



**MOD Terms and Conditions for Less Complex
Requirements
for
Contract: 708437450 for the Provision of Services for
Maintenance of ISO 9001 & 14001 Certification at
HMNB Devonport**

Offer and Acceptance

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Contract: 708437450 for the Provision of Services for Maintenance of ISO 9001 & 14001 Certification at HMNB Devonport.

This Contract shall come into effect on the date of signature by both parties.

For and on behalf of the Contractor:

Name and Title	Redacted under FOIA Section 40, Personal Information
Signature	Redacted under FOIA Section 40, Personal Information
Date	17.05.2024

For and on behalf of the Secretary of State for Defence:

Name and Title	Redacted under FOIA Section 40, Personal Information
Signature	Redacted under FOIA Section 40, Personal Information
Date	14.05.2024

1 Definitions - In the Contract:

Articles means, in relation to Clause 9 and Schedule 3 only, an object which during production is given a special shape, surface or design which determines its function to a greater degree than does its chemical composition;

The Authority means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown;

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

Contract means the agreement concluded between the Authority and the Contractor, including all terms and conditions, , specifications, plans, drawings, schedules and other documentation, expressly made part of the agreement in accordance with Clause 2.c;

Contractor means the person, firm or company specified as such in 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;

Contractor Deliverables means the goods and / or services including packaging (and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with the schedule of requirements.

Effective Date of Contract means the date stated on the Contract or, if there is no such date stated, the date upon which both Parties have signed the Contract;

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

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;

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;

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.

Mixture means a mixture or solution composed of two or more substances;

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

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

PPT means a tax called "plastic packaging tax" charged in accordance with Part 2 of the Finance Act 2021;

PPT Legislation means the legislative provisions set out in Part 2 and Schedules 9-15 of the Finance Act 2021 together with any secondary legislation made under powers contained in Part 2 of the Finance Act 2021. This includes, but is not limited to, The Plastic Packaging Tax (Descriptions of Products) Regulations 2021 and The Plastic Packaging Tax (General) Regulations 2022;

Plastic Packaging Component(s) shall have the same meaning as set out in Part 2 of the Finance Act 2021 together with any associated secondary legislation;

Sensitive Information means the information listed as such in Schedule 4, being information notified by the Contractor to the Authority, which is acknowledged by the Authority as being sensitive, at the point at which the Contract is entered into or amended (as relevant) and remains sensitive information at the time of publication;

Substance means a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition;

Transparency Information means the content of this Contract in its entirety, including from time to time agreed changes to this Contract, except for (i) any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations Act 2004 (EIR), which shall be determined by the Authority, and (ii) any Sensitive Information.

2 General

- a. The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.
- b. Any variation to the Contract shall have no effect unless expressly agreed in writing and signed by both Parties.
- c. If there is any inconsistency between these terms and conditions and the associated documents expressly referred to therein, the conflict shall be resolved according to the following descending order of priority:
 - (1) the terms and conditions;
 - (2) the schedules; and
 - (3) the documents expressly referred to in the agreement.
- d. Neither Party shall be entitled to assign the Contract (or any part thereof) without the prior written consent of the other Party.
- e. Failure or delay by either Party in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver of its rights or remedies. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.
- f. The Parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a Party to it.
- g. The Contract and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in accordance with English Law, and subject to Clause 15 and without prejudice to the dispute resolution procedure set out therein, the Parties submit to the exclusive jurisdiction of the English courts. Other jurisdictions may apply solely for the purpose of giving effect to this Clause 2.g and for enforcement of any judgement, order or award given under English jurisdiction.

3 Application of Conditions

- a. These terms and conditions, schedules and the specification govern the Contract to the entire exclusion of all other terms and conditions. No other terms or conditions are implied.

- b. The Contract constitutes the entire agreement and understanding and supersedes any previous agreement between the Parties relating to the subject matter of the Contract.

4 Disclosure of Information

Information received or in connection with the Contract shall be managed in accordance with DEFCON 531 (SC1) and Clause 5.

