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# Babcock DSG

**CONTRACT No: LSBU7/0200**

**For:  
THE REPAIR OF FIRE SUPPRESSION SYSTEMS  
AND SUPPLY OF ASSOCIATED SPARES**

<p>Between Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland Babcock DSG Limited acting as the Authority's agent</p> <p>Babcock DSG Limited Building B15 MOD Donnington Telford TF2 8JT</p> <p>E-mail Address: niki.nye@dsg.mod.uk Telephone Number: 01952 673906 Facsimile Number: 01952 673865 Babcock DSG acting as the Authority's Agent</p>	<p>And</p> <p>Contractor Name and address: Lifeline Fire &amp; Safety Systems Ltd Charter Avenue Industrial Estate Falkland Close Coventry CV4 8AU</p> <p>E-mail Address: defence@Lifeline-fire.co.uk Telephone Number: +44 (0)24 7671 2999 Facsimile Number: +44 (0)24 7642 1322</p>
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# **MOD Conditions for the Provision of Services: Contract No: LSBU7/0200**

## **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 (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 clause 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 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 8 (Acceptance Procedure);
- (3) the remaining Schedules; and
- (4) any other documents expressly referred to in the Contract.

b. If either Party becomes aware of any inconsistency, within or between the documents referred to in clause 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 clause 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 clause A9.d, the Contract shall be considered as a contract made in England and subject to English Law.
- b. Subject to clause A9.d and A21 (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of England to resolve, and the laws of England to govern, any actions proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.
- c. Subject to clause A.9.d any dispute arising out of or in connection with the Contract shall be determined within the English jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this clause A9 and for the enforcement of any judgment, order or award given under English jurisdiction.
- d. If the Parties agree pursuant to the Contract that Scots Law should apply then the following amendments shall apply to the Contract:

- (1) Clause A9.a, A9.b and A9.c shall be amended to read:

- a. The Contract shall be considered as a contract made in Scotland and subject to Scots Law.

- b. Subject to clause A21 (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of Scotland to resolve, and the laws of Scotland to govern, any actions, proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.

- c. Any dispute arising out of or in connection with the Contract shall be determined within the Scottish jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this clause A9 and for the enforcement of any judgment, order or award given under Scottish jurisdiction.”

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

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

to make provisional awards pursuant to Rule 53 of the Scottish Arbitration Rules, as set out in Schedule 1 to the Arbitration (Scotland) Act 2010.”

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

f. Each Party agrees with each other Party that the provisions of this clause A9 shall survive any termination of the Contract for any reason whatsoever and shall remain fully enforceable as between the Parties notwithstanding such a termination.

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

## **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 clauses 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 clauses A11.a and A11.b before receiving Information and shall take such steps as may be reasonably practical to enforce such arrangements.

d. Clauses 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-clause 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 clause 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 clause 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 Schedule 6 (Contractor's Commercially Sensitive Information).

c. The Authority may consult with the Contractor before redacting any Information from the Transparency Information in accordance with clause 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 clause 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 clause 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 clause D1.g. Any such authorisation shall always be subject to clauses 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 “Export Licence”. Where it is not practicable to include the terms set out in SC3 Schedule “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. Such concerns may include but are not limited to potential threats to national security, the ability of the Authority to comply with its statutory obligations or matters covered by the declarations made by the Contractor prior to Contract Award.

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 six (6) months 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 clause A18.a, or has failed to supply or withheld the Information required under clause A18.a.

d. If the Authority exercises its right to terminate in accordance with clause 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 clause 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 clause 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 clause 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 clause 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 clause 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 clause 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. The Parties will attempt in good faith to resolve any dispute or claim arising out of or relating to the Contract through negotiations between the respective representatives of the Parties having authority to settle the matter, which attempts may include the use of any alternative dispute resolution procedure on which the Parties may agree.
- b. In the event that the dispute or claim is not resolved pursuant to clause A21.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause A21.b shall be governed by the Arbitration Act 1996. For the purposes of the arbitration, the arbitrator shall have the power to make provisional awards pursuant to Section 39 of the Arbitration Act 1996.
- c. For the avoidance of doubt, anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

## **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 clause A22.a, 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 clause A22.b 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) from 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 The 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 clause 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 Contract 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. Contract Price**

- a. The Contractor shall provide the Contractor Deliverables to the Authority at the Contract Price. The Contract Price shall be a Firm Price unless otherwise stated in Schedule 3 (Contract Data Sheet).
- b. Subject to condition G2 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.

Clause D1.a does not apply in respect of Contractor Deliverables normally available from the Contractor as a commercial off the shelf (COTS) item or service.

b. If the Information required under clause D1.a has been notified previously, the Contractor may meet its obligations by giving details of the previous notification.

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

(1) the Authority has made or makes an admission of any sort relevant to such question;

(2) the Authority has entered or enters into any discussions on such question with any third party without the prior written agreement of the Contractor;

(3) the Authority has entered or enters into negotiations in respect of any relevant claim for compensation in respect of Crown Use under Section 55 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1977;

(4) legal proceedings have been commenced against the Authority or the Contractor in respect of Crown Use, but only to the extent of such Crown Use that has been properly authorised.

d. The indemnity in clause D1.c does not extend to use by the Authority of anything supplied under the Contract where that use was not reasonably foreseeable at the time of the Contract.

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

f. For all other Contractor Deliverables patents and registered designs in the UK, if a relevant invention or design has been notified to the Authority by the Contractor prior to the Effective Date of 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 clause D.1a, a relevant invention or design is notified to the Authority by the Contractor after the Effective Date of Contract, then:

(1) if the owner (or its exclusive licensee) takes or threatens in writing to take any relevant action against the Contractor, the Authority shall issue to the Contractor a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, and

(2) in any event, unless the Contractor and the Authority can agree an alternative course of action, the Authority shall not unreasonably delay the issue of a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949.

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

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

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

(1) a relevant discharge has been given under Section 2 of the Defence Contracts Act 1958, or relevant authorisation in accordance with Sections 55 or 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988 in respect of any intellectual property; or

(2) any obligation to make payments for intellectual property has not been promptly notified to the Authority under clause D1.a.

k. Where authorisation is given by the Authority under clause D1.e, D1.f or D1.g, to the extent permitted by Section 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988, the Contractor shall also be:

(1) released from payment whether by way of royalties, licence fees or similar expenses in respect of the Contractor's use of the relevant invention or design, or the use of any relevant model, document or information for the purpose of performing the Contract; and

(2) authorised to use any model, document or information relating to any such invention or design which may be required for that purpose.

- l. The Contractor shall assume all liability and indemnify the Authority and its officers, agents and employees against liability, including costs as a result of:
- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item to be supplied under the Contract or otherwise in the performance of the Contract;
  - (2) misuse of any confidential information, trade secret or the like by the Contractor in performing the Contract;
  - (3) provision to the Authority of any information or material which the Contractor does not have the right to provide for the purpose of the Contract.
- m. The Authority shall assume all liability and indemnify the Contractor, its officers, agents and employees against liability, including costs as a result of:
- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item provided by the Authority for the purpose of the Contract but only to the extent that the item is used for the purpose of the Contract;
  - (2) alleged misuse of any confidential Information, trade secret or the like by the Contractor as a result of use of information provided by the Authority for the purposes of the Contract, but only to the extent that Contractor's use of that Information is for the purposes intended when it was disclosed by the Authority.
- n. The general authorisation and indemnity is:
- (1) Clauses D1.a – D.1.m represents the total liability of each Party to the other under the Contract in respect of any infringement or alleged infringement of patent or other Intellectual Property Right (IPR) owned by a third party;
  - (2) Neither Party shall be liable, one to the other, for any consequential loss or damage arising as a result, directly or indirectly, of a claim for infringement or alleged infringement of any patent or other IPR owned by a third party;
  - (3) A Party against whom a claim is made or action brought, shall promptly notify the other Party in writing if such claim or action appears to relate to an infringement which is the subject of an indemnity or authorisation given under this Condition by such other Party. The notification shall include particulars of the demands, damages and liabilities claimed or made of which the notifying Party has notice;
  - (4) The Party benefiting from the indemnity or authorisation shall allow the other Party, at its own expense, to conduct any negotiations for the settlement of the same, and any litigation that may arise therefrom and shall provide such information as the other Party may reasonably require;
  - (5) Following a notification under clause D1.n.(3), the Party notified shall advise the other Party in writing within thirty (30) Business Days whether or not it is assuming conduct of the negotiations or litigation. In that case the Party against whom a claim is made or action brought shall not make any statement which might be prejudicial to the settlement or defence of such a claim without the written consent of the other Party;
  - (6) The Party conducting negotiations for the settlement of a claim or any related litigation shall, if requested, keep the other Party fully informed of the conduct and progress of such negotiations.
- o. If at any time a claim or allegation of infringement arises in respect of copyright, database right, Design Right or breach of confidence as a result of the provision of any Contractor

