

**Order Form for the Provision of Goods and/or Services under the**  
**Laboratory Diagnostics, Point of Care Testing and Pathology Managed Services**

*For utilising the Direct route of supply*

In accordance with appendix 3b Call off Terms for the Supply of Goods and Provisions of Services

*Note to Contracting Authorities: Optional clauses have been highlighted in yellow. Where optional clauses are not required, please mark the relevant fields as "not applicable".*

**Signed by an authorised representative of the Authority**

DocuSigned by:  


Full Name: 

Job Title/Role: 

Date Signed: 29/5/2024

**Signed by an authorised representative of the Supplier**

  
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Full Name: 

Job Title/Role: 

Date Signed: 29-May-2024

**Key Provisions:****1. Contract Term**

Commencement Date:	This contract shall commence on the date of the last signature within this contract (the "Commencement date")
Contract End Date:	The contract shall expire on 23rd August 2024
Extension Option:	N/A

**2. Contract Managers*****For the Authority:***

Named Contract Manager:	[REDACTED]
Address for delivery of notices:	Commercial (Science), 10 South Colonnade, E14 4PU
Email address for delivery of notices:	<a href="mailto:ProcurementNotices@ukhsa.gov.uk">ProcurementNotices@ukhsa.gov.uk</a>

***For the Supplier:***

Named Contract Manager:	[REDACTED]
Address for delivery of notices:	Pentlands Science Park Bush Loan Penicuik EH26 0PZ
Email address for delivery of notices:	[REDACTED]

**3. Optional: Management Levels for Escalation and Dispute Resolution**

Level	Authority Representative	Supplier Representative
1	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]

**Order Details:**

Goods to be supplied are detailed as follows. **For the avoidance of doubt, all pricing is provided exclusive of VAT, inclusive of delivery and installation charges.**

MPC	Description	Unit of Purchase	Price (excl. VAT)	Quantity	Total price
ISIN-525H	SARS-CoV-2 and Influenza A+B Antigen Combo Rapid Test (Nasal Swab)	1		Up to subject to UKHSA requirements - Initial order of 50,000 units with option of a further 50,000 at the same price.	Up to £70,000 subject to UKHSA requirement

Services to be supplied are detailed as follows. NOTE This section **must** be completed where Services are provided.

N/A
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**Delivery Address for Goods:**

Goods provided following the receipt of this Order Form are to be supplied as follows.

All goods are to be supplied to the following address:	<p>110 test kits to be delivered to Dominic Holloway, Intertek, Davy Avenue, Milton Keynes, Buckinghamshire, MK5 8NL</p> <p>290 test kits to be delivered to Asda Wincanton Rockingham way, Red House Interchange, Adwick le Street, Doncaster, DN6 7FB</p> <p>49,600 test kits to be delivered to Asda Wincanton, Rockingham way, Red House Interchange, Adwick le Street, Doncaster, DN6 7FB</p>
Deliveries must be made on the following date(s) and time(s):	<p><i>Arrangements to be made with UKHSA Supply Chain and Logistics team.</i></p> <p><i>Intertek – Monday to Friday 09:00 – 17:00</i></p> <p><i>Asda Wincanton – Monday, Tuesday and Thursday 09:00 – 17:00</i></p>
Goods are to be delivered in the following quantities:	<i>110 test kits delivered to Intertek</i>

	<p>290 Test kits to be delivered to Asda Wincanton</p> <p>49,600 test kits delivered to Asda Wincanton from Edinburgh Genetics Warehouse</p> <p><b>All tests must be from same batch.</b></p>
Please note the following delivery instructions and access arrangements:	<p><i>Please detail; if not required, please state "not applicable".</i></p> <p><b>All arrangements for deliveries to be discussed with UKHSA Supply chain and Logistics team.</b></p> <p><b>Booking form will be required for deliveries to Asda Wincanton</b></p> <p><b>Tests must be stored and transported within the temperature range as detailed in the stability studies. Temperature monitoring must be used throughout the full logistics arrangements. This may include but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• <b>Transportation</b></li> <li>• <b>Warehousing</b></li> <li>• <b>Storage facilities</b></li> </ul>
Timescale for goods to be inspected by the Authority within a reasonable time following deliver, and written notice of rejected goods to be provided	<b>All arrangements for Goods inspection to be discussed with UKHSA Product, Supply chain and Logistics team.</b>
<u>Optional</u> Details of items to be returned and collected:	Not Applicable