5 Transparency

- a. Notwithstanding another condition of this Contract, including 531 (SC1), the Contractor understands that the Authority may publish the Transparency Information to the general public.
- b. Subject to Clause 5.c, the Authority shall publish and maintain an up-to-date version of the Transparency Information in a format readily accessible and reusable by the general public under an open licence where applicable.
- c. If, in the Authority's reasonable opinion, publication of any element of the Transparency Information would be contrary to the public interest, the Authority shall be entitled to exclude such information from publication. The Authority acknowledges that it would expect the public interest by default to be best served by publication of the Transparency Information in its entirety. Accordingly, the Authority acknowledges that it shall only exclude Transparency Information from publication in exceptional circumstances and agrees that where it decides to exclude information from publication on that basis, it will provide a clear statement to the general public explaining the categories of information that have been excluded from publication and reasons for withholding that information.
- d. The Contractor shall assist and co-operate with the Authority as reasonably required to enable the Authority to publish the Transparency Information, in accordance with the principles set out above. Where the Authority publishes Transparency Information, it shall:
- (1) before publishing redact any information that would be exempt from disclosure if it was the subject of a request for information under the FOIA and/or the EIR, for the avoidance of doubt, including the Sensitive Information.
 - (2) taking into account the Sensitive Information set out in Schedule 4, consult with the Contractor where the Authority intends to publish information which has been identified as Sensitive Information. For the avoidance of doubt the Authority, acting reasonably, shall have absolute discretion to decide what information shall be published or be exempt from disclosure in accordance with the FOIA and/or the EIR; and
 - (3) present information in a format that assists the general public in understanding the relevance and completeness of the information being published to ensure the public obtain a fair view on how this Contract is being performed.

6 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 the Contract;
 - (4) marked with the number of the Contract; and
 - (5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in the Contract, 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 the recipient's Business Day and otherwise on the first Business Day of the recipient immediately 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.

7 Intellectual Property

- a. The Contractor shall as its sole liability keep the Authority fully indemnified against an infringement or alleged infringement of any intellectual property rights or a claim for Crown use of a UK patent or registered design caused by the use, manufacture, or supply of the Contractor Deliverables.
- b. The Authority shall promptly notify the Contractor of any infringement claim made against it relating to any Contractor Deliverable and, subject to any statutory obligation requiring the Authority to respond, shall permit the Contractor to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. The Authority shall give the Contractor such assistance as it may reasonably require to dispose of the claim and will not make any statement which might be prejudicial to the settlement or defence of the claim.
- c. Notwithstanding any other provisions of the Contract and for the avoidance of doubt, award of the Contract by the Authority and placement of any contract task under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949. The Contractor acknowledges that any such authorisation by the Authority under its statutory powers must be expressly provided in writing, with reference to the acts authorised and the specific intellectual property involved.

Notification of Intellectual Property Rights (IPR) Restrictions

- d. Where any of the Conditions listed below (1 to 3) have been added to these Conditions of the Contract as Project Specific DEFCONs at Clause 21, the Contractor warrants and confirms that all Intellectual Property Rights restrictions and associated export restrictions relating to the use or disclosure of the Contractor Deliverables that are notifiable under those Conditions, or of which the Contractor is or should reasonably be aware as at Effective Date of Contract, are disclosed in Schedule 5 (Notification of Intellectual Property Rights (IPR) Restrictions):
- (1) DEFCON 15 - including notification of any self-standing background Intellectual Property;
 - (2) DEFCON 90 - including copyright material supplied under clause 5;
 - (3) DEFCON 91 - limitations of Deliverable Software under clause 3b;

- e. The Contractor shall promptly notify the Authority in writing if they become aware during the performance of the Contract of any required additions, inaccuracies or omissions in Schedule 5.
- f. Any amendment to Schedule 5 shall be made in accordance with DEFCON 503 (SC1).

8 Supply of Contractor Deliverables and Quality Assurance

- a. This Contract comes into effect on the Effective Date of Contract.
- b. The Contractor shall supply the Contractor Deliverables to the Authority at the Firm Price stated in the Contract.
- c. The Contractor shall ensure that the Contractor Deliverables:
 - (1) correspond with the specification;
 - (2) are of satisfactory quality (within the meaning of the Sale of Goods Act 1979, as amended) except that fitness for purpose shall be limited to the goods being fit for the particular purpose held out expressly by or made known expressly to the Contractor and in this respect the Authority relies on the Contractor's skill and judgement; and
 - (3) comply with any applicable Quality Assurance Requirements specified in the Contract.
- d. The Contractor shall apply for and obtain any licences required to import any material required for the performance of the Contract in the UK. The Authority shall provide to the Contractor reasonable assistance with regard to any relevant defence or security matter arising in the application for any such licence.