Deliverable by the Contractor to the Authority, the Contractor may at its own expense replace the item with an item of equivalent functionality and performance so as to avoid infringement or breach. The Parties will co-operate with one another to mitigate any claim or damage which may arise from use of third party IPR.

p. Nothing in condition D1 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 clause B1.b;

(4) fails to address the Authority's concerns to the Authority's satisfaction in accordance with condition A18, or fails to supply or withholds the Information required under clause A18.a;

(5) commits a persistent failure by failing to meet either:

(a) a single Key Performance Indicator (KPI) on 1 or more occasions in a rolling 3 month period; or

(6) 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:

(7) where the Contractor commits a persistent failure in accordance with clause F1.a.(5) or where the breach is material in accordance with clause F1.a.(6), 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;

(8) 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;

(9) 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;

(10) purchase substitute services from elsewhere;

(11) 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 clause F1.a., 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 clause F1.a.(7) or F1.b. 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 clause F1.a.(9).

e. The Authority's rights and remedies under this condition F1 are in addition to its rights and remedies implied by statute and common law.

## **G Payment And Receipts**

### **G1. Payment *This payment clause (G1) does not apply – please see section L12 for further instructions/guidance.***

a. Schedule 3 (Contract Data Sheet) specifies whether payment is to be enabled by P2P, by MOD Form 640, or by AG173. Payment may only be made using P2P where the Contractor has agreed a DEFFORM 30 with the Authority prior to the Effective Date of Contract and the DEFFORM 30 agreement is referenced in Schedule 3 (Contract Data Sheet).

b. Payment will be made by electronic transfer and prior to submitting any claims for payment under clause G1.e the Contractor shall provide to DBS Finance the name and address of the bank, the sort code and account number to which payment should be made and, if requested by DBS Finance, any further Information where payment is to be made outside of the UK.

c. In order to obtain approval for payment, the Contractor shall, upon completion of the Contract (or any part of the Contract for which the Contractor is entitled to payment):

(1) where payment is to be made using P2P, submit a properly completed DEFFORM 129J, in accordance with the instructions shown therein and in the explanatory notes;

(2) where payment is to be made using a MOD Form 640, submit the appropriate coloured copy of the MOD Form 640 to the Consignee or as otherwise directed in Schedule 3 (Contract Data Sheet) and complete and dispatch the other appropriate coloured copies of the MOD Form 640 in accordance with the instructions shown therein; or

(3) where payment is to be made using an AG173, submit a properly completed AG173 (or AG210, as appropriate) to the Consignee or as otherwise directed in Schedule 3 (Contract Data Sheet).

d. Upon receipt of the AG173 (or AG210, as appropriate), the Authority shall:

(1) approve payment by entering the relevant details into P2P to indicate receipt of the applicable Contractor Deliverables, or completing and signing the AG173/AG210, and returning it to the Contractor; or

- (2) notify the Contractor in writing, giving reasons why it considers approval of payment may be withheld.
- e. The Contractor shall submit a claim for payment to DBS Finance by either:
- (1) using a properly prepared message structure and format for invoice payment using P2P in accordance with the arrangements set out, or referenced in DEFFORM 30; or
- (2) forwarding the completed AG173 / AG210 signed by the Authority, together with a properly completed DAB Form 10.
- f. The Authority shall pay all valid, properly completed claims for payment submitted by the Contractor to DBS Finance in accordance with clause G1.e on or before the day which is thirty (30) days after the later of:
- (1) the day upon which a valid request for approval of payment is received by the Authority in accordance with clause G1.c; and
- (2) the date of completion of the part of the Contract to which the request for approval of payment relates.
- g. Where using the AG173 (or AG210), the period of thirty (30) days referred to in clause G1.f shall be exclusive of the number of days that elapse between the date the Contractor receives a MOD Form 640 or AG173 (or AG210) from the Authority showing payment approval in accordance with clause G1.d and the date DBS Finance receives a valid, properly completed claim for payment in accordance with clause G1.e.
- h. The approval of payment by the Authority under clause G1.d 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 condition F1 or otherwise.
- i. 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 Government Department.
- j. Purchase to Payment – LOT 2 - Supply of Spares - Where an offer and acceptance has already taken place off-line to establish the Contract, the Authority shall issue a Purchase Order Message in order to establish Unique Order Identifiers for the Items on the Schedule of requirements for the purpose of subsequent P2P transactions. The Contractor shall respond with an Acknowledgement Message. In these circumstances, Purchase Order Messages serve only to convey to the Contractor the information necessary against which to supply an item, prepare a delivery label and to submit an Invoice Message; the Purchase Order Acknowledgement Message serves only to confirm receipt of a Purchase Order Message. No new contract is understood to be formed by this Purchase Order transaction.

## **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 shall be subject to:

- (1) reduction of any sums in respect of which the Authority exercises its right of recovery under clause G1.i;
- (2) all related rights of the Authority under the Contract in relation to the recovery of sums due but unpaid; and
- (3) the Authority receiving notification under both clauses G3.b and G3.c.(2).

b. In the event that the Contractor obtains from the Authority the consent to assign the right to receive the Contract Price (or any part thereof) under clause G3.a, the Contractor shall notify the Authority in writing of the assignment and the date upon which the assignment becomes effective.

c. The Contractor shall ensure that the Assignee:

- (1) is made aware of the Authority's continuing rights under clauses G3.a.1 and G3.a.2; and
- (2) notifies the Authority of the Assignee's contact information and bank account details to which the Authority shall make payment, subject to any reduction made by the Authority in accordance with sub-clauses G3.a.(1) and G3.a.(2).

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 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 that apply to this Contract are:**

DEFCON 16 Edn (10/04)	Repair and Maintenance Information
DEFCON 21 Edn (10/04)	Retention of Records
DEFCON 23 (SC) Edn (12/14)	Special Jigs, Tooling and Test Equipment
DEFCON 127 (Edn 12/14)	Pricing Fixing Conditions for Contracts of Lesser Value
DEFCON 129 (Edn 03/15)	Packaging (for Articles Other Than Munitions).
DEFCON 522 (Edn 07/99)	Payment
DEFCON 523 (Edn 03/99)	Payment of Bills Using The Bankers Automated Clearing Service (BACS) System
DEFCON 601 SC3 (Edn 12/14)	Redundant Material
DEFCON 611 SC3 (Edn 12/14)	Issued Property
DEFCON 624 (SC3) Edn 03/15	Use of Asbestos
DEFCON 630 (SC) Edn (3/15)	Framework Agreements
DEFCON 637 SC3 (Edn 02/15)	Defect Investigation and Liability
DEFCON 694 SC3 (Edn 12/14)	Accounting for Property of the Authority

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

***The below conditions relate to both the Repair element (LOT 1) and the Supply of Associated Spares (LOT 2), unless otherwise stated.***

**K1. Certificate of Conformity**

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

b. The Contractor shall consider the CofC to be a record in accordance with condition A23 (Contractor's Records).

c. The Information provided on the CofC shall include:

- (1) Contractor's name and address;
- (2) Contractor unique CofC number;
- (3) Contract number and where applicable Contract amendment number;
- (4) details of any approved concessions;
- (5) acquirer name and organisation;

- (6) Delivery address;
- (7) Contract Item Number from Schedule 2 (Schedule of Requirements);
- (8) description of Contractor Deliverable, including part number, Specification and configuration status;
- (9) identification marks, batch and serial numbers in accordance with the Specification;
- (10) quantities;
- (11) a signed and dated statement by the Contractor that the Contractor Deliverables comply with the requirements of the Contract and approved concessions.

Exceptions or additions to the above are to be documented.

- d. Where Schedule 2 (Schedule of Requirements) and any applicable Quality Plan require demonstration of traceability and design provenance through the supply chain the Contractor shall include in any relevant subcontract the requirement for the Information called for at clause c. The Contractor shall ensure that this Information is available to the Authority through the supply chain, upon request in accordance with condition A23 (Contractor Records).

