

**MOD**

**Block A, Wyton,**

**Huntingdon, Cambs, PE28 2QA**

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| **Tender Number** :  CB/BFSAI/00022 |
| **Description**:  Provision of Oil Spill Response Equipment and Training to Mare Harbour Naval Port |

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**A GENERAL CONTRACT PROVISIONS**

**A1. Interpretation**

a. The defined terms in the Contract shall be as set out in Schedule 1.

b. 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 terms of the Contract or required by law, references to submission of documents in writing shall include electronic submission.

**A2. Amendments to Contract**

a. 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 Process) 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 condition A2.a above has been issued.

**A3. 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 A2 (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 A2 (Amendments to Contract). Each amendment under condition A2 (Amendments to Contract shall be classed as a formal change.

**A4. 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) Sections A - H (and J - L, if sections J - L are 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, where included, Schedule entitled “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 condition A4.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 condition A4.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 A21 (Dispute Resolution).

**A5. Severability**

If any provision of the Contract is held to be invalid, illegal or unenforceable to any extent then:

a. 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

b. 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.

**A6. 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.

**A7. 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.

**A8. 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.

**A9. Governing Law**

a. Subject to condition A9.b, 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 condition A9.b and condition A21 (Dispute Resolution) 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 condition A9.a and for enforcement of any judgement, order or award given under English jurisdiction.

b. If the Parties agree pursuant to the Contract that Scots Law should apply, then the following amendments shall apply to the Contract:

(1) Condition A9.a shall be amended to read:

“The Contract and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in accordance with Scots Law, and subject to condition A21 (Dispute Resolution) and without prejudice to the dispute resolution procedure set out therein, the Parties submit to the exclusive jurisdiction of the Scottish courts. Other jurisdictions may apply solely for the purpose of giving effect to this condition A9.a and for enforcement of any judgement, order or award given under Scottish jurisdiction”;

(2) Condition A21.b shall be amended to read:

“In the event that the dispute or claim is not resolved pursuant to condition A21.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this condition A21.b shall be governed by the Arbitration (Scotland) Act 2010. The seat of the arbitration shall be Scotland. For the purposes of the arbitration, for the avoidance of doubt, 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.”

c. Where the Contractor is an Overseas Contractor, any dispute arising out of or in connection with the Contract shall be determined within the English jurisdiction and to the exclusion of all foreign jurisdictions. However, a foreign jurisdiction may apply solely for the purposes of giving full effect to this condition A9 and for the enforcement of any judgement order or award given under the English jurisdiction. Each Party irrevocably submits to the jurisdiction provided for under this condition.

d. Each Party warrants to each other that entry into the Contract does not, and the performance of the Contract will not, 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.

e. The provisions of this condition A9 shall survive any termination of the Contract for any reason whatsoever and shall remain fully enforceable between the Parties notwithstanding such a termination.

f. Where the Contractor is an Overseas Contractor it irrevocably appoints the solicitors or other persons 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.

**A10. 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.

**A11. Disclosure of Information**

a. Subject to conditions A11.d, A11.e, A11.h and A14 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 conditions A11.a and A11.b before receiving Information and shall take such steps as may be reasonably practical to enforce such arrangements.

d. Conditions A11.a and A11.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 sub-condition A11.f above, 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.

**A12. 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.

**A13. Protection of Personal Data**

In the performance of the Contract, both Parties shall comply with their obligations as a data controller, as defined in the Data Protection Act 1998.

**A14. Transparency**

a. Subject to condition A14.b but notwithstanding condition A11, 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 condition A14.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 DEFFORM 539A (Contractor’s Commercially Sensitive Information) – see DEFFORM 47.

c. The Authority may consult with the Contractor before redacting any Information from the Transparency Information in accordance with condition A14.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 A14 shall affect the Contractor’s rights at law.

**A15. Equality**

a. The Contractor shall not unlawfully discriminate either directly or indirectly on the grounds of age, disability, gender (including re-assignment), sex or sexual orientation, marital status (including civil partnerships), pregnancy and maternity, race, or religion or belief.

b. Without prejudice to the generality of the obligation in condition A15.a, the Contractor shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010 (or any statutory modification or re-enactment thereof) or other relevant or equivalent Legislation in the country where the Contract is being performed.

c. The Contractor agrees to take reasonable efforts to secure the observance of the provisions of this condition A15 by any of its employees, agents, or other persons acting under its direction or Control who are engaged in the performance of the Contract.

d. The Contractor agrees to take reasonable efforts to reflect this condition A15 in any subcontract that it enters into to satisfy the requirements of the Contract and to require its Subcontractors to reflect this condition A15 in their subcontracts that they enter into to satisfy the requirements of the Contract.

**A16. Child Labour and Employment Law**

a. In performing the Contract, the Contractor shall comply in all material respects with Child Labour Legislation and applicable employment legislation of those jurisdiction(s) where the Contract is being performed.

b. The Contractor agrees to use reasonable efforts to reflect this condition in any subcontract that it enters into to satisfy the requirements of the Contract and to require its Subcontractors to reflect this condition in their subcontracts that they enter into to satisfy the requirements of the Contract.

**A17. Subcontracting**

a. Subcontracting any part of the Contract shall not relieve the Contractor of any obligation, duty or liability attributable to the Contractor under the Contract.

b. The Contractor shall ensure, to the extent that they are applicable, that the Conditions of the Contract are reflected in any subcontracts for any part of the Contractor Deliverables.

c. In all circumstances the Contractor shall ensure that all subcontracts in relation to this Contract include:

(1) a requirement that either party to the subcontract may release to the Authority any of those parts of the subcontract documentation as are necessary to demonstrate the Contractor’s compliance with the provisions of the Contract and that any such release shall not amount to a breach of any provision of confidentiality contained within the subcontract; and

(2) a term which requires payment to be made to the Subcontractor within a specified period not exceeding thirty (30) days from receipt of a valid invoice as defined by the subcontract requirements.

d. Where the Contractor places any subcontract with a value of more than £50,000 in connection with this Contract, it shall ensure that it has the right to terminate that subcontract for convenience in the event that the Authority exercises its right to terminate this Contract under Condition A22 (Termination for Convenience), with twenty (20) Business Days notice (or such other notice period as the Authority shall give under this Contract).

e. When placing subcontracts, the Contractor is asked to give consideration, as far as possible, to placing work on a competitive basis with Subcontractors that are Supported Businesses. The Contractor can find details of Supported Businesses in the United Kingdom on the Supported Business Directory that is British Association for Supported Employment at Unit 4, 200 Bury Road, Tottington, Lancashire BL8 3DX (Telephone : 01204 880733) or http://business.base-uk.org/procurement.

f. The Contractor shall secure from any Subcontractor, the prompt notification to the Authority of the Information required by condition D1.a (Third Party Intellectual Property – Rights and Restrictions). On receipt of any such notification the Authority shall issue a written authorisation to the Subcontractor in accordance with condition D1.g. Any such authorisation shall always be subject to conditions D1.j, D1.k and D1.n as though the Subcontractor was the Contractor. If any claim or action relevant to such authorisation arises, it shall be promptly notified to the Authority. The Contractor is not authorised to enter into any substantive correspondence in such matter nor in any way to act on behalf of the Authority in any such claim or action. Any arrangement between the Contractor and Subcontractor to enable the Contractor to underwrite their indemnities to the Authority under this condition is a matter between the Contractor and the Subcontractor.

g. Where the Contractor subcontracts work under the Contract, which is likely to be subject to foreign export control, the Contractor shall use reasonable endeavours to incorporate in each subcontract the terms set out in the relevant parts of SC3 Schedule (Contract Data Sheet) “Export Licence”. Where it is not practicable to include the terms set out in SC3 Schedule (Contract Data Sheet) “Export Licence”, the Contractor shall report that fact and the circumstances to the Authority.

**A18. Change of Control of Contractor**

a. The Contractor shall inform the Mergers & Acquisitions section, Supplier Relations Team, Poplar Level 1 # 2119, MOD Abbey Wood South, Bristol BS34 8JH as soon as practicable of any intended, planned or actual change of Control. 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 change of Control of the Contractor in the UK or other jurisdictions. The Authority’s Representative shall consider the potential change of Control and advise the Contractor in writing of any concerns that the Authority may have.

b. Each notice of change of Control shall be taken to apply to all contracts with the Authority.

c. The Authority may, acting reasonably, terminate the Contract by giving written notice to the Contractor within twenty (20) business days of the Authority being notified or becoming aware that the Contractor has undergone a change of Control where the Contractor has failed to address the Authority’s concerns to the Authority’s satisfaction in accordance with condition A18.a, or has failed to supply or withheld the Information required under condition A18.a.

d. If the Authority exercises its right to terminate in accordance with condition F1.a.(4) the Contractor shall be entitled to request the Authority to consider making a payment to represent any commitments, liabilities or expenditure which are reasonable and properly chargeable by the Contractor in connection with the Contract and which would otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract. Any request for payment under this condition A18.d must be fully supported by documentary evidence. The decision whether to make such a payment shall be at the Authority’s sole discretion.