9 Supply of Data for Hazardous Substances, Mixtures and Articles in Contractor Deliverables

- a. Nothing in this Clause 9 shall reduce or limit any statutory duty or legal obligation of the Authority or the Contractor.
- b. As soon as possible and in any event within the period specified in the Contract (or if no such period is specified no later than one month prior to the delivery date), the Contractor shall provide to the Authority's representatives in the manner and format prescribed in the Contract:
 - (1) confirmation as to whether or not to the best of its knowledge any of the Contractor Deliverables contain hazardous Substances, Mixtures or Articles; and
 - (2) for each Substance, Mixture or Article supplied in meeting the criteria of classification as hazardous in accordance with the GB Classification, Labelling and Packaging (GB CLP) a UK REACH compliant Safety Data Sheet (SDS);
 - (3) where Mixtures supplied do not meet the criteria for classification as hazardous according to GB CLP but contain a hazardous Substance an SDS is to be made available on request; and
 - (4) for each Article whether supplied on its own or part of an assembly that contains a Substance on the UK REACH Authorisation List, Restriction List and / or the Candidate List of Substances of Very High Concern (SVHC) in a proportion greater than 0.1% w/w of the Article, sufficient information, available to the supplier, to allow safe use of the Article including, as a minimum, the name of that Substance.
- c. For substances, Mixtures or Articles that meet the criteria list in clause 9.b above:
 - (1) 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/safety Information and forward it to the Authority and to the address listed in Schedule 3; and
 - (2) if the Authority becomes aware of new information that might call into question the appropriateness of the risk management measures identified in the safety information supplied, shall report this information in writing to the Contractor.
- d. If the Substances, Mixtures or Articles in Contractor Deliverables are Ordnance, Munitions or Explosives (OME), in addition to the requirements of the GB CLP and UK REACH the Contractor shall comply with hazard reporting requirements of DEF STAN 07-085 Design Requirements for Weapons and Associated Systems.
- e. If the Substances, Mixtures or Articles in Contractor Deliverables, are or contain or embody a radioactive substance as defined in the Ionising Radiation Regulations SI 2017/1075, the Contractor shall additionally provide details on DEFFORM 68 of:
 - (1) activity; and
 - (2) the substance and form (including any isotope).
- f. If the Substances, Mixtures and Articles in Contractor Deliverables have magnetic properties which emit a magnetic field, the Contractor shall additionally provide details on DEFFORM 68 of the magnetic flux density at a defined distance, for the condition in which it is packed.
- g. Failure by the Contractor to comply with the requirements of this Condition shall be grounds for rejecting the affected Substances, Mixtures and Articles in Contractor Deliverables. Any withholding of information concerning hazardous Substance, Mixtures or Articles in Contractor Deliverables shall be regarded as a material breach of Contract under Condition 18 (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 18.
- h. Where delivery is made to the Defence Fulfilment Centre (DFC) and / or other Team Leidos location / building, the Contractor must comply with the Logistic Commodities and Services Transformation (LCST) Supplier Manual.

10 Delivery / Collection

- a. The Contract 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. Title and risk in the Contractor Deliverables shall pass from the Contractor to the Authority on delivery or on collection in accordance with Clause 10.a.
- c. The Authority shall be deemed to have accepted the Contractor Deliverables within a reasonable time after title and risk has passed to the Authority unless it has rejected the Contractor Deliverables within the same period.

11 Marking of Contractor Deliverables

- a. Each Contractor Deliverable shall be marked in accordance with the requirements specified in Contract, or 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 the 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 Deliverable.
- 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 12 (Packaging and Labelling (excluding Contractor Deliverables containing Ammunition or Explosives)).

12 Packaging and Labelling of Contractor Deliverables (Excluding Contractor Deliverables Containing Ammunition or Explosives)

- a. The Contractor shall pack or have packed the Contractor Deliverables in accordance with any requirements specified in the Contract and Def Stan 81-041 (Part 1 and Part 6).
- b. The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the Regulations set out in this Clause 12. Any that do shall be packaged for UK or worldwide shipment by all modes of transport in accordance with the following unless otherwise specified in the Contract.:
 - (1) the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO), IATA Dangerous Goods Regulations;
 - (2) the International Maritime Dangerous Goods (IMDG) Code;
 - (3) the Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID); and
 - (4) the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR).
- c. Certification markings, incorporating the UN logo, the package code and other prescribed information indicating that the package corresponds to the successfully designed type shall be marked on the packaging in accordance with the relevant regulation.