## **K2. Marking of Contractor Deliverables**

- a. The Contractor shall ensure that each Contractor Deliverable is marked clearly and indelibly:
  - (1) in accordance with the requirements specified in Schedule 3 (Contract Data Sheet, or if no such requirement is specified, with the MOD stock reference number or alternative reference number specified in Schedule 2, (Schedule of Requirements);
  - (2) where the Contractor Deliverable has a limited shelf life, with the cure date/date of manufacture or expiry date expressed as specified in Schedule 3 (Contract Data Sheet), or in the absence of such requirement, they shall be marked as month (letters) and year (last two figures); and
  - (3) ensure that any marking method used does not have a detrimental effect on the strength, serviceability or corrosion resistance of the Contractor Deliverables.
- b. Where it is not possible to mark a Deliverable with the required particulars, these should be included on the package in which the Deliverable is packed, in accordance with DEFCON 129.

## **K3. Rejection**

- a. If any of the Contractor Deliverables Delivered to the Authority do not conform to the Specification or any other terms of this Contract, then (without limiting any other right or remedy that the Authority may have) the Authority may reject the Contractor Deliverables (in whole or in part). The Authority shall return these Contractor Deliverables to the Contractor at the Contractor's risk and cost.
- b. Rejection of any of the Contractor Deliverables under clause a. shall take place by the time limit for rejection specified in Schedule 3 (Contract Data Sheet), or if no such period is specified within 20 (twenty) Business Days.

## **K4. Delivery/Collection**

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

- b. Where the Contractor Deliverables are to be Delivered by the Contractor (or a third party acting on behalf of the Contractor), the Contractor shall, unless otherwise stated in writing:
- (1) contact the Authority's Representative as detailed in Schedule 3 (Contract Data Sheet) in advance of the Delivery Date in order to agree administrative arrangements for Delivery and provide any Information pertinent to Delivery requested;
  - (2) comply with any special instructions for arranging Delivery in Schedule 3 (Contract Data Sheet);
  - (3) ensure that each consignment of the Contractor Deliverables is accompanied by, A Delivery Note (as specified in Schedule 3 -Contract Data Sheet).
  - (4) be responsible for all costs of Delivery; and
  - (5) Deliver the Contractor Deliverables to the Consignee at the address stated in Schedule 2, (Schedule of Requirements) by the Delivery Date between the hours agreed by the Parties;
- c. Where the Contractor Deliverables are to be Collected by the Authority (or a third Party acting on behalf of the Authority), the Contractor shall, unless otherwise stated in writing:
- (1) contact the Authority's Representative (Transport) as detailed in box 10 of DEFFORM 111 at Annex A to Schedule 3 (Contract Data Sheet) in advance of the Delivery Date in order to agree specific arrangements for Collection and provide any Information pertinent to the Collection requested;
  - (2) comply with any special instructions for arranging Collection in Schedule 3 (Contract Data Sheet);
  - (3) ensure that each consignment of the Contractor Deliverables is accompanied by, (as specified in Schedule 3 (Contract Data Sheet)), a DEFFORM 129J in accordance with the instructions shown therein and in the explanatory notes, the appropriate coloured copy of MOD Form 650, or a Delivery note;
  - (4) ensure that the Contractor Deliverables are available for Collection by the Authority from the Consignor (as specified in Schedule 3 (Contract Data Sheet) by the Delivery Date between the hours agreed by the Parties; and
  - (5) in the case of Overseas consignments, ensure that the Contractor Deliverables are accompanied by the necessary transit documentation. All Customs clearance shall be the responsibility of the Authority's Representative (Transport).
- d. Title and risk in the Contractor Deliverables shall only pass from the Contractor to the Authority:
- (1) on the Delivery of the Contractor Deliverables by the Contractor to the Consignee in accordance with clause b; or
  - (2) on the Collection of the Contractor Deliverables from the Consignor by the Authority once they have been made available for Collection by the Contractor in accordance with clause c.

## **K5. Acceptance**

- a. Acceptance of the Contractor Deliverables shall occur in accordance with any acceptance procedure specified in Schedule 8 (Acceptance Procedure). If no acceptance procedure is so specified acceptance shall occur when either:
- (1) the Authority does act in relation to the Contractor Deliverable which is inconsistent

with the Contractor's ownership; or

- (2) the time limit in which to reject the Contractor Deliverables defined in clause K3.b has elapsed.

## **K6. Packaging and Labelling (excluding Contractor Deliverables containing Munitions)**

- a. The Contractor shall pack or have packed the Contractor Deliverables:
  - (1) in accordance with any requirements specified in Schedule 2, (Schedule of Requirements) (which if represented by packing codes shall be interpreted by reference to DEFFORM 96 and DEF STAN 81-41 (Part 1));
  - (2) to ensure that each Deliverable may be transported in an undamaged and serviceable condition.
- b. The Contractor shall ensure that each package containing the Contractor Deliverables is labelled to include:
  - (1) the name and address of the Consignor and Consignee as specified in Schedule 3 (Contract Data Sheet) including:
    - (a) the Delivery destination/address if not of the Consignee;
    - (b) the transit destination/address (for aggregation/disaggregation, onward shipment etc.);;
  - (2) the description and quantity of the Contractor Deliverables enclosed;
  - (3) the full 13 digit NATO Stock Number (NSN) where the UK is registered as a user of it, or, where the requirement does not have an NSN, with the alternative reference number specified in Schedule 2, (Schedule of Requirements);
  - (4) the makers part, catalogue, serial or batch number as appropriate;
  - (5) the Contract number (call off order numbers if enabling or as appropriate);
  - (6) any statutory Hazard markings and any handling markings, including the mass of any package which exceeds 3kg;
  - (7) the Packaging level (Military J, N or P, special H, Commercial A etc.) as specified in Schedule 2, (Schedule of Requirements for Associated Goods);
  - (8) where applicable, any particulars which cannot be marked on each Contractor Deliverable in accordance with clause K2.b;
  - (9) any additional markings specified in Schedule 2, (Schedule of Requirements);
  - (10) the Primary Packaged Quantity (PPQ) (if Trade Packaging); and
  - (11) if Trade Packaging to be marked in blue "TRADE PACKAGE" or if Export Trade Packaging to be marked in black "EXPORT TRADE PACKAGING".

Where UK Military or NATO Packaging is required, labelling of the Contractor Deliverables shall be in accordance with DEF STAN 81-41 (Part 6) and clause b.

- c. Bar code markings shall be applied to the external surface of each package and to each PPQ package within. The minimum information shall include; the full 13 digit NSN, Denomination of Quantity (D of Q) see DEFFORM 96, actual quantity in package, Serial

Number and/or batch number, if applicable. The bar code symbology used shall meet the requirements of STANAG 4329. Code 39 shall be the default symbology for the Packaging marking application. Requirements for positioning bar codes are defined in DEF STAN 81-41 (Part 6).

d. Where the Contractor Deliverables are, or contain Dangerous Goods, the Packaging level is always Trade or Export Trade Packaging not Military Level as noted in DEF STAN 81-41 (All Parts).

e. Where UK Military or NATO Packaging is required, the Contractor shall meet the requirements as specified in Annex A to Schedule 2, (Schedule of Requirements for Associated Goods). The Contractor Deliverables shall be contained in packages which comply with the requirements of DEF STAN 81-41 (parts 1, 2 and 5) and be capable of meeting the appropriate test requirements of DEF STAN 81-41 (part 3).

f. Where there is requirement to design UK Military or NATO level Packaging, the work shall be undertaken by a company which is registered and certified to Military Packaging Accreditation Scheme (MPAS), (ISO 9001 based), or which is able to demonstrate that its quality systems and Military package design expertise are of an equivalent standard. Military Level Packages shall be designed to comply with the relevant requirements of DEF STAN 81-41; testing to DEF STAN 81-41 (Part 3) or DEF STAN 00-35. Packaging designs shall be prepared on a Services Packaging Instruction Sheet (SPIS), in accordance with DEF STAN 81-41 (Part 4).

g. New designs shall not be made where there is an existing SPIS or one that may be easily modified to be in accordance with the contract requirements, (see clause f.). Application should be made to the Project Team (PT) or other access point for a search to establish the SPIS status using DEFFORM 129a (Application for Packaging Designs and Authorisation for Package Design Work); media format as per clause j.

h. Where there is a usable Standard Family Specification (SFS), it shall be used in place of a SPIS design.

i. SPIS designs are maintained on a central Master Packaging Database (MPD), the SPIS Index (SPIN), held on the MOD design repository or other authorised secure servers, for monitoring by the MOD and review by MPAS certified contractors and the MOD.

j. All SPIS, new or modified (and associated documentation) shall on completion be provided for uploading on to SPIN in the agreed electronic format which shall be Adobe "PDF" compatible with Adobe Acrobat version 5. Any other format shall be agreed between the Packaging Design Authority (PDA) and MOD and must be compatible with access to SPIN.

k. Production of Military Level Packaging; where it is necessary to use a SPIS design the Packaging manufacturer should also be a registered contractor as stated in clause g. The manufacturer is responsible for confirming that the design is suitable.

l. Minor alterations/updates and similar to existing designs may be carried out by MPAS Certificated designers, all major/significant changes and new designs need to be authorised by the Authority's Representative (Project Manager) (unless that power is delegated to a Prime or MPAS Registered company).

m. Intellectual Property Rights (IPR); the MOD shall retain the rights to the SPIS designs or to copy or use any information relating to them, if otherwise specified.

n. Where applicable one of the following procedures for the production of new or modified SPIS designs shall be applied:

(1) If the Contractor is the PDA, they shall:

(a) On receipt of instructions received from the Authority's Representative,

(Project Manager), prepare the required package design in accordance with DEF STAN 81- 41;

(b) Where the Contractor is certified they shall, on completion of any design work, provide the Authority's Representative (Project Manager) with the following documents electronically:

(i) a list of all SPIS which have been prepared or revised against the Contract; and

(ii) a copy of all new/revised SPIS, complete with all continuation sheets and associated drawings, where applicable, to be uploaded onto SPIN.

