or standing within the same hall. The provision of tables and chairs and their collection and return to the point of origin is the sole responsibility of the Contractor, however, the Authority will be available to advise on the layout. Access must be available prior to and from 0900 on the day of the prize giving.
- 2.10.2. A large stage and podium.
- 2.10.3. A public address system.
- 2.10.4. Ten Tables for prizes.
- 2.10.5. Lighting / heating.
- 2.10.6. Toilets.
- 2.10.7. Bar facilities (drinks to be provided on a repayment basis by individuals outside the contract at the time of ordering).
- 2.11. **Team Captains' Meetings.** Team Captains' Meetings will take place in resort from 1800hrs each evening during racing the Contractor is to provide exclusive use of two indoor rooms for Team Captains' and Officials' meetings. One room must have four Tables and seating for up to 80 people. The second room must have four Tables and seating for up to 50 people
- 2.12. **Waxing facilities.** The Contractor is to provide a suitable waxing facility within 800 metres of all accommodation. This facility, or facilities, may be spread around the Venue, but in any case, must accommodate a minimum of 20 waxing benches in total at any one time.
- 2.13. **Ski Passes.**
- 2.13.1. **Nordic.** For the Nordic competition, the Contractor is to provide a group ski pass to cover all Nordic officials and competitors for the duration of the Championships. The cost of these passes is to be included in the contracted price for the organisation of Nordic events and paid for as part of the contract.
- 2.13.2. **Alpine.** For the Alpine competition, the Contractor is to provide Alpine ski lift passes to cover all Alpine competitors and up to 35 officials for the duration of the Championships. The cost of these passes is to be included in the contracted price for the organisation of Alpine events and paid for as part of the contract.
- 2.14. **Pre-Championships Work.** The following must be conducted in advance of the Championships:
- 2.14.1. **Liaison with the Authority.** Liaise with the Authority, as necessary, to organise special requirements and arrange accommodation.
- 2.14.2. **Meeting, Planning and Reconnaissance.** Facilitate one Venue based planning meeting in May/June and one Venue based planning meeting in October/November, which will also be attended by representatives from the Authority, at a time that is suitable to both parties. These planning meetings are to facilitate reconnaissance and liaison visits at the Venue.
- 2.15. **Contractor's Official.** One Contractor's Official must be solely responsible to the Authority for the provision of all aspects of the Contract. The Contractor's Official must speak fluent English and the language of the country and be at the Venue for the entire Championships.

### 3. RESPONSIBILITY OF THE AUTHORITY

- 3.1. The Authority will provide the following:
- 3.1.1. Championships Director.

- 3.1.2. Chief of Staff (Championship Manager).
  - 3.1.3. Chief of Race (Alpine and Nordic).
  - 3.1.4. Course Setters who are to confirm courses to the Stadium management at least 36 hours before the start of each race.
  - 3.1.5. Starter and Finish Judge.
  - 3.1.6. Assistant Timekeeper.
  - 3.1.7. All other minor Officials, including course marking personnel, unless specifically provided by the Contractor.
  - 3.1.8. The photocopying and distribution of results.
  - 3.1.9. Computers and results computation equipment.
  - 3.1.10. Radios to allow communications amongst Officials around courses and in the Stadium.
  - 3.1.11. Mobile phones for key personnel.
  - 3.1.12. Perpetual Trophies and their recovery from previous recipients.
  - 3.1.13. Bibs.
  - 3.1.14. Provision of Range Officials and the clearing of the range area (but see Para 1 to Appendix 3).
  - 3.1.15. The operation and painting of targets during the range's use (but see Para 1 to Appendix 3).
  - 3.1.16. Security of weapons and ammunition.
  - 3.1.17. Publicity material and banners.
  - 3.1.18. Host all Official Visitors.
- 3.2. The Authority will invite accommodation owners or their agents, and the accommodated teams, to join them for an inventory inspection of accommodation on arrival and departure so that the standard can be agreed by both parties. Payment for damage will normally be settled during this inspection and paid for by the individuals/teams responsible outside of the contract. Any damage found thereafter may not be accepted by the Authority as attributable to the Authority.
- 3.3. When racing Cross Country outside the Stadium, the Authority is to liaise with the Contractor to the mark and prepare the course and provide course flags, kilometre markers, the start and finish areas, ski marking areas, start / finish banners with poles, roped off press areas, ski-test & warm-up tracks, PA system and electrical power.
- 3.4. A detailed description of each Championship race is in the AWSA Rulebook.
- 3.5. **Insurance.** All competitors and officials will have personal insurance cover to provide themselves with financial protection in the case of accident, illness or death. Such cover will be arranged and paid for by officials and teams and will also provide third party liability protection in case any athlete causes injury to any other person while free skiing or racing within the terms of their insurance policy. The Contractor shall for the term of the contract maintain all necessary statutory insurance which is to include Public Liability Insurance of not less than £5M per incident and unlimited in the number of occurrences for the conduct of ski racing in order to fulfil his requirements under the contract.