### Payment Arrangements

Payments for goods to be made to the following address

Invoice address for payments:	<p>Post:</p> <p>United Kingdom Health Security Agency Financial Operations and Control Porton Down, Salisbury, Wiltshire SP4 0JG</p> <p>Email:</p> <p>payables@ukhsa.gov.uk</p>
Special payment arrangements	<p>Payment of undisputed invoices will be made within 30 days of receipt of invoice, subject to the submission of an agreed Proof of Delivery (POD) which must be submitted promptly by the Supplier, and the completion of the Goods inspection.</p>

	<p>To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number (if provided), PO item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.</p> <p>If you have a query regarding an outstanding payment, please contact our Accounts Payable team by email to:</p> <p><a href="mailto:payables@ukhsa.gov.uk">payables@ukhsa.gov.uk</a></p>
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OPTIONAL CLAUSES – All the following clauses are optional, please do not remove any clauses, but mark each as APPLICABLE or NOT APPLICABLE, as appropriate

#### **Additional Obligations of the Supplier [APPLICABLE]**

The supplier is subject to the following obligations, in addition to those detailed within the Framework Agreement, Tender Response Document, Framework Specification, and any Specification detailed within a Further Competition Process.

##### **Performance standards**

- Timely delivery of the Goods in accordance with the Delivery section of this Order form
- The Supplier shall deliver the Goods to the level of the Supplier's manufactured specifications as sold by the Supplier to the Authority.
- Delivery of goods within minimum 18 months shelf life upon delivery
- Conformance with Appendix 1 - Purchasing Specification
- Proof of delivery of the Goods to be supplied

#### **Rights of Access [NOT APPLICABLE]**

In order to carry out the services detailed in this Order Form, the Authority grants the following rights of use and access to the Supplier. For the avoidance of doubt any licence or lease entered into in accordance with this Order Form shall automatically and immediately terminate upon expiry or earlier termination of this Contract.

*Please detail any rights of access being granted to the supplier in order for them to facilitate services required. This may include access to buildings, use of equipment, software or facilities. Start and end dates for any of these rights should be clearly stated, as well as any option to extend or vary these rights.*

#### **Implementation Plan/Key milestones [APPLICABLE].**

Provision of the Goods is subject to the following milestones:

Milestone Description	Date of Implementation	Responsible Party
<i>Example: Handover process from incumbent supplier to be agreed</i>	<i>Example: Max. 12 weeks from the commencement date</i>	<i>Example: Supplier Name</i>
On time in Full delivery of the Goods to the delivery points subject to Proof of Delivery (POD)	As agreed with UKHSA Supply Chain and Logistics team	Supplier
Goods Inspection	As agreed with UKHSA Supply Chain and Logistics team	The Authority

Invoice payment	As stated within the Special Payment Arrangements section of this Order Form	The Authority
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**Key Personnel** [APPLICABLE]

The following staff are considered key to the delivery of the contract, any redeployment and/or replacement of such member of Staff by the Supplier shall be subject to the prior written approval of the Authority, such approval not to be unreasonably withheld or delayed.

Role Title	Role Description	Named Person

**Key Performance Indicators** [NOT APPLICABLE – Refer to Performance standards].

## APPENDIX 1 – PRODUCT SPECIFICATION

### DOCUMENT VERIFICATION

Prior to using this document, the user is responsible for verifying that the revision and effective date are current.

### REVISION HISTORY




Owning Organisation: UKHSA			Additional Organisation Using Document: <i>Edinburgh Genetics</i>
Rev.	Effective Date	Change No	Changes Made to Document
1	22.05.2024		First Issue

### 1. Contents

1. [Contents](#)
2. [Product Overview](#)
3. [Product/kit components](#)
4. [Product packaging](#)
5. [Digital solutions](#)

**NB: All sections marked with an “\*” to be completed after a contract is awarded and agreed post further discussions with the UKHSA.**

### 2. Product Overview:

Supplier name:	Response:
Legal manufacturer name:	
Legal manufacturer location:	
Physical manufacturer name:	