(c) Where the PDA is not a certified organisation, they shall obtain approval for their design from a certified organisation before proceeding, then continue with sub-clause n.(1)(b) of this condition.

(2) Where the Packaging contractor is not the PDA and is un-certified, they shall not produce, modify, or update etc SPIS Designs. They shall obtain current SPIS design(s) from SPIN or a certified organisation before proceeding with manufacture of Packaging. To allow designs to be provided in ample time, they shall apply for SPIS information as soon as practicable after receipt of Contract or order.

(3) Where the Contractor is un-certified and has been given authority to produce, modify, and update SPIS Designs by contract, they shall obtain approval for their design from a certified organisation before proceeding, then continue with sub-clause n (1)(b) of this condition.

(4) Where the Contractor is not a PDA but is certified; follow sub-clauses n (1) (a) and (b) of this condition.

The Contractor shall note that all documents supplied as SPIS designs shall be considered as Contract Data Requirement.

o. The Contractor shall comply with the requirements for the design of Military Packaging as follows:

(1) Where there is a requirement to design UK Military or NATO Level Packaging, the work shall be undertaken by a certified organisation, or one that although non-certified is able to demonstrate that its Quality Systems and Military Package Design expertise are of an equivalent standard.

The certification scheme (MPAS) detail is available from:

DES IMOC SCP Packaging  
MOD Abbey Wood  
Bristol, BS34 8JH  
Tel. +44(0)30679-35353

[DESIMOCSCP-Pkg@mod.uk](mailto:DESIMOCSCP-Pkg@mod.uk)

(2) Military Level packages shall be designed to comply with the relevant requirements of DEF STAN 81-41, testing to DEF STAN 81-41 (Part 3) or DEF STAN 00-35. Packaging designs shall be prepared on a Services Packaging Instruction Sheet (SPIS), in accordance with DEF STAN 81-41 (Part 4);

(3) all Packaging contractors on receipt of a requirement shall search SPIN or apply for a search of SPIN to establish the SPIS status (using DEFFORM 129a 'Application for Packaging Designs or their Status', media format as per clause g.);

(4) new designs shall not be made where there is an existing usable SPIS, or one that may be easily modified;

(5) where there is a usable Standard Family Specification (SFS), it shall be used in place of a SPIS design unless otherwise stated in this Contract. When an SFS is used or replaces a SPIS design, the Contractor shall upload this information as with SPIS, see clause f;

(6) all SPIS, new or modified (and associated documentation) shall on completion be provided for uploading on to SPIN in the agreed electronic format;

(7) the default electronic media format of a SPIS shall be Adobe "PDF" compatible with SPIN requirements;

(8) manufacture of Military Level Packaging; where it is necessary to use a SPIS design then the packaging manufacturer should also be a certified contractor as per clause a. The Packaging manufacturer is responsible for confirming that the design is suitable.

p. The Authority shall retain all Intellectual Property Rights (IPR) relating to the designs unless otherwise agreed in writing.

q. If special jigs, tooling etc., are required for the production of Military Packaging, the Contractor shall obtain written approval from the Authority's Representative (Commercial) before providing them.

## **K7. Diversion Orders**

a. The Authority shall notify the Contractor at the earliest practicable opportunity if it becomes aware that a Contractor Deliverable is likely to be subject to a Diversion Order.

b. Where necessary the Authority may issue (or having issued, cancel) a Diversion Order for urgent Delivery of the Contractor Deliverables identified in it:

- (1) where a Diversion Order is issued the Contractor Deliverables are to be Delivered by the quickest means available, unless otherwise directed;
- (2) a Diversion Order which is beyond the scope of the Contract is to be returned immediately to the Authority's Representative (Commercial) with an appropriate explanation;
- (3) if the terms of the Diversion Order are unclear, the Contractor shall contact the Authority's Representative who issued it immediately for clarification or further instruction, copying the Authority's Representative (Commercial) in on all correspondence;
- (4) the Contractor shall be entitled to any additional Delivery and Packaging costs generated in complying with the Diversion Order or cancellation thereof, claims for which are to be submitted by the Contractor to the Authority's Representative (Commercial) together with appropriate receipts and shall be priced and agreed in writing as an amendment to the Contract in accordance with condition A2. The Contractor shall not delay complying with the Diversion Order whilst awaiting agreement of any additional Delivery and Packaging costs.

## **K8. Copyright**

a. This Condition shall apply to all copyright works generated under the Contract, or delivered to the Authority under the provisions of the Contract, except that it shall not apply to copyright works consisting of technical data and software where such rights are granted elsewhere in the Contract.

b. The Contractor shall use all reasonable endeavours to ensure that copyright in any work generated under the Contract shall be the property of and vest in the Contractor, subject to the rights of third parties in pre-existing works.

c. The Contractor agrees not to publish any copyright work generated under the Contract without the consent in writing of the Authority. The Authority will not normally raise objection to publication unless delay or limited publication only is considered necessary in the national interest. The Authority will review, upon request by the Contractor, any such restriction on publication.

d. The Authority shall have, in respect of any copyright work to which this Condition applies, a free licence:

- (1) to copy the work and to circulate and use the work or any copy thereof within any United Kingdom Government Department (which term includes the United Kingdom Armed Forces) provided that no part of the work nor any copy thereof shall, except with the prior written permission of the Contractor or pursuant to clauses b., c. or d. of this condition, be made available to any third party;
- (2) to issue the work or any part of the work or any copy of the work or any part thereof to any contractor or agent for the purpose of use only in connection with a contract for the United Kingdom Government for the study, management, evaluation, and/or assessment of the work, provided that any such contractor or agent shall be placed under an obligation which restricts disclosure and use of such work to the said purpose;
- (3) to issue the work or any part of the work or any copy of the work or any part thereof to the government of a nation who is a member of the EU or NATO or bodies forming part of said groupings, to the Governments of Australia, New Zealand and Japan or such other government(s) of nation(s) prescribed in the Contract, for information only, in pursuance of information exchange arrangements for defence purposes, provided that the recipient government is placed under an obligation not to use such work for other than information purposes or disclose it to a third party;
- (4) to issue the work or any part of the work or any copy of the work or any part thereof to another supplier or potential supplier to the United Kingdom Government for the purpose of use only under a contract, or tendering for a proposed contract, for a United Kingdom Government purpose, provided that the supplier or potential supplier is placed under an obligation which restricts disclosure and use of such work to the said purposes.

Provided that, subject to any pre-existing rights of the Authority, clauses c. and d. shall only apply to the work or any part of the work or any copy of the work or any part thereof if such work or part thereof is generated under the Contract. Clauses c. and d. shall apply to all works or part thereof unless otherwise marked by the Contractor in accordance with clause f. below.

e. As soon as it becomes aware that any copyright work or part thereof Delivered or proposed to be Delivered is a work subject to special conditions or any third party rights known to the Contractor, or is a work or part thereof not generated under the Contract, the Contractor shall inform the Authority and upon Delivery shall appropriately mark such work or part thereof to identify the same and indicate the relevant conditions or rights.

f. The Contractor may mark or include in any copyright work to which this Condition applies a copyright notice provided that such copyright notice acknowledges the Authority's rights under this Condition. Any such notice shall be perpetuated in any copies of such work made by the Authority or any other United Kingdom Government Department or its agents or contractors.

g. This Condition shall constitute an "agreement to the contrary" for the purposes of Section 48 of the Copyright, Design and Patents Act 1988.

h. In this Condition "copyright work" shall be understood to include any works, data or other materials in which a database right subsists.