#### 4. CHAMPIONSHIPS CANCELLATION

- 4.1. **No Show.** In the event of part or all of the Championships being cancelled, the Contractor will be paid a **fair and reasonable price** for all work completed, performed or partially performed, and all

expenditure incurred, in accordance with the contract, up to the time of cancellation. **Any cancellation charge levied by the Contractor, shall include any advance commitments made by the Contractor to secure accommodation bookings, in order for him to fulfil the Contract, but that cannot be cancelled at the point of cancellation due to conditions imposed at the point of reservation.**

- 4.2. **No Snow.** In the event of there being insufficient snow to run the Championships successfully in the selected Venue, the Contractor will make every effort to secure an alternative racing location within a daily driving distance of no more than 90 minutes (under normal driving conditions).

APPENDICES:

1. Ex PIPEDOWN Programme
2. Ex PIPEDOWN Alpine Requirements
3. Ex PIPEDOWN Nordic Requirements
4. Ex PIPEDOWN Race Office Requirements
5. Ex PIPEDOWN Accommodation Requirements

EXERCISE PIPEDOWN PROGRAMME

Date	Event	Race		Venue	Remarks
		Alpine (c)	Nordic (d)		
(a)	(b)	(c)	(d)	(e)	(f)
D-3	Key Officials arrive.				Takeover of Officials' accommodation
D-2	Main body of Officials arrive				
D-1	Race Office Opens.			Race Office.	1000.
D Day	Teams Arrive.				
	Initial Registration.				
	Team Captains' Meeting			Race Office	1030 – 1600.
D+1	Seeding Giant Slalom.			Race Office	1800
	Seeding Giant Slalom. (This race may move to D+2 if required. This will be agreed with the Designated Officer as early as possible.)			Alpine Venue.	
	Classic Course Inspection.			Nordic Venue.	
	Team Captains' Meeting.			Race Office	1800.
	Individual Giant Slalom.	Individual Giant Slalom.		Alpine Venue.	
D+2	10km (Women) Classic Race. 15km (Men) Classic Race.			Nordic Venue. Nordic Venue.	
	4 x 5km (Men and Women) Classic Relay course inspection.			Nordic Venue.	
	Team Captains' Meeting.			Race Office	1800.
	Team Giant Slalom.	Team Giant Slalom.		Alpine Venue.	
	4 x 5km (Men) Classic Relay. 4 x 5km (Women) Classic Relay.	4 x 5km (Men) Classic Relay. 4 x 5km (Women) Classic Relay.		Nordic Venue. Nordic Venue.	
D+3	Team Captains' Meeting.			Race Office	1800.
	Individual Slalom	Individual Slalom		Alpine Venue.	
	10km (Men) Individual Biathlon Sprint Inspection. 7.5km (Women) Individual Biathlon Sprint Inspection.	10km (Men) Individual Biathlon Sprint Inspection. 7.5km (Women) Individual Biathlon Sprint Inspection.		Nordic Venue. Nordic Venue.	
D+4					