13 Plastic Packaging Tax

- a. The Contractor shall ensure that any PPT due in relation to this Contract is paid in accordance with the PPT Legislation.
- b. The Contract Price includes any PPT that may be payable by the Contractor in relation to the Contract.
- c. On reasonable notice being provided by the Authority, the Contractor shall provide and make available to the Authority details of any PPT they have paid that relates to the Contract.
- d. The Contractor shall notify the Authority, in writing, in the event that there is any adjustment required to the Contract Price in accordance with section 70 of the Finance Act 2021 and, on reasonable notice being provided by the Authority, the Contractor shall provide any such information that the Authority requires in relation to any such adjustment.
- e. In accordance with DEFCON 609 (SC1) the Contractor (and their sub-contractors) shall maintain all records relating to PPT and make them available to the Authority when requested on reasonable notice for reasons related to the Contract.
- f. Where the Contractor manufactures, purchases or imports into the UK any Plastic Packaging Component in relation to the Contract the Contractor shall, on reasonable notice being given, provide the Authority with such information and documentation that it requires to enable the Authority to carry out due diligence checks and satisfy itself that the Contractor has complied with the requirements of the PPT Legislation. This shall include, but is not limited to the Contractor providing:
 - (1) confirmation of the tax status of any Plastic Packaging Component;
 - (2) documents to confirm that PPT has been properly accounted for;
 - (3) product specifications for the packaging components, including, but not limited to, the weight and composition of the products and any other product specifications that may be required; and
 - (4) copies of any certifications or audits that have been obtained or conducted in relation to the provision of Plastic Packaging Components.
- g. The Authority shall have the right, on providing reasonable notice, to physically inspect or conduct an audit on the Contractor, to ensure any information that has been provided in accordance with clause 13.f above is accurate.
- h. In the event the Contractor is not required to register for PPT they (and to the extent applicable, their sub-contractors) shall provide the Authority with a statement to this effect and, to the extent reasonably required by the Authority on reasonable notice, supporting evidence for that statement.
- i. The Contractor shall provide, on the Authority providing reasonable notice, any information that the Authority may require from the Contractor for the Authority to comply with any obligations it may have under the PPT Legislation.

14 Progress Monitoring, Meetings and Reports

The Contractor shall attend progress meetings and deliver reports at the frequency or times (if any) specified in the Contract and shall ensure that its Contractor's representatives are suitably qualified to attend such meetings. Any additional meetings reasonably required shall be at no cost to the Authority.

15 Payment

- a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 15b 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 15a, 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 15b 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 15c 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.

16 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 16.a the dispute shall be referred to arbitration and 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 it is agreed between the Parties that the arbitration process and anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential as between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise. No report relating to anything said, done or produced in or in relation to the arbitration process may be made beyond the tribunal, the Parties, their legal representatives and any person necessary to the conduct of the proceedings, without the concurrence of all the Parties to the arbitration.

17 Termination for Corrupt Gifts

The Authority may terminate the Contract with immediate effect, without compensation, by giving written notice to the Contractor at any time after any of the following events:

- a. where the Authority becomes aware that the Contractor, its employees, agents or any sub-contractor (or anyone acting on its behalf or any of its or their employees):
 - (1) has offered, promised or given to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward;
 - (2) commits or has committed any prohibited act or 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;
 - (3) has entered 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.
- b. In exercising its rights or remedies to terminate the Contract under Clause 17.a. 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 committing the prohibited act;
 - (2) give 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.
- c. Where the Contract has been terminated under Clause 17.a. the Authority shall be entitled to purchase substitute Contractor Deliverables from elsewhere and recover from the Contractor any costs and expenses incurred by the Authority in obtaining the Contractor Deliverables in substitution from another supplier.

18 Material Breach

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 their obligations under the Contract. Where the Authority has terminated the Contract under Clause 18 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.

19 Insolvency

The Authority shall have the right to terminate the contract if the Contractor is declared bankrupt or goes into liquidation or administration. This is without prejudice to any other rights or remedies under this Contract.

20 Limitation of Contractor's Liability

- a. Subject to Clause 20.b the Contractor's liability to the Authority in connection with this Contract shall be limited to £5m (five million pounds).
- b. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:
 - (1) for:
 - (a) any liquidated damages (to the extent expressly provided for under this Contract);
 - (b) any amount(s) which the Authority is entitled to claim, retain or withhold in relation to the Contractor's failure to perform or under-perform its obligations under this Contract, including service credits or other deductions (to the extent expressly provided for under this Contract);
 - (c) any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;
 - (d) any amount payable by the Contractor to the Authority in relation to TUPE or pensions to the extent expressly provided for under this Contract;
 - (2) under Condition 7 of the Contract (Intellectual Property), and DEFCONs 91 or 638 (SC1) where specified in the contract;
 - (3) for death or personal injury caused by the Contractor's negligence or the negligence of any of its personnel, agents, consultants or sub-contractors;
 - (4) For fraud, fraudulent misrepresentation, wilful misconduct or negligence;
 - (5) in relation to the termination of this Contract on the basis of abandonment by the Contractor;
 - (6) for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or
 - (7) for any other liability which cannot be limited or excluded under general (including statute and common) law.
- c. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by general (including statute and common) law.