## **K9. Key Performance Indicators and Performance Management**

The Contractor's performance of the Contract shall be monitored and measured using the agreed Key Performance indicators (KPIs) and Remedies within Section L of this Contract.

## **K10. Surge**

The Contractor shall have a surge production capability to cope with times of tension, transition to war and other operational needs.

The Authority will provide the Contractor with as much notice of surge requirements as possible. However, in particular circumstances, the notice period could be 7 days. The Contractor shall maintain plans to meet future surge requirements

Surge capability is defined as an increase in output derived from re-deployment of resources, overtime, additional shifts or additional labour.

## **K11. Contract Novation**

The Authority may notify the Contractor that agreement has been reached to transfer the business and assets, or substantially all of the business and assets, of the Authority to Babcock DSG Limited. The Contractor agrees that, if it is so notified by the Authority, then with effect from the Completion Date or other date as stipulated by the Authority at its sole discretion:

- (1) The Authority's rights, obligations and liabilities under this Contract will be automatically transferred to Babcock DSG Limited in place of the Authority without the need for any consent or action by the Contractor or the Authority;
- (2) Babcock DSG Limited will automatically become responsible for all future obligations (the "Assumed Obligations") owed by the Authority to the Contractor in respect of this Contract.
- (3) The Authority will be released automatically from the assumed obligations.

The Contractor further agrees at the request of the Authority to enter into any further agreement or document and take any formal steps which are necessary or desirable at the time to give effect to these provisions.

If this Contract is novated pursuant to the above then Babcock DSG Limited shall only be able to assign, novate or otherwise dispose of its rights and obligations under this Contract or any part thereof with the prior written consent of the Contractor.

The Contractor shall disclose to Babcock DSG Limited such confidential information (which may include commercially sensitive information) as may be requested for the operation of the Contract. Where third-party consent is required before such Confidential Information can be disclosed, the Contractor shall use its best endeavours to obtain such consent. Babcock DSG Limited shall only use such Confidential Information for purposes relating to the performance of the Contract and for no other purposes.

The Authority reserves to itself the right at its sole discretion to appoint an agent to manage this Contract, and to give directions to the Contractor, on its behalf. In the event of such an appointment, the Authority will notify the Contractor of the identity of the agent and of the scope of the agent's authority to so act.

## **K12. Disposal of Redundant Parts, Materials Etc. – LOT 1 only**

a. All parts, materials etc. arising from the Contractor Deliverables issued to the Contractor for repair, whether serviceable or not, shall remain the property of the Authority, and any such parts, materials etc., not used in the repair of the Contractor Deliverables shall be disposed of as follows:

(1) Serviceable and economically repairable parts shall be dealt with in accordance with the instructions of the Authority.

(2) All unserviceable parts, materials etc. certified by the Repair Manager as workshop salvage shall be disposed of by the Contractor on the Authority's behalf on fair and reasonable terms. Where required by the Repair Manager, such parts, materials etc. shall be dismantled and disposed of under his supervision so as to preclude the possibility of re-sale in their existing form.

(3) Unless other arrangements have been agreed with the Authority, a list of the unserviceable parts, materials etc. disposed of under sub-clause i. above countersigned by the Repair Manager, shall be furnished to the Procurement Branch together with a statement of the proceeds.

B. If there are no arising's of unserviceable parts, materials etc., the Contractor shall, on the conclusion of the Contract furnish a certificate to that effect, countersigned by the Repair Manager, to the Procurement Branch.

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

***The below processes relate to both the Repair element (LOT 1) and the Supply of Associated Spares (LOT 2), unless otherwise stated.***

#### **L1. Scope of Contract**

The Contract shall be for the Repair of Fire Suppression Systems and Supply of Associated Spares detailed at Schedule 2 (SOR) to the Contract on an as required basis to the latest OEM Specification in accordance with the Repair Specification at Schedule 5 (Lot 1 only) to the Contract.

#### **L2. Authority for Work – LOT 1 only**

A Purchase Order will be sent to the Company at the same time as Contractor Deliverables are fed in for repair/remanufacture. The Authority shall not be liable, in any way, for work undertaken by the Contractor without receipt of this Purchase Order (a sample of which is at Schedule 15) each of which shall bear a unique order number and Job No. e.g. PR/15\*\*\*\*\* (DIIN).

The Purchase order will be electronically sent to:

**defence@Lifeline-fire.co.uk**

Following receipt of the Purchase Order and Contractor Deliverables for repair/remanufacture the Contractor is to compile a detailed Survey Report (a sample of which is at Schedule 14) of the Contractor Deliverables to establish their overall condition. Where standard repair/remanufacture prices fall within the agreed firm pricing as detailed on Appendix A Schedule 2 of the Contract, the Contractor is to proceed with the repairs.

Where the standard repair/remanufacture prices have not been agreed within the Contract or if the repair/remanufacture will deviate from the standard price, the Contractor is required to submit the

Survey Report to the Repair Manager fully identifying the requirement for all work relating to the equipment including costs within 20 business days (unless otherwise agreed) of receipt of the Contractor's Deliverable.

No rebuild work is to be undertaken by the Contractor until the Survey Report and the associated costs have been sanctioned by the Repair Manager as 'fair and reasonable' and Authority is given to proceed.

### **L3. Deficiencies and Damage in Contractor Deliverables Issued for Remanufacture – LOT 1 only**

Contractor Deliverables issued for repair are to be checked on receipt for damage and correct nomenclature. Where there appears to be transit damage or deficiencies e.g. major components missing, or incorrect equipment, the Contractor shall, in the first instance, contact the Repair Manager who will decide on an appropriate course of action.

Following confirmation from the Repair Manager on the appropriate course of the action, the Contractor is to complete MOD Form 445 (Discrepancy Report – at schedule 13) which should then be sent to:

- (1) One Copy to MAC Branch Donnington
- (2) One Copy to the Repair Manager

### **L4. Contractor Deliverables Considered Beyond Economical Repair – LOT 1 only**

When the Contractor considers the Contractor Deliverable to be Beyond Economical Repair (BER) he shall immediately advise the Repair Manager (as identified in box 2 of DEFFORM 111) in Schedule 3) of his findings on an Application for Disposal of BER Form P2, a sample of which is at Schedule 11. BER is defined as when the remanufacturing cost exceeds 80% of the replacement cost of the Contractor Deliverable. If approved, the Repair Manager shall issue an Army Form G1043 (AF G1043) which shall detail the disposal instructions.

All Contractor Deliverables subject to BER investigation shall be placed in quarantine by the Contractor and retained as such until further instructions are given by the Repair Manager. The Authority reserves the right to inspect/audit BER stock holdings at the Contractors premises at any time throughout the duration of the Contract.

No work shall be carried out on any Contractor Deliverable which, after superficial examination, is considered to be BER.

Where the Repair Manager considers that a Contractor Deliverable is BER, the Contractor may be instructed to dismantle the Contractor Deliverable if serviceable or repairable parts can be recovered and such action is economical. Details of any parts recovered are to be brought on charge in the Contractor's Embodiment Loan account where repairable parts are to be segregated and accounted for separately.

Serviceable and repairable parts recovered shall be used as far as possible in the repair/remanufacture of other Contractor Deliverables issued under the Contract, subject to the prior approval of the Procurement Branch to a fair and reasonable price being agreed for the Contractor's purchase of such parts.

In the event that an Contractor Deliverable is considered BER and the Repair Manager's decision is to proceed with remanufacture/repair, the Contractor shall be paid a 'fair and reasonable' price agreed in accordance with DEFCON 127 for all work properly undertaken.

**L5. Warranty**

The Contractor shall provide a warranty, which should be no less than 12 (twelve) months on any Repair work and from the date of fitting to the vehicle and/or equipment.

If, within 12 (twelve) months of the repair/remanufacture date, upon which a repaired/remanufactured Contractor Deliverable is deployed into service, it fails, develops any defect or is otherwise found to be unsatisfactory other than as a result of an act or omission of the Authority under this Contract, the cost of rectification, including all transport costs shall be borne by the Contractor.

Under no circumstances shall the Contractor or any Sub-Contractor’s proceed with repair/remanufacture or any other action which would invalidate the current warranty of the equipment. If any such equipment is received which the Contractor recognises as being under warranty, the Contractor should inform the Authority immediately.