APPENDIX 1 TO  
STATEMENT OF REQUIREMENT

Date	Event (b)	Race		Venue (e)	Remarks (f)
		Alpine (c)	Nordic (d)		
	Team Captains' Meeting. Floodlit Challenge. Initial Prize Giving Ceremony.		Sprint Inspection.	Race Office. Nordic Venue. Nordic Venue.	1700. 1830. 1930.
	Team Slalom	Slalom Course. Team Slalom		Alpine Venue. Nordic Venue.	
D+5	7.5km (Women) Individual Biathlon Sprint.		7.5km (Women) Individual Biathlon Sprint.	Nordic Venue.	
	10km (Men) Individual Biathlon Sprint.		10km (Men) Individual Biathlon Sprint.	Nordic Venue.	
	4x7.5km (Men) Biathlon Inspection.		4x7.5km (Men) Biathlon Inspection.	Nordic Venue.	
	4x6km (Women) Biathlon Inspection.		4x6km (Women) Biathlon Inspection.	Nordic Venue.	
	Team Captains' Meeting. Team and Individual Super Giant Slalom and Downhill training	Team and Individual Super Giant Slalom and Downhill Training		Race Office. Alpine Venue	1800.
D+6	4x6km (Women) Biathlon Relay Race.		4x6km (Women) Biathlon Relay Race.	Nordic Venue.	
	4x7.5km (Men) Biathlon Relay Race.		4x7.5km (Men) Biathlon Relay Race.	Nordic Venue.	
D+7	Team Captains' Meeting. Team and Individual Super Giant Slalom and Downhill training	Team and Individual Super Giant Slalom and Downhill Training		Race Office. Alpine Venue.	1800.
	Military Patrol Race Preparation. Team Captains' Meeting.		Military Patrol Race Preparation.	Nordic Venue. Race Office.	1800.
D+8	Downhill	Downhill		Alpine Venue	
	Military Patrol Race Team Captains' Meeting.		Military Patrol Race	Nordic Venue Race Office.	1800.
D+9	Super Giant Slalom	Team and Super G		Alpine Venue	

APPENDIX 1 TO  
STATEMENT OF REQUIREMENT

Date	Event	Race		Venue	Remarks
		Alpine (c)	Nordic (d)		
(a)	(b)			(e)	(f)
	Biathlon Training Day		Biathlon Training Day		
	Team & Individual Super Giant Slalom				
	Prize Giving Ceremony			Prize Giving Venue	1900.
D+10	De-Registration Main body of Officials depart Main body of competitors depart			Race Office	0900 – 1500.
D+11	Key Officials Depart Remainder of Competitors depart				0900.

**EX PIPEDOWN – ALPINE REQUIREMENTS**

1. **Alpine.** The Contractor is to provide all Alpine Events for a maximum of 150 participants contained in the programme at Appendix 1 and the following:

1.1. **Courses.** The ski course requirements are as follows:

1.2. Course technical details:

Event	Desired Vertical Drop (VD)	Vertical Drop (VD) (Minimum)	Remarks
(a)	(b)	(c)	(d)
Seeding GS	250m	200m	2 runs per race for 1 race
Individual/Team GS	250-400m	200m	2 runs per race for 2 races
Super G	400-550m	350m	1 run per race
DH	400-600m	500m(300m for DH in 2 Runs)	1 run per race
Individual/Team Slalom	140-180m	120m	2 runs per race for 2 races

1.3. The minimum VDs are only acceptable in the event of bad conditions. Adjustments may be made to the minimum/maximum VD in accordance with changes to the rules that are governed by the ski racing authorities; the Contractor must remain flexible in this respect.

1.4. Competition slopes shall have valid Federation Internationale de Ski (FIS) homologation for the relevant discipline. All safety measures stipulated by the homologation are to be in place for all races and speed training. The homologation report and certificate shall be available to the Authority on arrival at the Venue on D-1, prior to the start of the championships.

1.5. **Lifts.** Access by lift to all courses is required. Lifts opening hours and turn-round times should allow competitors two inspections of the course plus sufficient time to prepare to race after the Race Jury has inspected the course. The Race Jury will agree detailed timings after their reconnaissance. The Race Jury is to be granted early passage on lifts with the course setter and his/her team.

1.6. **Course Preparation/Setting.** The Contractor is to provide all equipment and Resort manpower necessary for the conduct of the programme of racing, including qualified course setters. A list of equipment required is described below at paragraph 4. All equipment provided is to meet the relevant FIS regulations.

1.7. **Timekeeping/Results.** The Contractor is to meet the following requirements for timekeeping and results:

1.7.1. Provide timekeepers and homologated equipment including back up.

1.7.2. Provide global timing information to the Authority, in order that the Authority can produce individual results for each race showing first run, second run and total times.

2. **Race Control.** The Race Committees will be provided by the Authority.

3. **Gate Judges.** Gate Judges will be provided by the Authority.