**A19. Termination for Insolvency or 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:

Insolvency

a. where the Contractor is an individual:

(1) the application by the Contractor for an interim order pursuant to Section 252 of the Insolvency Act 1986 (the “IA 86”) or the court making an interim order pursuant to Section 253 of the IA 86;

(2) any composition, compromise, assignment, assignation or arrangement is made with any of the Contractor’s creditors (including, without limitation, an individual voluntary arrangement under IA 86 and a trust deed for the benefit of any of the Contractor’s creditors) or a moratorium on any of the Contractor’s indebtedness comes into force;

(3) a debt payment programme under the Debt Arrangement and Attachment (Scotland) Act 2002 (the “DAAS Act”) is approved in respect of a Contractor, an application is made by a Contractor to the Debt Arrangement Scheme (DAS) Administrator under the DAAS Act for approval of a debt payment programme or a Contractor gives written intimation to the DAS Administrator of their intention to make such an application;

(4) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of it;

(5) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;

(6) where the Contractor is either unable to pay its 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 its debts if:

(a) it has failed to comply with or to set aside a statutory demand under section 268 of the Insolvency Act 1986 or section 7 of the Bankruptcy (Scotland) Act 1985 within twenty-one (21) Business Days of service of the statutory demand on it;

(b) an execution or other process to enforce a debt due under a judgment or order of the court has been returned unsatisfied in whole or in part;

(c) a charge for payment of a debt has been served on the Contractor and has not been satisfied, returned or avoided within fourteen (14) Business Days of service; or

(d) it is apparently insolvent within the meaning of the Bankruptcy (Scotland) Act 1985; or

(7) any analogous procedure or step is taken in any jurisdiction.

b. where the Contractor is a firm:

(1) the Contractor preparing and submitting documents to a nominee or filing or lodging documents in court, in each case in respect of a moratorium on creditor action under Schedule A1 of IA 86 in respect of the Contractor;

(2) any composition, compromise, assignment, assignation or arrangement is made with any of the Contractor’s creditors (including, without limitation, an individual voluntary arrangement under IA 86 and a trust deed for the benefit of any of the Contractor’s creditors) or a moratorium on any of the Contractor’s indebtedness comes into force;

(3) any event listed in condition A19.a occurs in respect of any partner of the Contractor who is an individual in connection with a liability or debt of the Contractor;

(4) any event listed in condition A19.c occurs in respect of any partner of the Contractor which is a company or limited liability partnership registered in England and Wales or Scotland in connection with a liability or debt of the Contractor;

(5) an event listed in condition A19.e in respect of any partner of the Contractor which is a company or similar entity (including any incorporated entity) registered other than in England and Wales or Scotland in connection with a liability or debt of the Contractor;

(6) any event listed in this condition A19.b occurs in respect of any partner of the Contractor which is itself a firm in connection with a liability or debt of the Contractor;

(7) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of it;

(8) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;

(9) any resolution is passed or order made for the winding up, dissolution, administration or reorganisation of (or the institution of any other insolvency proceedings or procedure in relation to) the Contractor;

(10) where the Contractor is either unable to pay its 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 its debts if:

(a) it is apparently insolvent within the meaning of the Bankruptcy (Scotland) Act 1985; or

(b) it is unable to pay its debts in terms of section 221 of IA 86; or

(11) any analogous procedure or step is taken in any jurisdiction.

c. where the Contractor is a company or limited liability partnership registered in England and Wales or Scotland:

(1) the Contractor preparing and submitting documents to a nominee or filing or lodging documents in court in each case in respect of a moratorium on creditor action under Schedule A1 of IA 86;

(2) any composition, compromise, assignment, assignation or arrangement is made with any of its creditors (including, without limitation, a company voluntary arrangement under IA 86) or a moratorium on any of the Contractors indebtedness comes into force;

(3) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of it;

(4) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;

(5) any resolution is passed or order made for the winding up, dissolution, administration or reorganisation of (or the institution of any other insolvency proceedings or procedure in relation to) the Contractor;

(6) where the Contractor is either unable to pay its 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 its debts if the Contractor is unable to pay its debts in terms of section 123 of IA 86; or

(7) any analogous procedure or step is taken in any jurisdiction.

d. where the Contractor is unable or admits inability to pay its debts as they fall due or is deemed to be or declared to be unable to pay its debts, suspends or threatens to suspend making payments or any of its debts or, by reason of actual or anticipated financial difficulties, or commences negotiations with one or more of its creditors with a view to rescheduling any of its indebtedness;

e. where the Contractor is a company or similar entity (including any incorporated entity) registered other than in England and Wales or Scotland, events occur or are carried out which, within the jurisdiction to which it is subject, are similar in nature or effect to those specified above;

**Corrupt Gifts**

f. where the Authority becomes aware that the Contractor, its employees, agents or any Subcontractor (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:

(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 Contract or any other contract with the Crown; or

(b) for showing or not showing favour or disfavour to any person in relation to this Contract or any other contract with the Crown;

(2) commits or has committed any prohibited act or any offence under the Prevention of Corruption Acts 1889 – 1916, under sub sections 108 – 109 of the Anti-Terrorism or Crime and Security Act 2001 before these Acts or sub sections are revoked or an 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 Contract 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 conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.

g. In exercising its rights or remedies to terminate the Contract under A19 f. 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.

h. Where the Contract has been terminated under condition A19 f. of this Condition, 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.

**A20. 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.

**A21. Dispute Resolution**

a. It is understood that both parties will attempt in good faith to resolve any dispute or claim arising out of or relating to this Contract through direct negotiations.

b. In the event that the dispute or claim is not resolved by negotiation then the use of Alternative Dispute Resolution (ADR) procedures shall be agreed by both parties. These may include the use of mediation, conciliation, neutral evaluation and arbitration.

**A22. Termination for Convenience**

a. The Authority shall have the right at any time to terminate the Contract in whole or in part by giving the Contractor written Notice to expire at the end of the period specified in Schedule 3 (Contract Data Sheet) or if no such period is specified at the end of twenty (20) Business Days.

b. In the event that the Authority exercises its rights in accordance with condition A22.a,( Termination for Convenience), the Authority shall indemnify the Contractor against any commitments, liabilities or expenditure which are reasonably and properly chargeable by the Contractor in connection with the Contract and which would otherwise represent an unavoidable loss by the Contractor by reason of termination of the Contract or the relevant part thereof.

c. The Authority’s total liability under condition A22.b (Termination for Convenience), shall be limited to the total price of the Contractor Deliverables payable under the Contract or the relevant part thereof, including any sums paid, due or becoming due to the Contractor at the date of termination.

**A23. Contractor's Records**

The Contractor shall maintain all records in connection with the Contract (expressly or otherwise), and without prejudice to condition A11 (Disclosure of Information), make them available to be examined or copied, by or on behalf of the Authority, as the Authority may require. These records shall be retained for a period of at least six (6) years from:

(1) the end of the Contract term;

(2) termination of the Contract; or

(3) the final payment;

whichever occurs latest.

**A24. 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.

**A25. Contractor's Warranties**

a. 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.

**B CONTRACTOR DELIVERABLES**

**B1. 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;

(2) comply with all applicable Legislation; and

(3) 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 condition B1.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.

**B2. 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.

**B3. Disruption**

a. The Contractor shall take reasonable care to ensure that in the performance of its obligations under this Contract it does not disrupt the operations of the Authority, its employees or any other contractor employed by the Authority.

b. The Contractor shall inform the Authority of any actual or potential industrial action which affects or might affect its ability at any time to perform its obligations under the Contract as soon as it becomes aware of the actual or potential industrial action and certainly no later than seven (7) Business Days before the action is due to take place, whether such action be by its own employees or others.

c. The Contractor shall have robust contingency plans in place to ensure that, in the event of industrial action by the Contractor’s Team, provision of the Contractor Deliverables is maintained and such contingency plans shall be available for the Authority to inspect and / or comment on at any reasonable time and shall be updated and revised as necessary by the Contractor throughout the contract period.

**C PRICE**

**C1. Price**

a. The Contractor shall provide the Contractor Deliverables to the Authority at the Contract Price. The Contract Price shall be a Firm Price in quarterly payments unless otherwise stated in Schedule 3 (Contract Data Sheet).

b. Subject to condition G2 (Value Added Tax), 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.

**D INTELLECTUAL PROPERTY**

**D1. Third Party Intellectual Property – Rights and Restrictions**

a. The Contractor 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.