21 The project specific DEFCONs and DEFCON SC variants that apply to this Contract are:

DEFCON 076 (SC1) (Edn 11/22) Contractor's Personnel at Government Establishments

DEFCON 503 (SC1) (Edn 06/22) Formal Amendments to Contract

DEFCON 532A (SC1) (Edn. 05/22) -Protection of Personal Data (Where Personal Data is not being processed on behalf of the Authority)

DEFCON 656A (Edn. 08/16) - Termination for Convenience (Contracts Under £5M)

22 The special conditions that apply to this Contract are:

Pricing - Variation of Price (VOP)

- a) Variation of Pricing is applicable from contract Year Four (4) in accordance with the Clause outlined in Annex A to Schedule 2 (Statement of Requirements).

23 The processes that apply to this Contract are: Schedule 2 (Statement of Requirements) – Annex B. Key Performance Indicators (KPIs).

Schedule 1 – Additional Definitions of Contract – Not Applicable

Schedule 2 – Statement of Requirements

GENERAL PRINCIPLES

1. Provision of Services for the Maintenance of ISO 9001 and 14001 Certification at HM Naval Base (Devonport). To carry out the planning for Surveillance, Certification and Re-certification Audits and any other resultant audit required to include but not be limited to Special Surveillance Audits, and to carry out the Audits in order to facilitate the ongoing BS EN ISO 9001 and 14001 Certification of HM Naval Base Devonport.

Activities to be Undertaken:

To carry out the planning for Surveillance, Certification and Re-certification Audits and any other resultant audit required to include but not be limited to Special Surveillance Audits, and to carry out the Audits in order to facilitate the ongoing BS EN ISO 9001 and 14001 Certification of HM Naval Base Devonport.

Deliverables:

See Key Deliverables table below.

Acceptance/Rejection criteria / provisions

Acceptance:

Delivery of the Audit Plan(s) and Audit Report(s) within the timescales prescribed in the table of Key Deliverables below.

Rejection:

Failure to submit the Audit Plan(s) and Audit Report(s) within the timescales prescribed in the table of Key Deliverables below.

Key Project Indicators (KPIs) and Performance Management Requirements

1. The Contractor's Audit Team shall deliver a copy of the agreed draft Audit Plan to the Programme Manager at the end of the Planning Day and prior to the Contractor's Audit Team leaving the Site. The final Audit Plan shall be delivered within 10 Business Days of completion of the Planning Day
2. The Contractor's Audit Team shall deliver to the Programme Manager verbal progress reports at the end of each Business Day of each Audit Visit.
3. A full written draft Audit Report shall be delivered to the Programme Manager at the end of the final Business Day of each Audit prior to the Contractor's personnel leaving the Site. The final Audit Report shall be submitted to the Programme Manager within 10 Business Days of completion of the Audit Visit.
4. Any change to the programmed date for audits as detailed in the Schedule of Requirements or the associated Audit Plan shall be subject to prior approval by the Programme Manager and shall require a minimum of 30 working days' notice.

Item No	Description	Firm Price (Daily Rate) £ (Ex VAT)
1	<p>Provision of Services for the Maintenance of ISO 9001 and 14001 Certification at HM Naval Base (Devonport) – To carry out the planning for Surveillance, Certification and Re-certification Audits and any other resultant Audit(s) required (to include but not be limited to Special Surveillance Audits), and to carry out the Audits in order to facilitate the ongoing BS EN ISO 9001 and 14001 Certification of HM Naval Base Devonport.</p> <p>Contract period 1st April 2024 to 31 March 2027</p> <p>At the end of this period the Authority shall have the option to extend the Enabling Contract on an annual basis for up to a maximum of three additional years provided that there is agreement between the Authority and the Contractor on the extension.</p> <p>The Option Years detailed below are to be subject to VOP pricing</p>	
	Year 1 – 1 st April 2024 to 31 st March 2025	Redacted under FOIA Section 43, Commercial Interests Exemption
	Year 2 – 1 st April 2025 to 31 st March 2026	Redacted under FOIA Section 43, Commercial Interests Exemption
	Year 3 – 1 st April 2026 to 31 st March 2027	Redacted under FOIA Section 43, Commercial Interests Exemption
	(Subject to VOP Pricing) Year 4 – 1 st April 2027 to 31 st March 2028	Redacted under FOIA Section 43, Commercial Interests Exemption
	Option Year 5 – 1 st April 2028 to 31 st March 2029	Redacted under FOIA Section 43, Commercial Interests Exemption
	Option Year 6 – 1 st April 2028 to 31 st March 2030	Redacted under FOIA Section 43, Commercial Interests Exemption
	Core Year Total	£121,375.00