**L6.Turnaround Times**

All Contractor Deliverables shall be repaired within the agreed turnaround time detailed on Appendix A to Schedule 2 (for Lot 1) and appendix B to Schedule 2 (for Lot 2) of this Contract. This is a figure in business days, which is the time from when a Contractor Deliverable and a purchase order (schedule 15) is received at the Contractor’s premises to when the Contractor Deliverables are packaged and LS Donnington has confirmed a delivery slot.

If the Contractor is unable to undertake the required task within the turnaround time, the Contractor must notify the Authority within one week of receipt of the Contractor Deliverable with detailed reasons why the Contractor is unable to meet the turnaround time. The Authority shall have absolute discretion to extend the turnaround time.

If the Authority agrees to extend the turnaround time they shall notify the Contractor of the varied turnaround time by updating the Contract Status Report as soon as possible. The varied turnaround time shall be no longer than 25% of the original turnaround time.

For the purposes of this Contract, ‘business days’ shall refer to Monday – Friday, excluding all Weekends, Bank Holidays and the seven (7) day period encompassing Christmas Day and New Year’s Day (25th Dec and 1st Jan respectively).

The Contractor shall monitor performance of each repair against the turnaround time and shall provide a Contract Status Report in accordance with Clause H1 and Schedule 3 to the Contract. This information is to be detailed on a monthly basis in accordance with the Contract Status Report at Schedule 12 of the Contract. The report shall be sent to the Authority’s Procurement Manager and Repair Manager as identified at Box 1 and 2 of the DEFFORM 111.

**L7. Remedies In The Event Of Failure To Achieve Repair Turnaround Times LOT 1 only**

It is recognised by both parties that should delivery of Contractor Deliverables detailed at Schedule 2 repaired under the Contract be delayed beyond the agreed Repair Turnaround Times, the Authority will suffer loss and damage thereby.

Achievement of Repair Turnaround Times will be measured in accordance with the Key Performance Indicators at Clause K9 and L8.

In the event that a rebate becomes payable by the Contractor to the Authority, the amount of the contractors claim for payment will be reduced accordingly upon submission.

	<b><u>In the event of failure to meet a contracted turn round time</u></b>	<b><u>Reduction in Repair cost per Contractor Deliverable (%)</u></b>
<b>Schedule 2</b>	Up to 30 days exceeded	10%
	31-60 days exceeded	15%
	60+ days exceeded	20%

### L8. Key Performance Indicators – Repair LOT 1 only

For the duration of the Contract, the Contractor shall be required to monitor and measure his performance against the set Key Performance Indicators (KPI's) in accordance with the table below.

KPI Area	Target	Responsibility	Review Dates
1) Delivery Performance	Achieve 100% of delivery within the contracted Turnaround Times. (Turnaround Times as per Schedule 5 to the Contract, unless otherwise agreed by the Repair Manager).	Contractor	At quarterly intervals commencing 3 months from contract start date
	Report by exception reasons for Turnaround failure and advise what actions have been put in place to prevent reoccurrence.	Contractor	At monthly intervals commencing 1 month from contract start date
2) Progress of Articles	100% of Contract status report submissions to be provided to the Authority by the 23 <sup>rd</sup> day of each month.	Contractor	At monthly intervals commencing 1 month from contract start date
3) Strip/Survey Reports	100% of Repair costs to be provided to the Authority as and when required within 20 Business Days, unless otherwise agreed by the Repair Manager.	Contractor	As required
4) Contract Amendments	The Contractor shall complete and return the DEFFORM 10B to the Procurement Branch within 10 Business Days.	Contractor	As required
5) Minutes of Meetings	The Contractor will provide 100% of meetings minutes by no later than 10 business days after the Local Equipment/Commercial Review Meetings.	Contractor	Quarterly

**L8. Key Performance Indicators – Supply of Spares LOT 2 only**

1. The Authority shall measure the performance of the Contractor with reference to the Key Performance Indicators detailed at paragraph 8 below and shall be entitled to claim a Payment Rebate in the event that the Contractor fails to meet the KPI Targets.
  - a. For purposes of this Condition:
2. “Contract Year” shall mean the 12 month period commencing from the date of Contract award and, thereafter, the subsequent 12 month period ;
3. “Payment Rebate” shall mean an amount due to the Authority from the Contractor as a result of a failure to meet the applicable KPI Target;
4. The Contractor shall deliver Contractor Deliverables ordered pursuant to this Contract and work with the Authority in order to meet the applicable KPI Target indicated in the tables below.
5. The Authority shall measure and provide the Contractor with a report detailing the Contractors performance against the KPIs in the preceding month and cumulatively from the beginning of the Contract Year to the end of the preceding month. The report shall be an agenda item for discussion at the quarterly meeting.
6. Within 30 days from the end of the Contract Year the Authority shall provide the Contractor with a report detailing the Contractors performance against the KPIs over the Contract Year (“Performance Report”). The report shall be discussed and agreed at the quarterly meeting.
7. Following agreement of the Performance Report the Authority shall be entitled to claim any Payment Rebate due. The Contractor shall credit any Payment Rebate claimed against invoices raised in the month following receipt of the Authority’s claim.
8. The Payment Rebate for each KPI in the Contract Year shall be determined from the applicable percentage factor detailed in the Tables below that relates to the performance level achieved during the Contract Year against that KPI (“Percentage Factor”). The Percentage Factor shall be applied to the total price of Contractor Deliverables invoiced by the Contractor in the Contract Year to determine the amount of the Payment Rebate for the relevant KPI.
9. The amount of any Payment Rebate for all KPIs shall not exceed in aggregate an amount greater than 5% of the total price of Contractor Deliverables invoiced by the Contractor during the Contract Year.
10. The KPI Descriptions, Targets and applicable Payment Rebates are as follows:

<b>KPI No 1</b>	<b>Delivery Performance</b>			
<b>KPI Description</b>	The number of order lines completed by the agreed delivery date expressed as a percentage of the total number of order lines delivered in the period. <b>KPI TARGET:</b> More than or equal to 98%			
<b>Performance Level</b>	Less than or equal to 98%	Less than 98% but more than or equal to 95%	Less than 95% but more than or equal to 90%	Less than 90%
<b>Payment Rebate</b>	Nil	0.5%	1.0%	1.5%

<b>KPI No 2</b>	<b>New Stores Rejects</b>			
KPI Description	The number of New Stores Rejects raised (where it is agreed that the Contractor is liable) as a percentage of the total number of order lines delivered in the period. <b>KPI TARGET:</b> Less than or equal to 1%			
Performance Level	Less than or equal to 98%	Less than 98% but more than or equal to 95%	Less than 95% but more than or equal to 90%	Less than 90%
Payment Rebate	Nil	0.5%	1.0%	1.5%

<b>KPI No 3</b>	<b>Non-Conforming Deliveries (NCDs)</b>			
KPI Description	The number of Non-Conformance Reports issued by the Authority identifying NCDs expressed as a percentage of the total number of order lines delivered <b>KPI TARGET:</b> Less than or equal to 0.5%			
Performance Level	Less than or equal to 98%	Less than 98% but more than or equal to 95%	Less than 95% but more than or equal to 90%	Less than 90%
Payment Rebate	Nil	0.5%	1.0%	1.5%

<b>KPI No 4</b>	<b>Response to Request for Quotation (RFQ)</b>			
KPI Description	The extent to which RFQs have been satisfied within the required timescale. <b>KPI TARGET:</b> Response within 10 working days from date that RFQ was issued.			
Performance Level	Less than or equal to 98%	Less than 98% but more than or equal to 95%	Less than 95% but more than or equal to 90%	Less than 90%
Payment Rebate	Nil	0.5%	1.0%	1.5%

## L9. Delivery Instructions

All Contract Deliverables shall be shipped in accordance with the requirements stated in the Contract (K4 K6 and Schedule 3) and shall be accompanied by one delivery note per order / delivery. In addition the delivery note shall be clearly marked with the following information in a human readable Barcode 39 font. This will assist with processing of the receipt and subsequent payment

**Order Number**

**NSN**

**PR Number (where applicable)**

**Qty**

The delivery note shall make no reference to Terms and Conditions other than those stated in the Contract

## **L10. Non-Conforming Deliveries**

The Contractor is advised that it is now LS policy to quarantine and reject any consignments that do not conform to the requirements of the Contract. Should any consignments be deemed as non-conforming by LS, the Authority shall notify the Contractor as to the reason(s) for non-conformance.

In accordance with Clause K3 - Rejection, it shall be the responsibility of the Contractor to rectify the problem on site at LS or arrange for the items to be collected and rectified at the contractor's premises at no cost to the Crown.