Condition D1.a (Third Party Intellectual Property – Rights and Restrictions), 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 condition D1.a (Third Party Intellectual Property – Rights and Restrictions), 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 condition D1.c (Third Party Intellectual Property – Rights and Restrictions), 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 the 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 condition D.1a, (Third Party Intellectual Property – Rights and Restrictions), 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 condition D1.a.

k. Where authorisation is given by the Authority under condition D1.e, D1.f or D1.g, (Third Party Intellectual Property – Rights and Restriction), 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) Conditions D1.a – D.1.m (Third Party Intellectual Property – Rights and Restrictions), 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 condition D1.n.(3), (Third Party Intellectual Property – Rights and Restrictions), 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 D1 (Third Party Intellectual Property – Rights and Restrictions), shall be taken as an authorisation or promise of an authorisation under Section 240 of the Copyright, Designs and Patents Act 1988.

**E FACILITIES AND ASSETS**

**E1. Access to Contractor’s Premises**

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.

**F DELIVERY**

**F1. Authority's Remedies for Breach of Contract**

a. If the Contractor:

(1) fails to provide the Contractor Deliverables (or any part thereof) by the relevant date specified in Schedule of Requirements and/or the Specification;

(2) provides Contractor Deliverables (or any part thereof) that are not in accordance with, or the Contractor fails to comply with, any terms of the Contract;

(3) supplies Contractor Deliverables that do not comply with condition B1.b (Supply of Contractor Deliverables and Quality Assurance);

(4) fails to address the Authority’s concerns to the Authority’s satisfaction in accordance with condition A18 (Change of Control of Contractor), or fails to supply or withholds the Information required under condition A18.a (Change of Control of Contractor);

(5) otherwise commits a material breach of its obligations under the Contract, the Authority shall have the right to exercise one or more of the following remedies:

(6) where the Contractor commits a persistent failure in accordance with condition F1.a.(5) (Authority’s Remedies for Breach of Contract), or where the breach is material in accordance with condition F1.a.(6), (Authority’s Remedies for Breach of Contract), to terminate the Contract or the relevant part thereof, with immediate effect and without liability to the Authority, by giving written Notice to the Contractor;

(7) refuse to accept the provision of any further Contractor Deliverables by the Contractor and the Contractor shall refund to the Authority any sums paid in respect of the Contractor Deliverables that fail to comply with the terms of the Contract;

(8) give the Contractor the opportunity at the Contractor’s expense to carry out such remedial services as is necessary to correct the Contractor’s failure or otherwise to rectify the breach within the Authority-specified time limits;

(9) purchase substitute services from elsewhere;

(10) claim such damages as may have been sustained as a result of the Contractor’s breach or breaches of the Contract, including but not limited to any costs and expenses incurred by the Authority in:

(a) carrying out any work that may be required to make the Contractor Deliverables comply with the Contract; or

(b) obtaining the Contractor Deliverables in substitution from another supplier.

b. In addition to the Authority’s rights in condition F1.a. (Authority’s Remedies for Breach of Contract), if the Authority reasonably believes at any time before the Contract Implementation Date that the Contractor will not be able to achieve Full Service Provision by the Contract Implementation Date then the Authority shall be entitled to terminate the Contract in whole or in part with immediate effect and without liability by giving written Notice to the Contractor.

c. In the event that the Authority terminates the Contract in whole or in part pursuant to this condition F1.a.(7) or F1.b. (Authority’s Remedies for Breach of Contract), or for any other lawful reason, the Authority shall also have the right to require the Contractor to transfer any or all of the Assets to the Authority, wherever they are located, upon the payment of a sum representing the market value of those Assets which the Contractor has purchased but not recovered the cost of from the Authority.

d. This condition F1 shall also apply to any remedial services carried out by the Contractor in accordance with condition F1.a.(9), (Authority’s Remedies for Breach of Contract).

e. The Authority’s rights and remedies under this condition F1 (Authority’s Remedies for Breach of Contract), are in addition to its rights and remedies implied by statute and common law.

**G PAYMENTS AND RECEIPTS**

G1. Payment and Recovery of Sums Due

1. Payment of Contractor Deliverables under the Contract shall be made via the Contracting, Purchasing & Finance (CP&F) electronic procurement tool.
2. The Authority shall pay all valid and undisputed claims for payment submitted by the contractor to DBS Finance on or before the day which is thirty (30) days after the later of:
3. The day upon which a valid request for approval of payment is received by the Authority; and
4. The date of completion of the part of the Contract to which the request for approval of payment relates
5. 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.
6. 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.

**G2. 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 provision of any 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 its business activities at the time of any supply, the Contractor shall include separately in any claim for payment a sum equal to any VAT chargeable at the prevailing rate on the Contract Price claimed and the Authority shall pay it. 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 HM Revenue and Customs (HMRC).

c. The Contractor is responsible for the determination of VAT liability. In cases of doubt, the Contractor shall consult HMRC and not the Authority’s Representative. The Contractor shall notify the Authority’s Representative (Commercial) of the Authority’s VAT liability under this Contract, when the liability is other than at the standard rate of VAT, and any changes to it.

d. Where the provision of any 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.

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.

**G3. Debt Factoring**

a. Subject to the Contractor obtaining the prior written consent of the Authority in accordance with condition A6 (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, G3 (Debt Factoring), shall be subject to:

(1) reduction of any sums in respect of which the Authority exercises its right of recovery under condition G1.i (Debt Factoring);

(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 conditions G3.b and G3.c.(2), (Debt Factoring).

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 condition G3.a. (Debt Factoring), 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 conditions G3.a.1 and G3.a.2 (Debt Factoring); 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 sub-conditions G3.a.(1) and G3.a.(2), (Debt Factoring).

d. The provisions of condition G1 (Payment) shall continue to apply in all other respects after the assignment and shall not be amended without the prior approval of the Authority.

**H CONTRACT ADMINISTRATION**

**H1. Progress Monitoring, Meetings and Reports**

a. The Contractor shall attend progress meetings when mobilised 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.

**H2. 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 H2.

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 A2 (Amendments to Contract).

**H3. 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.

**J The project specific DEFCONs and DEFCON SC variants and JSP that apply are**

DEFCON659A (Edn.11/14) – Security Measures

**K The special conditions that apply to this contract are**

**K1. Price**

1.1 The Price shall be Firm for the Services including the cost of all labour, materials, equipment, overheads, travel and subsistence, related TUPE costs and all other costs of the Contractor in connection with the Contract for full and proper performance by the Contractor.

1.2 The daily rate takes account of any enhancement to the Senior and Supervisor Oil Spill Responder’s pay for any reason whatsoever eg. Bank holiday working. The Authority will only pay the quoted daily rate for all hours worked regardless of the rate paid to the Oil Responder in accordance with Schedule 2 (Schedule of Requirements).

1.3 A contract month means the first day of the calendar month to the last day of the calendar month inclusive.

**K.2 CONDITIONS AND CONTRACT PERIOD**

2.1 Further to Condition A.24 (Contract Duration) and in accordance with Condition A, the Authority may at its sole discretion extend the term of this Contract by a further period of two (2) years, of the subject to conditions K2.2 and K2.3 (Conditions and Contract Period). The Authority shall give written notice to the Contractor if it wishes to do so no less than thirty (30) days before the Expiry Date. The provisions of this Contract will continue to apply throughout any extended period.

2.2 The Firm Prices listed in Schedule 2 shall apply accordingly to any such extended period.

**K.3 DISPUTED AMOUNTS**

3.1 The Authority may withhold payment of any amount it believes the Contractor is not entitled to pursuant to this Condition K3 (Disputed Amount), pending agreement or determination of the Contractor’s entitlement in relation to the Disputed Amount, subject to notifying the Contractor of such belief (and the reasons for it) on or before the day on which the Disputed Amount would (but for this Condition K3.1) otherwise fall due.

3.2 The Authority shall pay any undisputed amounts on or before the day on which they fall due.

3.3 Within Five (5) Business Days following receipt by the Contractor of any notice served by the Authority pursuant to condition K3.1(Disputed Amount) above (or such other notice regarding the existence of a Disputed Amount as may be served by the Authority pursuant to this Contract), the Contractor shall respond by notifying the Authority as to whether or not it agrees with the statements made in that notice and the grounds for such agreement or disagreement. If the Contractor indicates that it does agree, or if the Contractor fails to make such a response within that time limit, the Authority shall be entitled:

3.3.1 to retain in a permanent basis any amounts withheld pursuant to Condition K4.1 (Disputed Amount); and

3.3.2 to reclaim from the Contractor the amount of any over-payment which may have been made to the Contractor.