Key Deliverables

	Key Deliverable	Approx Due Date (TBC)
1.1	<p>Validation Visit</p> <p>1 visit (maximum of 9 Business Days)</p> <p>1 Gap Analysis Audit (maximum of 3 Business Days)</p>	May 2024 (to be mutually agreed between parties).
1.2 Certification Cycle 1		
1.2.1	<p><u>First Surveillance Audit:</u></p> <p>a. Planning Day (1 Business Day)</p> <p>b. 1st Surveillance Visit (maximum 9 Business Days)</p>	May 2024 (to be mutually agreed between parties).

1.2.2	<u>Second Surveillance Audit:</u> a. Planning Day (1 Business Day) b. 2 nd Surveillance Visit (maximum 9 Business Days)	30 Sep 2024 30 Nov 2024
1.2.3	<u>Third Surveillance Audit:</u> a. Planning Day (1 Business Day) b. 3 rd Surveillance Visit (maximum 9 Business Days)	30 March 2025 31 May 2025
1.2.4	<u>Fourth Surveillance Audit:</u> a. Planning Day (1 Business Day) b. 4 th Surveillance Visit (maximum 9 Business Days)	30 Sep 2025 30 Nov 2025
1.2.5	<u>Fifth Surveillance Audit:</u> a. Planning Day (1 Business Day) b. 5 th Surveillance Visit (maximum 9 Business Days)	30 March 2026 31 May 2026
1.2.6	<u>Re-Certification Audit</u> a. Planning Day (1 Business Day) b. Re-Certification Visit (maximum 20 Business Days)	30 Aug 2026 Sep/Oct 2026
1.3 Certification Cycle 2 (Year 4 (subject to VOP Pricing))		
1.3.1	<u>First Surveillance Audit (VOP Year 4)</u> a. Planning Day (1 Business Day) b. 1 st Surveillance Visit (maximum 9 Business Days)	30 March 2027 31 May 2027
1.3.2	<u>Second Surveillance Audit (VOP Year 4)</u> a. Planning Day (1 Business Day) b. 2 nd Surveillance Visit (maximum 9 Business Days)	30 Sep 2027 30 Nov 2027
1.4 Certification Cycle 2 (Option Year 5 and Option Year 6)		
1.4.1	<u>Third Surveillance Audit (Option Year 5)</u> a. Planning Day (1 Business Day) b. 3 rd Surveillance Visit (maximum 9 Business Days)	30 March 2028 31 May 2028
1.4.2	<u>Fourth Surveillance Audit (Option Year 5)</u> a. Planning Day (1 Business Day) b. 4 th Surveillance Visit (maximum 9 Business Days)	30 Sep 2028 30 Nov 2028
1.4.3	<u>Fifth Surveillance Audit (Option Year 6)</u> a. Planning Day (1 Business Day) b. 5 th Surveillance Visit (maximum 9 Business Days)	30 March 2029 31 May 2029
1.4.4	<u>FINAL: Re-Certification Audit (Option Year 7)</u> a. Planning Day (1 Business Day) b. Re-Certification Visit (maximum 20 Business Days)	30 Sep 2029 30 Nov 2029
Max Total Number of Business Days: 154*		

*Estimated number of days.

The Contractor acknowledges and represents that these general principles shall be applied to this Schedule 2 (Statement of Requirement) and all other relevant schedules to the Contract.

Annex A – Variation of Price (VOP)

Variation of Price

1. The prices stated in the Schedule of Requirements are FIXED at [01 November 2026] price levels. The prices do not include provision beyond this date for increases or decreases in the market price of the Articles being purchased. Any such variation shall be calculated in accordance with the following formula:

$$V = P (a+b (O_i/O_0)) - P$$

Where:

V represents the variation of price

P represents the FIXED price as stated in the Schedule of Requirements

O represents the index [HQTl]

O₀ represents the 12-month average OUTPUT Price Index figure for the base period

[Year 1] O_i represents the 12-month average OUTPUT Price Index figure for the period of calculation a represents the Non- Variable Element (NVE) b represents the Variable Element

2. The Index referred to in Clause 1 above shall be taken from the following Tables:

OUTPUT Price Index - e.g., ONS Publication MM22 Table 2 'Price Indices of UK OUTPUT: All Manufacturing and Selected Industries', or, Table 4 'Price Indices of Products Manufactured in the UK'.