The list attached details the reasons upon which a consignment may be rejected. It is advised however that in certain circumstances the Authority may consider it impractical for the Contractor to undertake any rectification due to geographical location, nature of the non-conformance and/or urgency of need, in these situations the Authority may request LS to undertake the rectification action but will pass on any associated costs to the Contractor as necessary.

### **Reasons for Non Conformance**

Incorrect DMC/NSN  
Incorrect Description  
Part/Batch Nos Incorrect  
Incorrect PPQ  
Incorrect D of Q  
Packaging Level incorrect  
No Bar Code Labelling  
Insufficient/No Test Certificates  
Damaged in Transit  
Incorrectly Labelled  
Incorrect Matcon  
No Logo (ISPM 15) Fail  
Mixed NSN  
Non Codified Item  
No Engineering Record Card  
No Labelling  
No Paperwork  
No weight Label  
Inadequate Shelf Life / Date of Manufacture (DOM)

## **L11. New Stores Reject (NSR)**

In accordance with clause K3 (Rejection) and clause K5 (Acceptance) upon delivery or during use, should the Contractor Deliverables be found to be defective a New Store Reject will be raised. The rejection shall be reported to the Contractor.

Once notified the Contractor shall respond to the Authority's Procurement Branch within 5 working days of receipt detailing their offer of replacement/rectification. The Authority's Procurement Branch shall respond to the Contractors offer within 5 working days.

The Contractor shall adhere to the following resolution timetable from point of notification by the Authority:

Up to one month 99% of cases to be resolved

Up to three months 100% of cases to be resolved

All rectified or replacement products shall be delivered under cover of a MOD Form F650 and quote the respective rectification number as advised by the Authority's Procurement Branch.

## **L12. Payment and Invoicing Procedure (Lot 1 Only)**

The Contractor shall raise a commercial invoice in the name of Babcock DSG Limited and submit via Email to :

[I&RM-accountspayable@babcockinternational.com](mailto:I&RM-accountspayable@babcockinternational.com)

Cc [Stephen.Nicholson@dsg.mod.uk](mailto:Stephen.Nicholson@dsg.mod.uk)  
[Paul.Bennetts@dsg.mod.uk](mailto:Paul.Bennetts@dsg.mod.uk)

Or to the following postal address:

I&RM Accounts Payable Project Manager,  
Babcock DSG Ltd, Building B15,  
Donnington, Telford, Shropshire, TF2 8JT

For the purposes of DEFCON 522 and DEFFORM 522A (where applicable), the Relevant Form shall be the commercial invoice. DEFCON 522 clause 2a shall be replaced with the following : “ arrange payment ;or” and clause 3 shall not apply.

For the purposes of DEFCON 523 the Bill Paying Authority shall be as stated above.

A statement of accounts, in Excel format shall be submitted on a monthly basis to:

[I&RM-accountspayable@babcockinternational.com](mailto:I&RM-accountspayable@babcockinternational.com)

## **L13. Order Book Reconciliation Report (LOT2 only) – (*this process is currently under review and may change*).**

On a monthly basis, the Authority shall provide the Contractor with an Order Book Reconciliation Report. The report shall detail all orders that are considered open, confirming order number, Contract Deliverables ordered, quantities and Confirmed Delivery Date. The Contractor shall respond within 5 business days of the date of issue of the report to confirm any anomalies in the orders listed, any orders considered open but not listed, details of orders that have since been dispatched, and, for those orders that remain outstanding, confirmation that the Confirmed Delivery Date shall be achieved.

## **L14. Orders from Babcock DSG Workshops – Ordering Procedure (LOT 2 only)**

Orders for the supply of Contractor Deliverables listed at Appendix B to Schedule 2 shall be issued to the Contractor by a Babcock DSG Workshop using a Babcock DSG Baan Purchase Order Form. A Babcock DSG Baan Purchase Order shall constitute a requirement against the Contract provided that it bears a name, signature (the Purchase Order shall, in most cases, be issued by email, which shall bear a digital signature; a physical signature shall be provided when the Purchase Order is issued by fax), and a telephone number in the approval box of a Demanding Officer and a Purchase Order Number.

The Required Delivery Date (RDD) shall be a date determined from the date the order is placed and the agreed Contractor’s “lead time” for delivery of the relevant Contractor Deliverable specified on Appendix B to Schedule 2. The RDD shall be quoted on each Purchase Order and shall apply to that order unless otherwise stated by the Contractor.

The Contractor shall acknowledge the order by fax or email and provide the Demanding Authority with a Confirmed Delivery Date (CDD) within 10 business days of receipt of the Babcock DSG Baan Purchase Order.

In the event that the Contractor is unable to accept the Purchase Order, he shall notify the Demanding Authority by fax or email accordingly within 10 business days, giving details of the reason for the non-acceptance and those aspects of the order which require amendment.

The Contractor must notify the Procurement Branch, at the earliest opportunity, of the inability to meet the Confirmed Delivery Date. The Authority reserves the right to cancel, at no cost to the Crown, any orders which fail to meet the Confirmed Delivery Date.

### **L15. Orders from Babcock DSG Workshops – Delivery and packaging procedure (LOT 2 only)**

All Contractor Deliverables shall be packed to the standard stipulated on the Babcock DSG Baan Purchase Order and be delivered on a carriage paid basis to the address detailed on the Purchase Order.

Delivery shall be DAP Donnington (as defined by Incoterms 2012) and shall be by the Confirmed Delivery Date (CDD) stated in the acknowledgement of order. Delivery shall be made to:

Building C34, MOD Donnington, Telford, Shropshire, TF2 8JT

Deliveries should be addressed to either Business Stream 1 (BS1) or Business Stream 2 (BS2) Receipts and Issues Departments.

Opening times: 08.00 – 16.00 Monday – Thursday

Prior to delivery for BS1 and BS2, the Contractor shall make contact with DSG via email to:

BS1 – [Donnington.GoodsinC34@dsg.mod.uk](mailto:Donnington.GoodsinC34@dsg.mod.uk)

BS2 – [BS2.DonnSupply@dsg.mod.uk](mailto:BS2.DonnSupply@dsg.mod.uk)

When delivering Contractor Deliverables to Babcock DSG Workshops, the Contractor is to include a delivery note that includes the following information:

- a) "P" Number(s) of Contractor Deliverables being delivered
- b) Contract Number
- c) DSG Baan Purchase Order Number
- d) Quantity and unit of measure

In the event that the Contractor does not adhere to the time of delivery notified by Babcock DSG, Babcock DSG shall not be held responsible for any subsequent claim by the Contractor, nor be held liable to meet any additional charges incurred by the Contractor through failure to deliver on the due date at the appointed time.

### **L16. Additional Contractor Deliverables**

Where Babcock DSG identifies a requirement, for a Contractor Deliverable which is not listed on Appendix A , A1 or B to Schedule 2 – Schedule of Requirements, Babcock DSG shall approach the Contractor for a quotation to be submitted in a timely manner. If, after evaluation, the price is considered acceptable the Contractor Deliverable shall be added to Appendix A, A1 or B to Schedule 2 – Schedule of Requirements by formal Contract amendment.

## Schedule 1 - Definitions of Contract

### Core Definitions

<b>AG173</b>	means the MOD invoice form AG173 that suppliers submit as an invoice to enable payment to be processed;
<b>AG210</b>	means the MOD invoice form AG210 that suppliers submit as an invoice to enable a stage or milestone payment to be processed;
<b>Assets</b>	means items / materials which the Contractor has acquired for the purposes of performing their obligations under the Contract;
<b>Authority</b>	means the Secretary of State for Defence acting on behalf of the Crown; Babcock DSG Limited is the Procurement Agent acting on behalf of the Authority.