**K.4. LIABILITY**

4.1 Without prejudice to any further or other rights or remedies of the Authority, the Contractor shall indemnify the Authority against:

4.1.1 all loss or damage of MOD property in any way connected with the execution or purported execution of the Contract;

4.1.2 all damage occurring to any Government property, which includes land or buildings, occasioned by the Contractor or by his servants, agents, suppliers or Subcontractors, arising from his or their presence on Government premises in connection with the Contract; provided that the Contractor shall not be under any such liability if he is able to show that such injury, illness, disease, loss or damage was neither caused nor contributed to by the negligent act, omission or default of the Contractor or his servants, agents or any Subcontractor or by any circumstances within his control.

**K.5. INSURANCES**

5.1 The Contractor shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Contractor, arising out of the Contractor’s performance of the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Contractor.

5.2 The Contractor shall hold Employer’s Liability Insurance in respect of staff in accordance with any legal requirement for the time being in force.

5.3 The Contractor shall produce to the QHM Falkland Islands, on request, copies of all insurance policies referred to in this Condition or a broker’s verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.

5.4 If, for whatever reason, the Contractor fails to give effect to and maintain the insurances required by this Contract, the Authority may make alternative arrangements to protect his interests and may recover the costs of such arrangements from the Contractor.

5.5 The terms of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under the Contract. It shall be the responsibility of the Contractor to determine the amount of insurance cover required.

5.6 Neither failure to comply nor full compliance with the insurance provisions of this Contract shall limit or relieve the Contractor of its liabilities and obligations under this Contract.

5.7 Where any Insurance requires payment of a premium, the Contractor shall be liable for such premium.

5.8 Where any Insurance is subject to an excess or deductible below which the indemnity from Insurers is excluded the Contractor shall be liable for such excess or deductible and shall indemnify the Authority against any loss or claims which would otherwise be insured but for the excess or deductible. The Contractor shall not be entitled to recover from the Authority any sum paid by way of excess or deductible under the Insurances whether under the terms of this Contract or otherwise.

**K.6. Authority disclosed data**

6.1 Subject to condition 6.3 (Fraudulent Statements), the Authority does not give any warranty or undertaking as to the relevance, completeness, accuracy or fitness for any purpose of any data disclosed by the Authority during the course of the procurement of this Contract and neither the Authority nor any of its agents or employees shall be liable to the Contractor in contract, tort (including negligence or breach of statutory duty), statute or otherwise as a result of:

6.1.1 any inaccuracy, omission, unfitness for any purpose or inadequacy of any kind whatsoever in any data disclosed by the Authority during the course of the procurement of this Contract; or

6.1.2 any failure to make available to the Contractor any materials, documents, drawings, plans or other information relating to this Contract.

**No Relief**

6.2 Subject to condition 6.3, the Contractor shall not be in any way relieved from any obligation under this Contract nor shall it be entitled to claim against the Authority on grounds that any information, whether obtained from the Authority or otherwise (including information made available by the Authority), is incorrect or insufficient, and shall make its own enquiries as to the accuracy and adequacy of that information.

**Fraudulent Statements**

6.3 Nothing in this condition 6 shall exclude any liability which the Authority or any of its agents or employees would otherwise have to the Contractor in respect of any statements made fraudulently or fraudulent omissions to make statements prior to the date of this Contract.

**k.7. representatives**

**References to Authority and Contractor**

7.1 Except as provided otherwise under this Contract, any reference to the Authority and the Contractor in respect of:

7.1.1 the giving of consent;

7.1.2 the delivering of any notices; or

7.1.3 the doing of any other thing that may reasonably be undertaken by an individual acting on behalf of the relevant Party,

7.1.4 shall be deemed to be references to the Authority's Representative and the Contractor's Representative (respectively) in accordance with this condition 8.

**Contractor's Representative**

7.2 The Contractor shall appoint the person whose name, address and telephone number is set out in Schedule 3 (Contract Data Sheet)Condition H3.a.(3) Notices as the **“Contractor's Representative”** to act as the Contractor's representative in connection with the provision of the Contract Deliverables and generally in connection with this Contract.

**Authority of Contractor's Representative**

7.3 The Contractor's Representative shall have full authority to act on behalf of the Contractor for all purposes of this Contract. Unless notified in writing before such act or instruction, the Authority shall be entitled to treat any act of the Contractor's Representative which is authorised by this Contract as being expressly authorised by the Contractor and the Authority shall not be required to determine whether authority has in fact been given.

7.4 The Contractor shall ensure that the Contractor's Representative acts in accordance with the Contractor's Representative's powers and functions in this Contract.

**Authority's Representative**

7.5 The Authority shall appoint the persons whose names, addresses and telephone numbers are set out in Schedule 3 (Contract Data Sheet) as the **“Authority's Representatives”** to act as the Authority's representatives in connection with this Contract.

**Authority of Authority's Representatives**

7.6 The Authority's Representatives shall have full authority to act on behalf of the Authority for all purposes of this 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 are authorised by this Contract as being expressly authorised by the Authority and the Contractor shall not be required to determine whether authority has in fact been given.

7.7 The Authority shall ensure that the Authority's Representatives act in accordance with the Authority's Representatives’ powers and functions in this Contract.

7.8 The Authority shall not be responsible for any Contract Deliverables supplied on the verbal or written order of any person other than the Authority’s Representatives.

**K.8. VARIATION OF REQUIREMENT**

8.1 Should the introduction of new technology, changes in operating requirements,

or any change in circumstances appear to call for amendments to any of the Establishment Instructions, Publications or Schedules then the Contractor shall bring this to the notice of the QHM Falkland Islands immediately.

8.2 The Authority may, by notice in writing, delete, amend or alter the extent of any service to be provided under the Contract, or add to the Contract any additional services. In the event of such variation of the Contract requirements payment shall be subject to such fair and reasonable adjustment as may be attributable to the variation. For the purposes of agreeing an adjustment, the rates provided by the Contractor at the time of tendering shall be the basis of the calculation.

8.3 If at any time during the Contract the Contractor considers that additional services are required other than those currently covered by the Contract, he shall immediately inform the Contracts Branch of the requirement and provide to the Authority an estimate of the cost for consideration. Such work shall not proceed until approval has been given in writing by Commercial Branch, JFC1.

8.4 Nothing said, done or written by any person, nor anything omitted to be said, done or written by any person including, but without limitation, any servant or agent of the Authority shall in any way affect the rights of the Authority to modify, affect, reduce or extinguish the obligations and liabilities of the Contractor under the Contract, or deemed to be a waiver of the rights of the Authority, unless stated in writing and signed by Commercial Branch.

**K.9. MONITORING AND LIAISON MEETINGS**

9.1 The Contractor shall be responsible for monitoring his performance of the Contract and provide the QHM Falkland Islands with full particulars of any aspects of his said performance which fail to meet the requirements of the Contract, unless otherwise notified in writing by the Authority.

9.2 The Contractor shall, taking into account all requirements arising from the Contract, issue appropriate operating and procedural instructions in writing to staff engaged on the Contract and provide copies to the Authority of any instructions which withdraw, notify or supplement any instructions previously in force, within 14 days of the issue of any such instructions.

9.3 Progress meetings between the Authority and the Contractor’s Contract Manager and Area Manager shall be held not less frequently than once per month when mobilised. The Authority will make the necessary arrangements for these meetings which will be held at the offices of the QHM Falkland Islands. A record of all meetings shall be made by the Contractor and shall be provided to the Authority within 5 working days. Within 7 working days of each meeting, a member of the Contractor’s management is to be available to discuss and resolve any difficulties which cannot be resolved on site.

9.4 The Contractor shall arrange for the attendance of such members of his staff and those of his Subcontractors or his agents who may be required by the Authority to attend as witnesses at Boards of Enquiry or similar proceedings.

**K.10. INDUSTRIAL ACTION**

10.1 The Contractor shall, at the Authority’s request, immediately replace anyone who, in the course of providing services to the Authority, engages in or threatens to engage in, industrial action of any kind.

**K.11. BUSINESS OR TRADING ACTIVITY**

11.1 Except as provided in this Contract, neither the Contractor nor any of his employees or agents shall carry out any business or trading activity within the confines of the Authority’s premises and no advertisement, sign or notice of description shall be exhibited without prior approval, in writing, of the Authority.

**K.12. ALLOTMENT, USE & MAINTENANCE OF BUILDINGS, EQUIPMENT & FACILITIES**

12.1 The Authority shall allot the accommodation and facilities detailed within Schedule 5, Statement of Requirements without charge to the Contractor for the purpose of the Contract.

12.2 The Contractor shall be entitled to use the said facilities on Ordinary Loan for the purposes of the Contract and no other purpose whatsoever, unless the prior written approval of the Authority has been obtained. The Authority reserves the right to vary numbers and types of the said facilities allotted for the purpose of the Contract.