3. Indices published with a 'B' or 'F' marker, or a suppressed value, in the last 3 years are not valid for Variation of Price clauses and shall not be used. Where the price index has an 'F' marker or suppression applied to it during the term of the Contract, the Authority and the Contractor shall agree an appropriate replacement index or indices. The replacement index or indices shall cover, to the maximum extent possible, the same economic activities as the original index or indices.

4. In the event that any material changes are made to the indices (e.g., a revised statistical base date) during the period of the contract and before final adjustment of the final contract price, then the rebasing methodology outlined by the Office for National Statistics (ONS, the series providers) to match the original index to the new series shall be applied.

5. In the event the agreed index or indices cease to be published (e.g., because of a change in the Standard Industrial Classification) the Authority and the Contractor shall agree an appropriate replacement index or indices, which shall cover to the maximum extent possible the same economic activities as the original index or indices. The methodology outlined by the Office for National Statistics used for rebasing indices (as in Clause 4 above) shall then be applied.

6. Notwithstanding the above, any extant index / indices agreed in the Contract shall continue to be used as long as it is / they are available and subject to ONS revisions policy. Payments calculated using the extant index / indices during its / their currency shall not be amended retrospectively as a result of any change to the index or indices.

7. The Contractor shall notify the Authority of any significant changes in the purchasing / manufacturing plan on the basis of which these provisions were drawn up and agreed, or of any other factor having a material bearing on the operation of these provisions such as to cause a significant divergence from their intended purpose, in order that both parties may consider whether any change in this provision would be appropriate.

8. Prices shall be adjusted taking into account the effect of the above formula as soon as possible after publication of the relevant indices or at a later date if so agreed between the Authority and the Contractor. Where an index value is subsequently amended, the Authority and the Contractor shall agree a fair and reasonable adjustment to the price, as necessary.

9. Claims under this Condition shall be submitted to the Bill Paying Branch, certified to the effect that the "requirements of this Clause" have been met.

Annex B – Key Performance Indicators (KPIs)

The monthly Key Performance Indicators (KPIs) and the assessment criteria for whether a KPI is to have a Green, Amber or Red are listed below.

Performance will be assessed against KPIs on a monthly or quarterly basis and the profit or amount payable will be adjusted in accordance with the provisions below.

Key Performance Indicators Description	KPI Measurement	Retention or Deduction
KPI 1 – On time completion of audit programme deliverables.	<p>Green – The individual/relevant audit deliverable is completed on time iaw the Schedule 2 – Statement of Requirements (SOR) delivery date.</p> <p>Amber - The individual/relevant audit deliverable is completed <30 days past the delivery date iaw Schedule 2 – Statement of Requirements (SOR).</p> <p>Red - The individual/relevant audit deliverable is completed >30 days past the delivery date iaw Schedule 2 – Statement of Requirements (SOR).</p>	<p>Green - 0% retention or deduction.</p> <p>Amber – Profit for deliverable retained. Released on completion of deliverable, where completion is no more than 30 days past the stated delivery date.</p> <p>Red – Profit for deliverable deducted. Non-recoverable.</p>
KPI 2 – Social Value – The Contractor submits quarterly reports, detailing its company policies and/or outlines how it has influenced behaviours to reduce waste and use resources more efficiently in the performance of the contract.	<p>Green – The report is provided between business days 1-14 of the relevant quarter.</p> <p>Amber - The report is provided between business days 15-30 of the relevant quarter.</p> <p>Red - The report is provided after the 30th business day of the relevant quarter.</p>	<p>Green - 0% retention or deduction.</p> <p>Amber – 5% retention against the billing period. To be released in the next billing period, where the report is delivered within 30 business days of the relevant quarter. Red – 5% deduction against the billing period. Nonrecoverable.</p>

