

## **Call-Off Schedule 1 (Transparency Reports)**

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Lot 1 - Supply Installation Commissioning Decommissioning and Disposals of Fume Cabinets

## **Call-Off Schedule 1 (Transparency Reports)**

- 1.1 The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>)). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Supplier's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.4 The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule. In respect of Reactive Maintenance Reports and Planned Maintenance Reports, a copy must be left on site, with a further copy emailed (with invoices) to the Buyer.

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**Annex A: List of Transparency Reports**

<b>Title</b>	<b>Content</b>	<b>Format</b>	<b>Frequency</b>
Performance	Reports shall contain but shall not be limited to all of the following: <ul style="list-style-type: none"><li>• Number of Installation visits in period;</li><li>• Number of Fume Cabinets installed.</li></ul>	As per Appendix A	Quarterly or more frequently when reasonably requested by the Buyer
Installation Report	Installation reports provided upon each installation visit. In the event that the Supplier cannot fulfil the installation obligations during a visit, for any reason, the applicable report must still be completed containing an explanation for having been unable to fulfil installation obligations. Reports to include, but shall not be limited to all of the following: <ul style="list-style-type: none"><li>• Time of arrival and departure;</li><li>• Date;</li><li>• Name of engineer;</li><li>• What work has been carried out, i.e. installation, decommissioning;</li><li>• The unit name and serial/model number and what location the work was carried out; and</li><li>• Any other details requested by the Buyer.</li></ul>	As agreed	Each engineer visit

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## **Appendix A – Format of Reporting**

Reports shall be in the following format, unless otherwise agreed in writing with the Buyer.

Title: *[insert title]*

Description: *[insert details of the report type]*

Frequency: *[insert Frequency]*

Report content:

Author: *[inset name and role]*

Period covering: *[insert dates from and to]*

Report purpose: *[Insert report purpose]*

Summary: *[Insert summary of report findings]*

Analysis of Performance: *[this will be based on the detail of the report]*