12.3 Whilst the Authority shall endeavour to ensure the continuity of the allotted property, services and facilities, any failure to do so shall not be deemed to be breach of the Contract. Under such circumstances, the Contractor shall continue to perform the Contract subject to any changes agreed with the Commercial Branch.

**K.13. FUEL ECONOMY**

13.1 The Contractor shall ensure that proper attention is paid at all times to economy and conservation in the use of fuels and energy, eg. heating and lighting etc and avoid waste. The Contractor shall comply with any targets for fuel and energy consumption imposed by the Authority.

**K.14. BOARDS OF INQUIRY ETC**

14.1 The Contractor shall facilitate the attendance as witnesses at Boards of Inquiry, etc of such of his staff as may be invited by the Authority to give evidence.

**K.15. PRIVACY**

15.1 It shall be the responsibility of the Contractor to ensure that the highest standards of privacy and confidentiality are maintained by his personnel in relation to documents, which bear privacy markings whether classified or not, with which they are entrusted. The same standards of privacy and confidentiality shall be applied to information acquired orally. Unauthorised divulgence of ‘In Confidence’ information can damage the reputation of an individual. The Contract shall be aware that the Authority attaches great importance to the protection of the individual.

**K.16. CONTRACTOR’S PERSONNEL**

16.1 All personnel are to be experienced and suitably qualified in the discipline for which they are mobilised. Exception to the requirement will only be allowed through the express written permission of the authority.

16.2 All personnel enabled under the contract must hold a current UKOOA, ENG 1or equivalent medical certificate appropriate to the duties to be undertaken. Due to the possibility that flights may be diverted to North Africa or South America all personnel must be inoculated against Yellow Fever and carry the appropriate inoculation certificates with them on all military flights. It is highly recommended that personnel are inoculated against Polio, Hepatitis A, Tetanus and Typhoid.

16.3 The contractor must ensure that all personnel have the required security clearance and hold the appropriate contractors security pass before travelling. All personnel must also hold a valid passport for the duration of their intended stay (at least 6 months validity) and if required it is the contractor’s responsibility to ensure they have the appropriate work permit.

16.4 The total number of personnel to be deployed on a task and their day rate (if applicable) must be agreed by the Authority prior to task commencement.

**K.17. MOBILISATION**

17.1  No earlier than six months preceding the termination, partial termination or Expiry of this Contract or a potential Subsequent Transfer Date or at any time after the service of a notice to terminate this Contract or the provision of any of the Services (whether in whole or part) or on receipt of a written request by the Authority, the Contractor shall:

a) Supply to the Authority such information as the Authority may reasonably require in order to consider the application of the Transfer Regulations on the termination, partial termination or expiry of this Contract;

b) The Authority may require staff who are subject to a TUPE transfer to be transferred to the new supplier rather than the Authority (if appropriate);

c) Ensure that any Authority owned equipment is in a serviceable condition and handed over to the new provider or back to the assigned Authority representative to allow for the continued delivery of the services by another provider

d) Provide the above promptly and in any event not later than three months from the date when a request for such information is made and at no cost to the Authority.

**K.18 ACCOMMODATION**

18.1 The standard of accommodation provided for contractors at Mount Pleasant Complex (MPC), may fall short of those expected in the UK. The accommodation policy and list of contractor’s entitlements can be provided on request. The Authority has no influence on the accommodation available.

18.2 In exceptional circumstances contractor personnel may be able to use the military messes at MPC. Permission for this would be at the discretion of the respective Mess President or Chairman of the Mess Committee. The allocation of military accommodation is on a rank equivalent basis.

18.3 The MoD operates strict codes of practice at BFSAI regarding dress, behaviour and the consumption of alcohol. Breaches of the codes will be unacceptable and may result in contractors being returned to the UK at no cost to the MoD.

**K.19 ADDITIONAL CONSIDERATIONS**

19.1. Operations away from Mare Harbour Naval Port (MNHP). In the event of a requirement for services away from MHNP the Authority will give adequate notice for preparation of appropriate plans. The authority does not envisage any requirement for services outside Falkland Island territorial waters.

19.2 Surge and Crisis. Additional resources may be required to meet unforeseen surges in workload, especially those created by periods of crisis. Contractors may be required to operate in a war zone and must state any limitations as regards such a contingency of their ability to provide such an expanded service. Any additional staff recruited in such circumstances must hold previous experience of MoD operations.

**K.20. CONTRACTOR’S REPRESENTATIVE - REMOVAL**

20.1 If in the opinion of the Authority, any representative or agent of the Contractor shall misconduct himself or be incapable of efficiently performing his duties, or it shall not be in the public interest for any person to be employed or engaged by the Contractor, the Contractor shall remove such person without delay on being required to do so and shall cause the work to be performed by such other person as may be necessary, in default of which the Authority may employ such other persons as he may deem necessary for the purpose of carrying out the work and recover from the Contractor the additional cost thereby incurred. The decision of the Authority shall be final and conclusive.

**K.21. ACCESS, PERFORMANCE & MONITORING**

21.1 Day to day monitoring of the performance of the Contract will be the responsibility of the QHM Falkland Islands assisted as necessary by other representatives of the Authority. The QHM Falkland Islands and others shall be afforded every facility to carry out their duties which may include inspections to take place on a “no notice” basis. Such inspections may be undertaken in conjunction with the Contractors Inspectorate.

21.2 The Contractor shall, taking into account all requirements, issue appropriate operating and procedural instructions in writing to all staff and provide copies to the QHM Falkland Islands for agreement prior to the start of the Contract.

21.3 The Contractor shall provide adequate supervision of the workforce force in consultation with the QHM Falkland Islands who will monitor the day-to-day performance and will take up with the Contractor’s nominated representative any shortcomings in the performance of their tasks. The Contractors will remedy such shortcomings on being advised.

21.4 During silent hours duties, frequent communication between site and area control either by telephone or radio is essential. The frequency may be varied according to the importance of that which is being protected but once per hour is normal with irregular “reverse” calls being made by Control to ensure that all is well. Any missed calls from the site must be investigated immediately by the company.

21.5 The Contractor shall give reasonable access and facilities to representatives of the Authority to permit the observance of the performance of the Contract and shall make available for inspection as required the allotted equipment, buildings and facilities;

21.6 In order to discharge its responsibilities under all current legislation appropriate to the services being provided by the Contractor, the Authority reserves the right to make safety inspections within the Contractor’s area of responsibility at the Unit at any time without prior notice.

**K.22. DEFINITIONS**

In this Contract the following words and expressions shall be deemed to have the following meanings:

‘BFSAI’ means British Forces South Atlantic Islands

‘Business Day’ has the same meaning as in DEFCON 501 (Edition 04/04);

‘Commencement Date’ means 1 December 2016;

‘Contractor Default’means any one or more of the following:

(a) a failure by the Contractor to provide the Contractor Deliverables (or a material part thereof);

(b) the occurrence of a Persistent Breach;

(c) the occurrence of an insolvency or bankruptcy pursuant to DEFCON 515 Bankruptcy and Insolvency);

(d) the occurrence of a Prohibited Act as defined in DEFCON 520 (Corrupt Gifts & Payment of Commission);

(e) a failure by the Contractor to provide the Contract Deliverables in accordance with the Schedule of Requirements;

‘Contract Deliverables’ means Services which the Contractor is required to provide under this Contract in accordance with the Schedule of Requirements;

‘Contract Payment’ means the amount payable to the Contractor by the Authority under this Contract in respect of the Contractor's provision of the Contract Deliverables;

‘Contract Price’ means the amount payable to the Contractor by the Authority under this Contract in respect of the Contractor’s provision of the Contract Deliverables;

‘European Union’ means the union of member states (that are members at any given time) established by the Treaty on European Union, which took effect on 1 November 1993;

‘Expiry Date’ means 8th February 2020 unless extended by the Authority in accordance with Condition K3.1.

‘Disputed Amount’ means the amount or claim in question

‘Good Industry Practice’ means that degree of skill, care, prudence and foresight and operating practice which would reasonably and ordinarily be expected from time to time of a skilled and experienced operator engaged in the same type of undertaking as that of the Contractor under the same or similar circumstances;

‘Government Department’ means any department of the central government of the United Kingdom;

‘HMRC’ means HM Revenue and Customs;

‘Indirect Losses’ means loss of profits, loss of use, loss of production, loss of business, loss of business opportunity, loss of revenue, loss of contract, loss of goodwill or any claim for consequential loss or for indirect loss of any nature;

‘IPR’ means all trade marks, trade and business names, patents, copyright (including copyright in computer programs), database rights, design rights, registered designs, utility models, semi conductor topography rights, inventions, know-how, moral rights, confidential information and all other intellectual property and rights of a similar or corresponding nature in any part of the world, whether or not registered or capable of registration, and, in respect of such rights which are capable of registration, the right to apply for registration and all applications for registration of any of the foregoing rights;

‘Legislation’ means in relation to the United Kingdom:

(a) any Act of Parliament;

(b) any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978;

(c) any exercise of the Royal Prerogative; or

(d) any enforceable community right within the meaning of section 2 of the European Communities Act 1972,

in each case in the United Kingdom;

‘MCA’ means the Marine and Coastguard Agency

‘Ordinary Loan’ means the issue of materiel, without charge, for a particular purpose and for a specified period, at the end of which the item is intended to be returned unchanged, except for fair wear and tear.