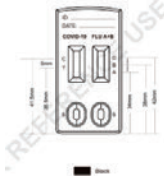

Location of kit production:	[REDACTED]
Product Name:	[REDACTED]
Product Code:	[REDACTED]
Product SKU:*	[REDACTED]
Product description:	[REDACTED]
Number of tests per box/kit:	[REDACTED]
EAN barcode (on outer carton) number:	[REDACTED]
EAN barcode (on outer carton) image:	[REDACTED]
Information contained within the EAN barcode (on outer carton):	[REDACTED]
Storage temperature:	Store as packaged in the sealed pouch either at room temperature or refrigerated (2-30 °C).
Shelf life:	24 months
Time to interoperate results / mins:	10 minutes


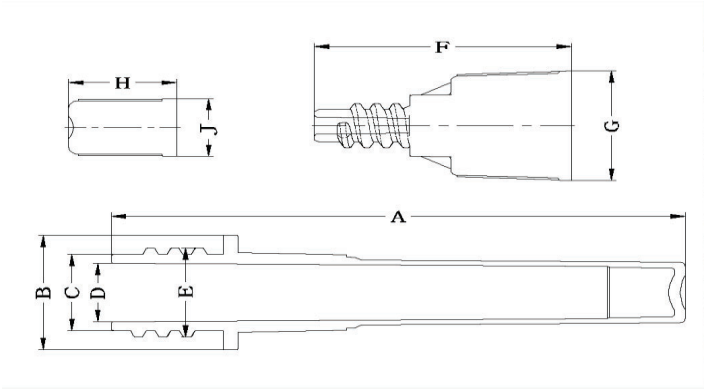
### 3. Product/kit components:


NB: Please insert extra sections if you kit may contain multiple manufactures or versions for the same component. E.g. more than one swab type, extraction tube manufacture or inner test box manufacturer.


Component name	Information:
1. Sterile Swab	[REDACTED]
	2. Manufacturers product name: Disposable swabs


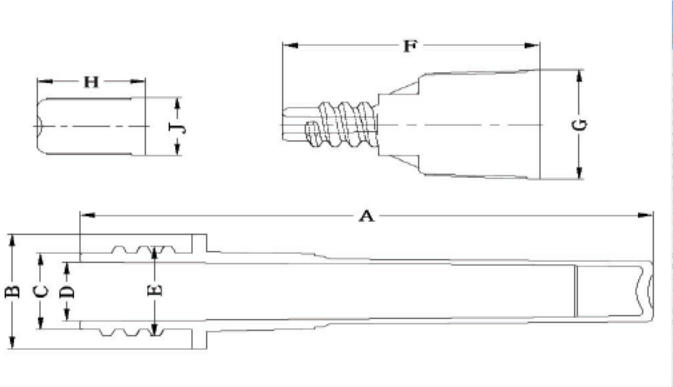
	3. Manufacturers product code: [REDACTED]
	4. Number per kit: 1
	5. Dimensions:
	Length / mm: 79.67mm
	Height / mm: 4.15mm
	Weight / g: 0.341g
	6. Swab handle material/s: PP
	7. Swab tip material/s: sponge
	8. Image of swab in packaging (both sides):
	
	9. Image of swab out of packaging:
	<a href="#">Insert image/s here</a>
2. Test Card/Cassette	10. Artwork/Technical diagram of swab label (including dimensions):
	<a href="#">Insert image/s here</a>
	11. Sterilisation method: Ethylene oxide sterilization
	12. Shelf life from manufacture date: 3 years
	13. Does the swab contain a break point: No
	13a. If yes, what is the distance from the tip to the breakpoint / mm:
	<a href="#">Click or tap here to enter text.</a>
	1. [REDACTED]
	2. [REDACTED]
	3. [REDACTED]
	4. Number per kit: 1
	5. Dimensions:
	Length / mm: 70mm
	Height / mm: 5.7mm
	Width / mm: 3.6mm
	Weight / g: 7.3g

	<b>6. Cassette/card housing material/s: HIPS8250</b>
	<b>7. Cassette/card strip material/s (including antibodies and their sources):</b> Click or tap here to enter text.
	<b>8. Image of Cassette/test card:</b> <i>Insert image/s here</i> 
	<b>9. Image of test card/cassette foil packaging (both sides):</b> 
	<b>10. Artwork/Technical diagram of test card/cassette (including dimensions):</b> 
	<b>11. Artwork/Technical diagram of foil packaging (both sides):</b> 
	<b>12. Shelf life from manufacture date:</b> Click or tap here to enter text.
<b>3. Extraction Tube</b>	<b>1. Manufacturer:</b> [REDACTED]
	<b>2. Manufacturers product name:</b> Sample collection tube
	<b>3. Manufacturers product code:</b> [REDACTED]
	<b>4. Number per kit:</b> 1
	<b>5a. Is your Extraction tube prefilled with buffer:</b> Yes If no, please complete section "9. Separate buffer vial"