Annex C – Contractor’s Proposal – Insert by Reference

Schedule 3 - Contract Data Sheet for Contract No: 708437450

General Conditions
<p>Duration of Contract:</p> <p>Three (3) years with an option to extend for a further three (3) year, which will be picked up one (1) year at a time should the Authority wish to do so.</p> <p>The Contract expiry date shall be 31st March 2027 excluding the option years.</p>
<p>Governing Law:</p> <p>Contract to be governed and construed in accordance with: English Law</p>
<p>Authority’s Representatives:</p> <p>The Authority’s Representatives for the Contract are as follows:</p> <p>Commercial: Redacted under FOIA Section 40, Personal Information</p> <p>Project Manager: Redacted under FOIA Section 40, Personal Information</p>
<p>Notices:</p> <p>Notices served under the Contract shall be sent to the following address:</p> <p>Authority: Redacted under FOIA Section 40, Personal Information</p> <p>Contractor: BSI Assurance UK Limited</p> <p>Notices can be sent by electronic mail: Redacted under FOIA Section 40, Personal Information</p>
<p>Progress Meetings:</p> <p>The Contractor shall be required to attend the following meetings:</p> <p>Monthly Performance Meetings. Manager or equivalent will be required to hold a meeting with MoD Intelligent Customer.</p>
<p>Progress Reports:</p> <p>The Contractor is required to submit the following Reports:</p> <p>The Contractor’s Audit Team shall deliver to the Programme Manager verbal progress reports at the end of each Business Day of each Audit Visit.</p>

Quality Assurance:

Is a Deliverable Quality Plan required for this Contract - No

Other Quality Assurance Requirements: TBC

Marking of Contractor Deliverables:

Special Marking requirements: Official

Supply of Data for Hazardous Substances, Mixtures and Articles in Contractor Deliverables:

A completed Schedule 6 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement), and if applicable, UK REACH compliant Safety Data Sheet(s) are to be provided by email with attachments in Adobe PDF or MS WORD format to:

- a) The Authority's Representative (Commercial)
- b) Defence Safety Authority – DESTECH-QSEPEnv-HSISMulti@mod.gov.uk

to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable

Timber and Wood-Derived Products:

A completed Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements) is to be provided by e-mail with attachments in Adobe PDF or MS WORD format to the Authority's Representative (Commercial) – Not Applicable

Certificate of Conformity:

Is a Certificate of Conformity required for this Contract - No

DEFFORM 111
Annex A

(Edn 10/22)

Appendix - Addresses and Other Information
1. Commercial Officer

Name: **Redacted under FOIA Section 40, Personal Information**
 Address: Devonport Infrastructure Commercial, Naval Base HQ,
 N058 Ground Floor, HMNB Devonport, Plymouth. PL2 2BG

8. Public Accounting Authority

1. 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

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4
 Piccadilly Gate, Store Street, Manchester, M1 2WD ☎ 44 (0) 161 233 5394

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

Name: **Redacted under FOIA Section 40, Personal Information**
 Address: Howard Building, HMNB Devonport, Plymouth. PL2 2BG

9. Consignment Instructions

The items are to be consigned as follows:

3. Packaging Design Authority

Not Applicable

(Where no address is shown please contact the Project Team in Box 2)

4. (a) Supply/Support Management Branch

Tel No:

(b) U.I.N.

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

Users requiring an account to use the MOD Freight Collection Service should contact DES WATERGUARD-ICSSupport@mod.gov.uk in the first instance.

5. Drawings/Specifications are available from
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-ofdefence/about/procurement#invoice-processing>

6. INTENTIONALLY BLANK
12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
 PO Box 2, Building C16, C Site

Lower Arncott, Bicester, OX25 1LP (Tel. 01869 256197 Fax:

01869 256824) **Applications via email:**

DESLCSLS-OpsFormsandPubs@mod.uk

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.diiif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

NOTES

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

Schedule 4 - Contractor's Sensitive Information (i.a.w. Clause 5)

This list shall be agreed in consultation with the Authority and the Contractor and may be reviewed and amended by agreement. The Authority shall review the list before publication of any information.

Contract No: 708437450 – Provision of Services for Maintenance ISO 9001 & 14001 Certification at HMNB Devonport.
Description of Contractor's Sensitive Information: Pricing to be commercially sensitive information.
Cross Reference(s) to location of Sensitive Information: DEFFORM 47 Annex A and Commercial response.
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (if applicable): Indefinite.
<p>Contact Details for Transparency / Freedom of Information matters:</p> <p>Name: Redacted under FOIA Section 40, Personal Information</p> <p>Position: Redacted under FOIA Section 40, Personal Information</p> <p>Address: 387 Chiswick High Road, London, W4 4AL</p> <p>Telephone Number: 020 8996 9000</p> <p>Email Address: privacyteam@bsigroup.com</p>

Schedule 5 – Notification of Intellectual Property Rights (IPR) Restrictions (i.a.w. Clause 7)

PART A – Notification of IPR Restrictions

1. ITT / Contract Number				
0. ID	0. Unique Technical Data	1. Unique Article(s)*	2. Statement Describing IPR Restriction	3. Ownership of the
#	Reference Number / Label	Number / Label Identification		Property Rights Intellectual
1	NIL RETURN			
2				
3				
4				
5				
6				

Please continue on additional sheets where necessary.