‘Persistent Breach’ means 3 (three) or more breaches (the **"Subsequent Breaches"**) by the Contractor of one of its obligations under this Contract, provided:

(a) that the Authority has previously served on the Contractor a notice (**"Warning Notice"**) correctly stating that the Contractor has, in the 6 (six) month period prior to the service of such Warning Notice, breached such obligation under this Contract on 3 (three) or more occasions;

(b) that the Contractor's Subsequent Breaches of such obligation take place during the 6 (six) month period following the service of such Warning Notice; and

no service of a Warning Notice may be based on any breaches of such obligation that have already been the subject of a Warning Notice;

‘Prescribed Rate’ means 2 (two) percent above the base rate of The Bank of England;

‘Prohibited Act’ has the meaning given to it by DEFCON 520 (Corrupt Gifts and Payments of Commission);

‘Relevant Authority’ means any court with the relevant jurisdiction and any local, national or supranational agency, inspectorate, minister, ministry, official or public or statutory person of the government of the United Kingdom or of the European Union;

‘Subcontractor’ means a subcontractor to the Contractor, a subcontractor of a subcontractor to the Contractor, and any other subcontractor of whatever tier involved in provision of the Contract Deliverables;

‘Subcontract(s)’ means the contract(s) entered into between the Contractor and the Subcontractors in respect of the provision of the Contract Deliverables;

‘Tax’ means any kind of tax, duty, levy or other charge (other than VAT) whether or not similar to any in force at the date of this Contract and whether imposed by a local, governmental or other Relevant Authority in the United Kingdom or elsewhere;

‘Termination Date’ means the date of any early termination of this Contract pursuant to DEFCON 656 (Break);

‘United Kingdom’ or ‘UK’ means the nation state consisting of England, Scotland, Wales and Northern Ireland;

‘VAT’ means value added tax and is the tax charged on supplies of goods and services in the United Kingdom pursuant to the Value Added Tax Act 1994; and

‘Year’ means the 12 (twelve) month period from and including the day falling immediately before the day bearing the same number in the same month of the following year (or, in the case of a period commencing on 29 February, ending on the next following February 28);

**L. The processes that apply to this Contract are:**

N/A

**Schedule 1 - Definitions of Contract**

**Core Definitions**

**Assets** means items / materials which the Contractor has acquired for the purposes of performing their obligations under the Contract;

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

**Authority’sRepresentative(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 H2.b;

**Business Day** means any day excluding:

1. Saturdays, Sundays and public and statutory holidays in the jurisdiction of either Party;
2. privilege days notified in writing by the Authority to the Contractor at least ten (10) Business Days in advance; and
3. such periods of holiday closure of the Contractor’s premises of which the Authority is given written Notice by the Contractor at least ten (10) Business Days in advance;

**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:

1. Government Department;
2. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);
3. Non-Ministerial Department; or Executive Agency.

**Child Labour Legislation** means those International Labour Law Conventions concerning economic exploitation of children through the performance of work which is likely to be hazardous or to interfere with a child's health or development, including but not limited to slavery, trafficking, debt bondage or forced labour, which are ratified and enacted into domestic law and directly applicable to the Contractor in the jurisdiction(s) in which it performs the Contract.

**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 Deliverablesare to be supplied;

**Contract** means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition A2 (Amendments);

**Contract Implementation Date** means the day upon which the Contractor is fully responsible for the provision of all of the Contractor Deliverables required;

**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 provide 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 6 -

**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 services and, where appropriate the documents, which the Contractor is required to provide under the Contract in accordance with the Schedule of Requirements and the Specification;

**Contractor’s Representative** means a person or persons employed by the Contractor in connection with the provision of the Contractor Deliverables and in connection with this Contract;

**Contractor’s Team** means all employees, consultants, agents and Subcontractors which the Contractor engages in relation to the Contract;

**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

1. 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;

**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;

**DABForm10** means the MOD invoice summary form;

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

**DEFFORM** means the MOD DEFFORM series which can be found at <https://www.gov.uk/acquisition-operating-framework>;

**DEF STAN** means Defence Standards which can be accessed at https://[www.dstan.mod.uk](http://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 SC3 Condition “Delivery / Collection” and Delivered and Delivery shall be construed accordingly;

**DeliveryDate** 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;

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

**EffectiveDate of Contract** means the date specified on the Authority’s acceptance letter. For example the DEFFORM 159, or where the standstill period applies, the relevant Notice of Entry into Contract letter;

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

**Full Service Provision** means the provision by the Contractor of all of the Contractor Deliverables in accordance with the Conditions of this Contract;

**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, including information provided in the tender or negotiations which preceded the award of the Contract;

**Key Performance Indicators** means the agreed method of monitoring and measuring the Contractor’s performance against the Contract as set out in Condition K2 and Schedule 7 where this Contract includes Core Plus condition “Key Performance Indicators and Performance Management”;

**Legislation** means in relation to the United Kingdom:

a. any Act of Parliament;

b. any subordinate Legislation within the meaning of section 21 of the Interpretation Act 1978;

c. any exercise of the Royal Prerogative; or

d. any enforceable community right within the meaning of section 2 of the European Communities Act 1972;

**Minor Change** means any change that does not significantly/materially affect the nature of the Contractor Deliverables;

**Notices** shall mean 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;

**QHM** Quarter Harbour Master

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

**Specification** means Schedule 5 (Specification) which provides the detailed description of the Contractor Deliverables and sets out any performance dates by which the Contractor shall provide such Contractor Deliverables;

**Subcontractor** means any person engaged by the Contractor from time to time as may be permitted by the Contract to provide the Contractor Deliverables (or any part thereof);

**Supported Businesses** means establishments or services where more than 50% of the workers are disabled persons who by reason of the nature or severity of their disability are unable to take up work in the open labour market;

**TransparencyInformation** 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.

**Appendix A to Schedule 1 – Core+ Definitions of Contract**

**Core+ Definitions**

**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 to Core Plus Schedule “Hazardous Articles, Materials or Substances supplied under the Contract” and any DEFCONs if either are included in this Contract)**;

**Collect** means pick up the Contractor Deliverables from the Consignor. This shall include loading, and any other specific arrangements, agreed in accordance with condition K14.c and Collected and Collection shall be construed accordingly;

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

**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

**Denomination of Quantity** means the quantity or measure by which an item of material is

**(D of Q)** managed;

**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);

**Employee** shall include any person who is an employee or director of the Contractor or who occupies the position of a director of the Contractor, by whatever title given. **(This definition only applies to the narrative condition “Security Measures”)**;

**Evidence** means either:

1. 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
2. other robust evidence of sustainability or FLEGT licensed origin, as advised by CPET;

**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;

**Hazardous Contractor** means a Contractor Deliverable or a component of a Contractor

**Deliverable** 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 “BS EN ISO / IEC 17065: 2012 Conformity assessment - Requirements for bodies certifying products, processes and services”, 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”;

**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;

**Military Level Packaging** Packaging that by the nature of the packaged items nature, or envisaged transport / movement or handling within the military supply chain and requires enhanced protection beyond that which commercial Packaging normally provides;

**Military Packaging** is a MOD sponsored scheme to accredit military packaging

**Accreditation Scheme** designers capable of producing SPIS designs acceptable

**(MPAS)** to the MOD by meeting its requirements and thereby assure good Military Level Packaging. MPAS supersedes MPCAS/DR14. MPAS detail is available from [DESJSCSCM-EngTLS-Pkg@mod.uk](mailto:DESJSCSCM-EngTLS-Pkg@mod.uk);

**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 intergovernmental military alliance based on the North Atlantic Treaty which was signed on 4 April 1949;

**Overseas** shall mean non UK or Foreign

**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** shall mean the organisation that is responsible for the original

**(PDA)** 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. The PDA should be MPAS registered or accepted as having an equivalent certification;

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

**(PPQ)** individual package, which has been selected as being the most suitable for issue(s) to the ultimate user;

**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:

1. pre-consumer reclaimed wood and wood fibre and industrial by products but excluding sawmill co-products which fall within the category of Virgin Timber;
2. post-consumer reclaimed wood and wood fibre, and driftwood;
3. reclaimed timber abandoned or confiscated at least ten years previously;

it excludes sawmill co-products;