4. **Equipment to be provided by the Contractor.** The minimum equipment required for the Alpine competition, to be made available to the Authority for each event, is as follows:

- 4.1. Snow Guns.
- 4.2. Snow Cement
- 4.3. Gate Poles
- 4.4. Flex Poles
- 4.5. FIS Homologated Gate Flags (GS)
- 4.6. FIS Homologated Gate Flags (DH)
- 4.7. Dye
- 4.8. Clocks

4.9. Ice Drills

- 4.10. Picks
- 4.11. Shovels
- 4.12. Rakes
- 4.13. Safety Barriers
- 4.14. Finish Barriers
- 4.15. Safety Matting
- 4.16. Start Hut/Tent
- 4.17. Finish Hut
- 4.18. Timing Equipment (incl back-up)
- 4.19. Electronic Relay (if available)
- 4.20. Scoreboard and marker pens
- 4.21. Start Clock/Beeper
- 4.22. Loudspeaker and microphone
- 4.23. Results Computer
- 4.24. Altimeter (x1)
- 4.25. Air Thermostat (x 2)
- 4.26. Millboards/Folders/Pencils (x 25) –
- 4.27. Yellow Flags (x 4)
- 4.28. Seeding Computer/Processor (x 1) –.
- 4.29. Radios (x 7) –

**NORDIC REQUIREMENTS – EXERCISE PIPEDOWN**

The Contractor is to provide all Nordic events for a maximum of 255 participants contained in the programme at Appendix 1 and the following:

1. **Nordic (Biathlon & Cross Country).** The Nordic competition must be held on suitable cross country ski courses that meet FIS standards and the Biathlon events must be held at a dedicated Biathlon Stadium and Range facility. The Biathlon Stadium must be a permanent and dedicated Biathlon facility that meets IBU standards for safety and competition. The Stadium must have a 30 lane, 50m, electronic or manual target, Biathlon Range which is available for training 3 days prior to the first Biathlon race and for the duration of the Championships. If snow conditions are poor, there must be a minimum of a 5 km loop with floodlights, snow cannon and stockpiles of snow; with the ability to maintain the loop to FIS and IBU racing standards. The Contractor is to provide all Nordic Events contained in the programme at Appendix 1 and the following:
  - 1.1. **Courses & Tracks.** Access to all cross-country and biathlon courses and tracks during the Championships and all local clearances completed. Preparation, including floodlighting, mass start lanes, handover boxes / transition areas and the cutting of tracks, of the Cross Country and Biathlon racing courses to FIS/IBU Cup standards. Courses must be prepared for inspection 24 hours before the start of each race, or as soon as is practical after the Authority course setters have confirmed the course.
  - 1.2. **Lifts.** Access by lift to all courses is required. Lifts opening hours and turn-round times should allow competitors two inspections of the course plus sufficient time to prepare to race after the Race Jury has inspected the course. The Race Jury will agree detailed timings after their reconnaissance. The Race Jury is to be granted early passage on lifts with the course setter and his/her team.
  - 1.3. **Course Preparation/Setting.** The Contractor is to provide all equipment and Resort manpower necessary for the conduct of the programme of racing, including qualified course setters. A list of equipment required is described below at paragraph
  - 1.4. **Technical Delegate.** A Technical Delegate for all Cross Country and Biathlon races. They must speak fluent English and be approved by the Authority.
  - 1.5. **Range Staff.** A minimum of four Range Assistants to assist the Range Conducting Officer. They must speak fluent English.
  - 1.6. **Skidoo.** Exclusive use of one skidoo, which can be self-drive or not (this is to be separate to any medical skidoos). Insurance for use must be included in the Contract.
  - 1.7. **Targets.** Sufficient paper targets and suitable frames for use during all training sessions and race zeroing/practice sessions.
  - 1.8. **Waxing and Ski Testing Area.** Team waxing and ski testing area at the Stadium for 30 teams.
  - 1.9. **Stadium Facilities.** Use of the following Stadium facilities (including fuel & light etc) during race days from race minus 2 hours to race end plus 1 hour:
    - 1.10. **Car Parks for Officials and Competitors.** Parking for 12 Officials and VIP vehicles must be as close to the Stadium as possible.
    - 1.11. **Warm Room.** Must be open throughout and must allow access to Competitors during race days from race minus 2 hours to race end plus 1 hour.
    - 1.12. **Medical Room.** For AWSA Medical Staff.
    - 1.13. **An ambulance service and dedicated skidoo with medical team.**
    - 1.14. **Timekeeper and timing equipment.**
    - 1.15. **Timing Room/Cabin.**