	<div>5b. If yes, please provide detail on how the extraction tube is sealed: foil</div>
	<div>6. Is the included in your test attached to the extraction tube: No</div> <div>If no, please complete section "8. Separate extraction tube cap"</div>
	<div>7. Dimensions:</div>
	<div>Radius (top of tube) / mm: 7.67mm</div>
	<div>Height / mm: 59mm</div>
	<div>Weight / g: Click or tap here to enter text.</div>
	<div>8. Image of extraction tube as packaged:</div> <div>Insert image/s here</div>
	<div>9. Extraction tube material/s: Click or tap here to enter text.</div>
	<div>10. Image of extraction tube out of packaging:</div> <div></div>
	<div>11. Artwork/Technical diagram of extraction tube (including dimensions):</div> <div></div> <div>A:59mm,B:15mm,C:10mm,D:7.67mm,E:11.7mm,F:26.4mm,G:14.4mm,H:11.1mm,J:7.6mm</div>
	<div>12. If applicable, image of labelling on extraction tube sealing foil:</div> <div>Insert image/s here</div>
	<div>13. If applicable, artwork/technical diagram for extraction tube sealing foil:</div> <div>Insert image/s here</div>
	<div>1. IFU Version number: Choose an item.</div>



<b>4. Instructions for use (IFU)*</b>	<p>Unless further adjustments are requested by the UKHSA at the time of discussion and agreed to by the manufacturer</p> <p><i>To be confirmed post UKHSA review</i></p>
	<p><b>2. Image of IFU front page:</b></p> <p><i>To be confirmed post UKHSA review</i></p> 
	<p><b>3. Number per kit: 1 pcs</b></p>
<b>5. Workstation/ Extraction tube holder</b>  <i>if applicable</i>	<p><b>1. Manufacturer (if applicable):</b> Click or tap here to enter text.</p>
	<p><b>2. Manufacturers product name (if applicable):</b> Click or tap here to enter text.</p>
	<p><b>3. Manufacturers product code (if applicable):</b> Click or tap here to enter text.</p>
	<p><b>4. Number per kit:</b> Click or tap here to enter text.</p>
	<p><b>5. Dimensions:</b></p>
	<p>Length / mm: Click or tap here to enter text.</p>
	<p>Height / mm: Click or tap here to enter text.</p>
	<p>Width / mm: Click or tap here to enter text.</p>
	<p>Weight / g: Click or tap here to enter text.</p>
	<p><b>6. Workstation/ Extraction tube holder material/s:</b></p> <p>Click or tap here to enter text.</p>
<p><b>7. Image of workstation/extraction tube:</b></p> <p><i>Insert image/s here</i></p>	
<p><b>8. Artwork/Technical diagram of workstation/extraction tube (including dimensions):</b></p> <p><i>Insert image/s here</i></p>	
<b>6. Waste bag</b>  <i>if applicable</i>	<p><b>1. Manufacturer (if applicable):</b> H [REDACTED]</p>
	<p><b>2. Manufacturers product name (if applicable):</b> biosafety bag</p>
	<p><b>3. Manufacturers product code (if applicable):</b> [REDACTED]</p>
	<p><b>4. Number per kit: 1</b></p>
	<p><b>5. Dimensions:</b></p>
	<p>Length / mm: 110mm</p>
	<p>Height / mm: 115mm</p>
	<p>Weight / g: 1.16g</p>