**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;

**STANAG 4329** means the publication NATO Standard Bar Code Symbologies which can be sourced from Information at [www.dstan.mod.uk/faqs.html](http://www.dstan.mod.uk/faqs.html);

**Timber and Wood-Derived** means timber (including Recycled Timber and Virgin Timber but

**Products** 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;

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

**SCHEDULE 2**

**SCHEDULE OF REQUIREMENTS FOR OIL SPILL RESPONSE**

|  |  |  |
| --- | --- | --- |
|  | **MINISTRY OF DEFENCE** |  |
| **Name and Address of Tenderer** | **Schedule of Requirements for**  **Provision of Oil Spill Response Equipment and Training to Mare Harbour Naval Port** | **Tender No**  **CB/BFSAI/00022** |
| **Issued With**  **DEFFORM 47** | **On** | **Previous Contract No**  **N/A** |

**Requirements**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Number** | **Contract Deliverables –**  **Firm Price** | **Notes to Supplier** | **Feb 2017- Feb 2018**  **Price £ (ex VAT)** | **Feb 2018- Feb 2019**  **Price £ (ex VAT)** | **Feb 2019-Feb 2020**  **Price £ (ex VAT)** | **OPTION YEAR**  **Feb 2020-Feb 2021**  **Price £ (ex VAT)** | **OPTION YEAR**  **Feb 2021-**  **Feb 2022**  **Price £**  **(ex VAT)** |
| 1 | Provide and maintain serviceable equipment for Oil Spill Response in Mare Harbour for a Tier 1 + marine pollution incident within the specified limits of Marine Harbour Naval Port. See Annex A for indicative spares list  To be paid quarterly  (See Schedule 5, Specification) | Tendered prices are to comprehend all management and overheads costs that will be associated with the procurement of spares and services. To include weather-proof storage containers and upgrades to equipment. See also Annex A for indicative spares list. | redacted  Per Annum  This payment includes the initial supply of consumables and PPE. Replacement items will be charged as and when required. | redacted  Per Annum  This payment includes the initial supply of consumables and PPE. Replacement items will be charged as and when required. | redacted  Per Annum  This payment includes the initial supply of consumables and PPE. Replacement items will be charged as and when required. | redacted  Per Annum  This payment includes the initial supply of consumables and PPE. Replacement items will be charged as and when required. | redacted  Per Annum  This payment includes the initial supply of consumables and PPE. Replacement items will be charged as and when required. |
| 2 | Deliver training in theatre for BFSAI personnel up to 4 times yearly to coincide with ocean tanker delivery cycle  To be paid quarterly  (See Schedule 5, Specification)  MCA 3&4 to be paid only when required | Tendered prices to incorporate all books and materials required | Cost per training day redacted  3 days per trip will be allocated  for  Tug Crew training,  F&L Deployment training & if required MCA 1/2 courses.  MCA 3 &4  Cost per course redacted | Cost per training day redacted  3 days per trip will be allocated  for  Tug Crew training,  F&L Deployment training & if required MCA 1/2 courses.  MCA 3 &4  Cost per course  redacted | Cost per training day redacted  3 days per trip will be allocated  for  Tug Crew training,  F&L Deployment training & if required MCA 1/2 courses.  MCA 3 &4  Cost per course  redacted | Cost per training day redacted  3 days per trip will be allocated  for  Tug Crew training,  F&L Deployment training & if required MCA 1/2 courses.  MCA 3 &4  Cost per course  redacted | Cost per training day redacted  3 days per trip will be allocated  for  Tug Crew training,  F&L Deployment training & if required MCA 1/2 courses.  MCA 3 &4  Cost per course  redacted |
| 3 | Provide Oil Spill Response Supervisor/Senior Oil Spill Responder.  To be paid when required | Prices to be daily rate (should not include price of flight to Falklands or accommodation, as this will be borne by MOD). | Supervisor  redacted  Operator  redacted | Supervisor  redacted  Operator  redacted | Supervisor  redacted  Operator  redacted | Supervisor  redacted  Operator  redacted | Supervisor  redacted  Operator  redacted |

**Schedule 3 - Contract Data Sheet for Contract No: CB/BFSAI/00022**

|  |  |
| --- | --- |
| **Condition A9 Governing Law** | Contract to be governed and construed in accordance with:  (one must be chosen)  English Law  Scots Law  condition A9.d shall apply  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 condition A9.g (if applicable) are as follows:  N/A |
| **Condition A22 Termination for Convenience** | The Notice period for terminating the Contract shall be 20 Business Days. |
| **Condition A24 Contract Period** | The Contract expiry date shall be: 8th February 2020, unless the option has been taken up to extend the Contract, see condition K3. |
| **Condition B1.b.(1) Contractor’s Obligations – -Quality Assurance** | Is a Deliverable Quality Plan required for this Contract?  Yes  No  If Yes the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within 30 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:**  ISO 9001:2008 |
| **Condition C1 Contract Price (Excl. Vat)** | All Schedule 2 line items have Firm Pricing:  See also conditions K1 Price, and Schedule 2, Schedule of Requirements |
| **Condition H1.a Progress Monitoring** | The Contractor shall be required to attend the following meetings::  Type: Progress Meeting to be arranged by the Authority  Frequency: Weekly (Supervisor level)  Location: BFSAI, Falkland Islands  Type: Progress Meeting  Frequency: Monthly (Suitably qualified or experienced Contract Manager))  Location: BFSAI, Falkland Islands |
| **Condition H1.b Progress Reports** | The Contractor is required to submit the following Reports:  Type: Progress Reports  Frequency: As and when required  Method of Delivery: N/A  Delivery Address: N/A |
| **Condition H2.b Authority’s Representatives** | The Authority’s Representatives for the Contract are as follows:  Commercial: Def Comrcl JFC1  Project Manager: redacted  Payment: BFSAI Comrcl Officer |
| **Condition H3.a.(3) Notices** | Notices served under the Contract shall be sent to the following address:  **Authority**: JFC1, Room A104, A Block, RAF Wyton, Huntingdon, Cambs, PE28 2EA  **Contractor:** Briggs Environmental Services  **Name:** redacted  **Address:** 1st Floor Marine House, Blaikies Quay, Briggs Environmental Services Ltd, Aberdeen, AB11 9EZ  **Telephone:** redacted |
| **Condition H3.a.(5) Notices** | Notices served under the Contract can be transmitted by electronic mail:  Yes  No |
| **Condition K1 Certificate of Conformity (Core+ Only)** | Is a Certificate of Conformity Required for this Contract?  Yes  No  Line Items:  If Yes, does the Contractor Deliverables require Traceability throughout the supply chain?  Yes  No  Line Items: |
| **Condition K2 Marking of Contractor Deliverables (Core+ Only)** | Special Marking requirements:  N/A |
| **Condition K3 Supply of Data for Hazardous Contractor Deliverables, Materials and Substances (Core+ Only)** | A completed SC3 Core Plus Schedule “Hazardous Articles, 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) and QHM Falkland Islands   1. b) [DSA-Land-MovTpt-DGHSIS@mod.uk](mailto:DSA-Land-MovTpt-DGHSIS@mod.uk)   or if only a hardcopy is available to:  a) The Authority’s Representative (Commercial)  b) 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  DSA-DLSR-MovTpt-DG HSIS (MULTIUSER)  to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date: 28 Feb 2016 |
| **Condition K4.i Timber and Wood-Derived Products (Core+ Only)** | A completed SC3 Core Plus Schedule “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)  or, if only a hardcopy is available to:  The Authority’s Representative (Commercial)  to be Delivered by the following date: N/A |
| **Condition K5.b Rejection (Core+ Only)**  **(Note: If no period is inserted here the time period shall be 20 Business days)** | Time limit for rejection of the Contractor Deliverables shall be 20      Business Days. |
| **Condition K6.a Delivery** (for Schedule 2, Appendix A items) **(Core+ Only)** | The transport requirements shown below are applicable:  Line Items N/A  To be Delivered by the Contractor (See box “Delivery by the Contractor” below)  Line Items N/A  To be Collected by the Authority (See box “Collection by the Authority” below) |
| **Condition K6.b Delivery by the Contractor** (for Schedule 2, Appendix A items) **(Core+ Only)** | (Where applicable, see box “Delivery” above.)  Special Delivery Instructions:  N/A  Each consignment of the Contractor Deliverables to be accompanied by:  Line Items NA |
| **Condition K6.c Collection by the Authority** (for Schedule 2, Appendix A items) **(Core+ Only)** | (Where applicable, see Box “Delivery” above)  Special Collection Instructions:    Each consignment of the Contractor Deliverables to be accompanied by:  Line Items: N/A  Consignor Address:  Line Items:       Address:  Line Items:       Address:  Consignee Address Details:  Line Items:       Address Details:  Line Items:       Address Details:  Line Items:       Address Details: |
| **Condition K7 Self to Self Delivery (Core+ Only)** | Is Self to Self Delivery required:  Yes  No  If Yes, Delivery address applicable: |
| **Limitation of Contractor’s Liability** | The Contractor’s liability under, or in relation to, the contract shall be limited in respect of the following risks as set out below:  NOT APPLICABLE |
| **Other Addresses and Other Information**  (Covers forms and publications addresses and official use information) | **See Annex A to Schedule 3 (DEFFORM 111)** |

**Schedule 4 - Contract Change Process (i.a.w. condition A2.b) for Contract No: CB/BFSAI/00022**

**1. Authority Changes**

a. Subject always to condition A2 (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 condition 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**

1. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:
2. evaluate the Contractor Change Proposal;
3. 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.
   * + 1. 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 A2 (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.
       2. If the Authority rejects the Change Proposal it shall not be obliged to give its reasons for such rejection.
       3. 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 condition 4.b.(1).