- 1.16. Armourer's Area. This may be outside, in which case it must be covered.
- 1.17. Equipment Store room.
- 1.18. Jury room.
- 1.19. Wax Area – for 30 teams with close access to toilet facilities.
- 1.20. Toilets.
- 1.21. Commentary Facility with PA and music system.
- 1.22. Refuse disposal after each race.
- 1.23. Fencing around the start, finish and first 300m of the track and range.
- 1.24. **Drinks.** Provision of drinks at the Start and Finish areas will be provided by the Authority.
- 1.25. **Officials.** The Contractor is to provide four Officials at the start and finish and around the course to assist in the provision of a safe event. In addition to the requirement to provide a backup timing system, the Contractor is to provide Officials to ensure the following:
  - 1.25.1. Racers start in the correct order at the correct time.
  - 1.25.2. Accounting for every skier who starts an event.
  - 1.25.3. Competitors' skis are marked prior to their starting.
  - 1.25.4. Calling competitors forward to the start line and checking their skis are marked.
  - 1.25.5. That no competitor gains an advantage by not completing the full course.
  - 1.25.6. Handovers are correctly completed in relay events.
  - 1.25.7. Checking that competitors' ski equipment is correctly marked at the finish; ensuring that finishers' race numbers (both bibs and thigh numbers) are handed in.
  - 1.25.8. Checking that there is no round in the chamber at the finish of Biathlon events and that the rifle was marked prior to the race.
  - 1.25.9. At the Start/Finish to ensure that British Army Ski Rules are followed wherever possible and to liaise where necessary between racers and the Contractor's Resort officials.
- 1.26. **Equipment to be provided by the Contractor.** The minimum equipment required for the Alpine competition, to be available to the Authority for each event, is as follows:
  - 1.26.1. Snow Guns.
  - 1.26.2. Snow Cement
  - 1.26.3. Gate Poles
  - 1.26.4. Flex Poles
  - 1.26.5. FIS Homologated Gate Flags (GS)
  - 1.26.6. FIS Homologated Gate Flags (DH)
  - 1.26.7. Dye
  - 1.26.8. Clocks
  - 1.26.9. Ice Drills
  - 1.26.10. Picks
  - 1.26.11. Shovels
  - 1.26.12. Rakes
  - 1.26.13. Safety Barriers
  - 1.26.14. Finish Barriers
  - 1.26.15. Safety Matting
  - 1.26.16. Start Hut/Tent
  - 1.26.17. Finish Hut
  - 1.26.18. Timing Equipment (incl back-up)

- 1.26.19. Electronic Relay (if available)
- 1.26.20. Scoreboard and marker pens
- 1.26.21. Start Clock/Beeper
- 1.26.22. Loudspeaker and microphone
- 1.26.23. Results Computer
- 1.26.24. Altimeter (x1)
- 1.26.25. Air Thermostat (x 2)
- 1.26.26. Millboards/Folders/Pencils (x 25) –
- 1.26.27. Yellow Flags (x 4)
- 1.26.28. Seeding Computer/Processor (x 1) –.
- 1.26.29. Radios (x 7) –

2. **The Patrol Race.** The requirements of the Patrol Race will be discussed in detail on arrival of the Patrol Course Setter. This race will require a similar start/finish area layout to the Cross Country Races but will have equipment checking, weighing and inspection areas added to the start process. The 20-25 km course will be set by the Authority, with the Contractor's advice, but must have the option for a single loop up to 20 km long and subsequent 3-5 km loops. Classical track preparation and marking will be negotiated by the Authority with the Contractor.

**RACE OFFICE REQUIREMENTS – EXERCISE PIPEDOWN**

1. **Race Office.** The Contract is to include the exclusive use of a Competition Race Office, which is to be available from D-1. The Race Office must be central to the Venue and within 800m of all Hotels used by Championships Officials and Visitors. It is to include:
  - 1.1. Desks for 15 Officials in 1 large room with plenty of space around each desk.
  - 1.2. A Doctor's room.
  - 1.3. An armourer's room.
  - 1.4. A large store room for Championship's equipment.
  - 1.5. Kitchen facilities with fridge, dishwasher, tea and coffee making facilities.
  - 1.6. Male and Female toilet facilities within the building.
  - 1.7. A lockable room that can be used to store weapons. The Authority will be responsible for the security and safe keeping of such weapons during storage.
2. The Contractor is to provide the following facilities and services at the Race Office:
  - 2.1. The installation and provision of a minimum of one telephone and line, 1 x fax machine and Broadband Internet, including Wi-Fi. The usage of which shall be included as part of the contracted price.
  - 2.2. The installation and provision of a dedicated photocopier with facility to collate, sort, staple and produce multi-page documents in colour. The guaranteed access to a backup photocopier is required at all times in the event of malfunction or breakdown of the main machine. The photocopiers must be capable of generating 15,000 copies during the period of the Championships. Any Contract between the Contractor and the supplier must include toner replacement, maintenance and provide rapid repair or replacement within the shortest possible time (no longer than 12 hours, NOT working hours). All paper for use in the photocopier will be provided by the Authority.
  - 2.3. The cleaning and disposal of rubbish, including toilet facilities.
  - 2.4. A facility to forward mail from the race office once the meeting has concluded to a single UK address.
  - 2.5. Provision of colour copies of all race and route maps for Nordic, Biathlon and Patrol races.