	6. Waste bag material/s: PE
	7. Image of waste bag:
	
	8. Artwork/Technical diagram of waste bag (including dimensions): <i>Insert image/s here</i>
	9. If provided, is the waste bag biodegradable: No
7. Buffer	1. Manufacturer (if applicable): [REDACTED]
	2. Manufacturers product name (if applicable): <i>Click or tap here to enter text.</i>
	3. Manufacturers product code (if applicable)
	4. Number per kit: 1
	5. Buffer components (Please include percentage by weight and water if applicable): NaCl;Tris;Proclin300;BSA;pH
	6. Buffer volume (per test) / µl: 400µl
8. Separate extraction tube cap <i>if applicable</i>	1. Manufacturer: [REDACTED]
	2. Manufacturers product name: Sample collection tube-cap
	3. Manufacturers product code: [REDACTED]
	4. Number per kit: 1
	5. Dimensions:
	Length / mm: 7.6mm
	Height / mm: 11.1mm
	Weight / g: <i>Click or tap here to enter text.</i>
	6. Extraction tube nozzle material/s: PE 52518+2426H
	7. Image of extraction tube Nozzle:


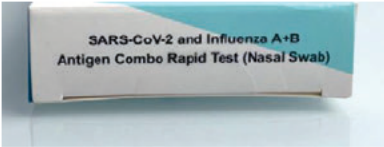

	
	<div>8. Artwork/Technical diagram of extraction tube nozzle (including dimensions):</div> <div></div> <div>A:59mm,B:15mm,C:10mm,D:7.67mm,E:11.7mm,F:26.4mm,G:14.4mm,H:11.1mm,J:7.6mm</div>
9. Separate buffer vials <i>if applicable</i>	1. Manufacturer: Click or tap here to enter text.
	2. Manufacturers product name: Click or tap here to enter text.
	3. Manufacturers product code: Click or tap here to enter text.
	4. Number per kit: Click or tap here to enter text.
	5. Dimensions:
	Length / mm: Click or tap here to enter text.
	Height / mm: Click or tap here to enter text.
	Weight / g: Click or tap here to enter text.
	6. Buffer vial material/s: Click or tap here to enter text.
	7. Image of buffer vial: <i>Insert image/s here</i>
8. Artwork/Technical diagram of buffer vial (including dimensions): <i>Insert image/s here</i>	

3. Product packaging:

Packaging	Information:
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1. Current Inner Test box	1. Manufacturer: <div></div>
	2. Dimensions:
	Length / mm: 131mm
	Height / mm: 20mm
	Width / mm: 65mm
	Weight (filled with contents) / g: Click or tap here to enter text.
	3. Inner test box construction materials: Click or tap here to enter text.
	4. Images of Inner test box (please include images from multiple angles): <div></div>
	5. Image of Inner test box displayed with complete contents: <div></div>
	<i>Image/s of test box. NB these maybe updated post UKHSA review</i>
6. Artwork/Technical diagram of the inner test box (including dimensions): <i>Image/s of test box. NB these maybe updated post UKHSA review</i>	



	
	<p>7. Confirmation that your inner test box has tamper proof seals:</p> <p>yes</p>
	<p>8. Images of tamper proof seals:</p> <p><i>Insert image/s here, image of tamper seal in place</i></p> 
2. Proposed outer carton	<p>1. Manufacturer:</p> <p>Click or tap here to enter text.</p>
	<p>2. Dimensions:</p>
	<p>Length / mm: 55cm</p>
	<p>Height / mm: 39.5cm</p>
	<p>Width / mm: 46cm</p>
	<p>Weight (filled with contents) / g: 15.46kg</p>
	<p>3. Number of Inner Test boxes per Carton: 400boxes</p>
	<p>4. Carton materials: Click or tap here to enter text.</p>
2. Proposed outer carton	<p>5. Images of outer carton:</p> <p><i>Insert image/s here</i></p> 
	<p>6. Artwork/Technical diagram of the outer carton (including dimensions):</p> <p><i>Insert image/s here</i></p>

	<b>7. Artwork/Technical diagram of the outer carton label (including dimensions):</b> <i>Insert image/s here</i>
<b>3. Proposed pallet configuration</b>	<b>1. Dimensions:</b>
	Length / mm: 1.2m
	Height / mm: 1.5m
	Width / mm: 1m
	Weight (filled with contents) / g: 24kg
	<b>2. Number of cartons per pallet: 15</b>
	<b>3. Configuration of cartons per pallet:</b>
	Wide: 0.55m
	Deep: 0.395m
	High: 0.46m
	<b>4. Images of stacked pallet:</b> <i>Insert image/s here</i>
	<b>5. Artwork/Technical diagram of the pallet (including dimensions):</b> <i>Insert image/s here</i>

**DOCUMENT END**