**5. Contractor Changes**

1. 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 condition 3.b, and the process at condition 4 shall apply.

**Schedule 5 – Specification**

1. The contractor shall:

1. Provide equipment, training and response for Oil Spill Response within the specified limits of Mare Harbour Naval Port (see para j) below. Such equipment shall be owned by the contractor, and replaced as required to maintain serviceability and availability, and to meet standards of best industry practice and techniques. Existing equipment will be replaced with upgraded or new equipment, or, where appropriate, equipment that has been recently purchased will be regularly up-rated with technical improvements. An indication of representative equipment is at Annex A; however, this should not be taken as a definitive list;
2. Maintain all provided equipment on a regular basis to meet the servicing schedules laid down by the equipment manufacturer, and taking into account the harsh climatic conditions of the Falkland Islands. A report is to be submitted to the Authority within 14 days of each maintenance event, detailing work undertaken and reporting any known defects in equipment holdings.
3. A complete outfit of Personal Protective Equipment (PPE) sufficient to sustain personnel dealing with a Tier 1+ incident. Such equipment should be held at readiness within the port area in an appropriate storage container, and replaced as required in accordance with shelf life;

d. Sufficient consumable response stores (absorbent materials etc) to allow response to a Tier 1+ level incident in support of the equipment at Annex A. Such stores should be held at readiness in the port area in an appropriate container, and replaced as required in accordance with shelf life;

e. When enabled by the Authority, provide suitably qualified OSR professionals to attend ocean tanker discharge events at MHNP (typically 4 times per year);

f. When enabled by the Authority, deliver training in theatre for BFSAI personnel at up to 4 times per year (to coincide with ocean tanker delivery cycle). This will include MCA accredited (or authority agreed equivalent) Level 1 & 2 for tug crews, port and fuels organisation personnel, and up to Level 4 for port management teams. An option for an annual Level 5 course should be provided (which may be delivered in the UK). A report of training conducted shall be provided to the Authority within 14 days of each training event;

g. When enabled by the Authority, an annual review of the Oil Spill Contingency Plan (OSCP);

h. Offer a solution for the boom closure of the Hecate Channel to protect the RAMSAR site in the event of a major spill at the SPM or within Mare Harbour;

i. When enabled by the Authority, mobilise and provide personnel to attend and support a major spill event within 48 hours;

j. Provide an appropriate deployable spill containment pack in support of fuel transfer operations on West Falkland.

k. Provide all equipment and tools necessary to complete the maintenance, repair, inspection or test of provided equipments for the duration of the contract. Equipment provided by the contractor will be maintained at the contractors own cost.

l. Ensure that all maintenance, repair and test procedures have method statements, risk assessments and contingency plans to cover the scope of their operation. Such method statements, risk assessments and contingency plans are to be provided at least two weeks prior to the commencement of any activity;

m. Operate an accredited quality system to ISO 9001:2008 or equivalent standard within demonstrable scope of the required activities.

n. Liaise as necessary with British Forces South Atlantic Islands (BFSAI) military and civilian staff to complete the tasks and to resolve any domestic problems which may arise during scheduled visits;

o. Provide all necessary personal protective clothing for all contracted staff;

p. Provide transport in the FI for contract staff. The cost of vehicles and fuel will be borne by the contractor;

q. Provide secure, weather-proof storage containers for all contractor owned and provided equipments;

r. Attend meetings within the UK or South Atlantic Islands when required.

s. Ensure that all work undertaken complies with relevant UK H&S legislation, and the MoD Health and Safety Handbook JSP 375.

t. Be responsible for the travel and subsistence costs for their contractors within the UK to meet the departure and arrival times of the South Atlantic Airbridge service from RAF Brize Norton.

u. Provide sufficient medical insurance to cover care within the Falkland Islands, medical evacuation to either South America or the UK, and all associated costs.

2. The contractor should provide:

a. Employees who are trained as Oil Spill Response Level 4 responders through a recognised training and certification authority;

b. An option, when enabled, for service support at BFSAI remote marine locations including Fox Bay, Long Creek and Albemarle, in support of fuelling operations;

c. Ensure as far as reasonably practicable that continuity is provided throughout the term of the contract with regards to the provision of key personnel;

d. A flexible programme of work which fully utilises enabled personnel during periods when military activity or weather prevent core project activities from being undertaken. This will include undertaking tasks and emergent work within the scope of the contract, as requested by the Authority.

3. The Authority will provide:

a. A safe working environment for the employees, in accordance with all applicable legislation;

b. Chartered vessels to act as a platform for the deployment of provided spill response equipment. Currently this is undertaken by the Wijngaarden AHTS DINTELSTROOM, AHTS GIESENSTROOM, and the multi-purpose barge MP 3002;

c. A safe means of embarking and disembarking from vessels in the course of contract delivery duties, nominally from one of the contracted harbour tugs;

d. Adequate notice of all planned movements and requirements for ocean tanker discharge events. It is acknowledged that for requests outside the agreed notice period cover will be provided on a “best effort” basis;

e. A detailed weather forecast service for MHNP to allow the employees to be fully apprised of local conditions during visits;

f. A Contract Monitoring Officer (nominally the Queen’s Harbour Master) who should be the contractor’s first point of contact for any query relating to the delivery of the service;

g. Contractors security passes to cleared employees to allow appropriate access to MoD property and facilities;

h. Contract air flights (currently Air Tanker) from RAF Brize Norton to the Falkland Islands, and return;

i. Accommodation and meals within the contractors facilities at Mount Pleasant Complex (MPC) for personnel mobilised to the Falkland Islands;

j. A storage area for containerised equipments held on Island under the contract.

**ADDITIONAL CONSIDERATIONS**

4. Operations away from Mare Harbour Naval Port (MHNP). In the event of a requirement for services away from MHNP the Authority will give adequate notice for preparation of appropriate plans. The Authority does not envisage any requirement for services outside Falkland Island territorial waters.

5 Surge and Crisis. Additional resources may be required to meet unforeseen surges in workload, especially those created by periods of crisis. Contractors may be required to operate in a war zone and must state any limitations as regards such a contingency of their ability to provide such an expanded service. Any additional staff recruited in such circumstances must hold previous experience of MoD operations.

**Ministry of Defence**

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| **DEFFORM 111**  **(Edn 02/16)**  **Appendix - Addresses and Other Information** | | | | |
|  | **1. Commercial Officer**  Name: DefComrcl JFC1  Address: Command Secretariat  HQ British Forces Sourth Atlantic Islands  BFPO 655  Email: BFSAI-FLK-HQ-CmdSec-Comrcl@mod.uk  🕿 00500 74452 (Falkland Islands) |  | **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: QHM BFSAI  Address Queen’s Harbour Master  Mount Pleasant, East Cove Military Port  British Forces South Atlantic Islands  BFPO 655  Email: redacted  🕿 redacted |  | **9. Consignment Instructions**  The items are to be consigned as follows:  N/A |  |
|  | | | | |
|  | **3. Packaging Design Authority**  Organisation & point of contact:  N/A  (Where no address is shown please contact the Project Team in Box 2)  🕿 |  | **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 |  |
|  | | |  |
|  | **4. (a) Supply / Support Management Branch or Order Manager:**  **Branch/Name: N/A**  🕿  **(b) U.I.N.** |  | **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) |  |
|  | | | | |
|  | **5. Drawings/Specifications are available from**  N/A |  | **11. The Invoice Paying Authority (see Note 1)**  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> |  |
|  | | | | |
|  | **6. THIS BOX IS 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 fax or email:** [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk) |  |
|  | | | | |
|  | 1. **Quality Assurance Representative:**   QHM BFSAI – see “2” above for details  **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>[/](http://www.dstan.dii.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> |  |