### ACCOMMODATION REQUIREMENTS – EXERCISE PIPEDOWN

1. **Officials' Accommodation.** Arrange accommodation for up to 40 Officials in self-catering accommodation that must all be within no more than 2 buildings or complexes. Accommodation should be to international 3 star standards. Accommodation must have a facility that will allow cooking, eating and refrigeration in a central location. All officials accommodation is to be included as part of the contracted price and must be no more than 3 km from the Race Office.
  - 1.1. The Contractor shall comply with the following officials' accommodation requirements as part of the contracted price:
    - 1.1.1. Bed linen and towels are to be provided.
    - 1.1.2. Suitable parking is to be provided on location or within the near vicinity for up to four large 4x4 type vehicles and one minibus.
    - 1.1.3. Beds are to be provided for single use only with preferably no more than two individuals sharing a room.
  - 1.2. The contractor is to notify all personnel upon check-in to the accommodation of any additional accommodation facility charges which may apply that are not included as part of the contracted price. Any additional accommodation facilities not included as part of the contracted price that have been requested/acquired by individual officials are to be arranged and paid for by each official outside of the contract, upon check-out of the accommodation.
    - 1.2.1. Officials will return accommodation in a clean and tidy state at the end of the event, and are to complete an arrival and departure check list which is to be provided by the accommodation provider.
    - 1.2.2. The accommodation provider is to be present upon initial inspection of the accommodation and at the handover. The officials will identify any obvious faults and/or defects within the accommodation at this stage and will have a further 24 hours to identify any others.
    - 1.2.3. Any claim for damages or extraordinary cleaning must be made against the individual official(s) concerned **and not the Authority.**
2. **Competitors' Accommodation.** Arrange accommodation for approximately 400 personnel in self-catering apartments. All competitors accommodation is to be included as part of the contracted price and must be within 4km of the Race Office.
  - 2.1. The Contractor shall comply with the following requirements as part of the contracted price:
    - 2.1.1. Bed linen and towels are to be provided.
    - 2.1.2. Accommodation is to be in the form of self-catering flats or apartments for teams, consisting of 4-12 people. Males and females must be separated and under 18 year olds cannot share with over 18 year olds.
    - 2.1.3. Each team is to be accommodated in the same apartment or 2 apartments within 100m of each other. 1 facility must provide catering facilities for each entire team.
    - 2.1.4. Room allocation for teams is to be based on a single occupancy of permanent adult sized beds with enough space to store 4 pairs of skis per person and personal training kit.
    - 2.1.5. Self-catering accommodation is to include a refrigerator and sufficient kitchen and dining facilities to enable hot meals to be prepared and eaten.
    - 2.1.6. Suitable parking is to be provided on location or within the near vicinity to cater for at least one minibus or similar, per team.
  - 2.2. The contractor is to notify all personnel upon check-in to the accommodation of any additional accommodation facility charges which may apply that are not included as part of the contracted price. Any

additional accommodation facilities not included as part of the contracted price which have been requested/acquired by individual competitors are to be arranged and paid for by each competitor outside of the contract, upon check-out of the accommodation.

2.2.1. Teams will return accommodation in a clean and tidy state at the end of the event, and are to complete an arrival and departure check list which is to be provided by the accommodation provider.

2.2.2. The accommodation provider is to be present upon initial inspection of the accommodation and at the handover. The teams will identify any obvious faults and/or defects within the accommodation at this stage and will have a further 24 hours to identify any others.

2.2.3. Any claim for damages or extraordinary cleaning must be made against the team/individual competitor(s) concerned **and not the Authority**.

3. **Visitors' Accommodation.** Negotiate prices for Visitors' Accommodation on a Bed and Breakfast basis in a local hotel at the best obtainable rate. This accommodation is to be arranged and paid for outside of the contract.