**Authority's Representative(s)** shall be those person(s) defined in Schedule 3 (Contract Data Sheet) who will act as the Authority's Representative(s) in connection with the Contract. Where the term "Authority's Representative(s)" in the Conditions is immediately followed by a functional description in brackets, the appropriate Authority's Representative(s) shall be the designated person(s) for the purposes of clause H2.b;

**Business Day** means any day excluding:

- Saturdays, Sundays and public and statutory holidays in the jurisdiction of either Party;
- privilege days notified in writing by the Authority to the Contractor at least ten (10) Business Days in advance; and
- 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:

- Government Department;
- Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);
- 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;

<b>Consignee</b>	means that part of the Authority identified in Schedule 3 (Contract Data Sheet) to whom the Contractor Deliverables are to be supplied;
<b>Contract</b>	means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition A2 (Amendments);
<b>Contract Implementation Date</b>	means the day upon which the Contractor is fully responsible for the provision of all of the Contractor Deliverables required;
<b>Contract Price</b>	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;
<b>Contractor</b>	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;
<b>Contractor Commercially Sensitive Information</b>	means the Information listed in the completed Schedule 6 - 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;
<b>Contractor Deliverables</b>	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;
<b>Contractor's Representative</b>	means a person or persons employed by the Contractor in connection with the provision of the Contractor Deliverables and in connection with this Contract;
<b>Contractor's Team</b>	means all employees, consultants, agents and Subcontractors which the Contractor engages in relation to the Contract;
<b>Control</b>	<p>means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person:</p> <p>a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or</p> <p>b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor;</p> <p>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;</p>
<b>Crown Use</b>	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;

<b>DEFFORM</b>	means the MOD DEFFORM series which can be found at <a href="https://www.gov.uk/acquisition-operating-framework">https://www.gov.uk/acquisition-operating-framework</a> ;
<b>DEF STAN</b>	means Defence Standards which can be accessed at <a href="https://www.dstan.mod.uk">https://www.dstan.mod.uk</a> ;
<b>Deliver</b>	means hand over the Contractor Deliverables to the Consignee. This shall include unloading, and any other specific arrangements, agreed in accordance with Contract Condition "Delivery / Collection" and Delivered and Delivery shall be construed accordingly;
<b>Delivery Date</b>	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;
<b>Design Right(s)</b>	has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988;
<b>Effective Date of Contract</b>	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;
<b>Firm Price</b>	means a price (Excl. VAT) which is not subject to variation;
<b>Full Service Provision</b>	means the provision by the Contractor of all of the Contractor Deliverables in accordance with the Conditions of this Contract;
<b>Information</b>	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;
<b>Key Performance Indicators</b>	means the agreed method of monitoring and measuring the Contractor's performance against the Contract as set out in Section L (Processes) where this Contract includes Core Plus condition "Key Performance Indicators and Performance Management";
<b>Legislation</b>	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;
<b>Minor Change</b>	means any change that does not significantly/materially affect the nature of the Contractor Deliverables;
<b>Notices</b>	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;

**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 (Statement of Requirements) 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;

**Transparency Information**

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

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

### **Core+ Definitions**

<b>Collect</b>	means pick up the Contractor Deliverables from the Consignor. This shall include loading, and any other specific arrangements, agreed in accordance with clause K14.c and Collected and Collection shall be construed accordingly;
<b>Consignor</b>	means the name and address specified in Schedule 3 (Contract Data Sheet) from whom the Contractor Deliverables will be dispatched or Collected;
<b>Denomination of Quantity (D of Q)</b>	means the quantity or measure by which an item of material is managed;
<b>Diversion Order</b>	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);
<b>LERC</b>	Local Equipment Repair Committee
<b>Hazardous Contractor Deliverable</b>	means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released;
<b>Military Level Packaging</b>	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;
<b>Military Packaging Accreditation Scheme (MPAS)</b>	is a MOD sponsored scheme to accredit military packaging designers capable of producing SPIS designs acceptable to the MOD by meeting its requirements and thereby assure good Military Level Packaging. MPAS supersedes MPCAS/DR14. MPAS detail is available from <a href="mailto:DESJSCSCM-EngTLS-Pkg@mod.uk">DESJSCSCM-EngTLS-Pkg@mod.uk</a> ;
<b>MPAS Registered Organisation</b>	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;
<b>MPAS Certificated Designer</b>	shall mean an experienced Packaging Designer trained and certified to MPAS requirements;
<b>NATO</b>	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;
<b>Overseas</b>	shall mean non UK or Foreign
<b>Packaging</b>	Verb. The operations involved in the preparation of materiel for: transportation, handling, storage and Delivery to the user;  Noun. The materials and components used for the preparation of the Contractor Deliverables for transportation and storage in accordance with the Contract;

**Packaging Design Authority (PDA)**

shall mean the organisation that is responsible for the original design of the Packaging except where transferred by agreement. The PDA shall be identified in the Contract, see Annex A to Schedule 3 (Appendix – Addresses and Other Information), Box 3. The PDA should be MPAS registered or accepted as having an equivalent certification;

**Primary Packaging Quantity (PPQ)**

means the quantity of an item of material to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user;

**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);

**Surge**

This is an increase in production requirements in response to times of tension, war or other operational needs

**Schedule 2 – Schedule of Requirements for Service Contract: LSBU7/0200**

**For: The Repair of Fire Suppression Systems and Supply of Associated Spares**

**Table 1 – Contractor Deliverables Required**

Item No.	Description	Quantity (Each unless otherwise stated)	Firm Price (£) EX VAT and including packaging and delivery
1.	<b>LOT 1:</b> Repair of Fire Suppression Systems as detailed at Appendix A to Schedule 2.	Contractor Deliverables are to be issued for Repair on an as required basis.	See Appendix A of Schedule 2 to the Contract
2.	<b>LOT1:</b> Replacement of Major Components as fitted to the Fire Suppression Systems as detailed ay Appendix A1 to Schedule 2	Components are to be replaced as necessary to render the Contractor Deliverable serviceable	See Appendix A1 to Schedule 2
3.	<b>LOT 2:</b> Supply of Fire Suppression Spares as detailed at Appendix B to Schedule 2	As detailed at Appendix B to Schedule 2	See Appendix B of Schedule 2
4.	<p><b>LOT 1 ONLY</b> - Provision of Repair Specifications to be provided within the first year of the contract (Deform 315)</p> <ul style="list-style-type: none"> <li>• CDR1. Failure Data Capture and Trend Analysis</li> <li>• CDR2. Technical Product Performance, safety and Associated Support Measures</li> <li>• CDR3. Test Procedures, Tech Data, Tech Drawings, TNA FD Capture and TA Outputs</li> <li>• CDR4. Technical Words to Support the AESP</li> </ul>		

**Packaging Requirements:** Contractors are to ensure that any Military packed items are packaged in accordance with K4 and K6.

**Table 2 – Delivery of Articles**

<ul style="list-style-type: none"> <li>• Contractor Deliverables authorised for Repair under item 1 of the SOR are to be completed in accordance with the repair turn round times detailed at Appendix A to Schedule 2 or in accordance with the Repair Managers Delivery Plan.</li> <li>• Following completion of Repair, Contractors Deliverables under Items 1 of the SOR are to be delivered in accordance with the Authority's instructions at Contract conditions K4 and K6</li> <li>• Contractor Deliverables under item 3 of the SOR are to be delivered in accordance with the Authority's instructions at Contract conditions K4 and K6</li> </ul>	<p>This Contract is subject to:</p> <p>Terms and Conditions A - L</p>
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**APPENDIX A to Schedule 2 - Repair of Fire Suppression Systems Price List (See Attached)**

**APPENDIX A1 to Schedule 2 - Replacement of Major Components for Fire Suppression Systems  
Price List (See Attached)**

**APPENDIX B to Schedule 2 - Spare Parts Price List (See Attached)**

**Schedule 3 - Contract Data Sheet for Contract No: LSBU7/0200**

<p><b>Condition A9 Governing Law</b></p>	<p>Contract to be governed and construed in accordance with: (one must be chosen)</p> <p>English Law <input checked="" type="checkbox"/></p> <p>Scots Law <input type="checkbox"/> clause A9.d shall apply</p> <p>Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with clause A9.g (if applicable) are as follows:</p>
<p><b>Condition A22 Termination for Convenience</b></p>	<p>The Notice period for terminating the Contract shall be 60 Business Days.</p>
<p><b>Condition A24 Contract Period</b></p>	<p>The Contract expiry date shall be:</p> <p>Estimated Dates Year 1 from 22<sup>nd</sup> September 2015 – 21<sup>st</sup> September 2016</p> <p>At the end of this period, the Authority shall have the option to extend the Enabling Contract provided that there is agreement between the Authority and the Contractor on the extension. The option to extend the Enabling Contract will be exercised by no later than 6 months before Contract Expiry.</p> <p>After the expiry of this period, no new contracts relating to this Enabling Contract will be issued.</p> <p>The Option Years are detailed below:</p> <p>Option Year 1 - from 22<sup>nd</sup> September 2016 – 21<sup>st</sup> September 2017</p> <p>Option Year 2 – from 22<sup>nd</sup> September 2017 – 21<sup>st</sup> September 2018</p>
<p><b>Clause B1.b.(1) Contractor's Obligations – Quality Assurance</b></p>	<p>Is a Deliverable Quality Plan required for this Contract?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>The Authority will evaluate the draft Deliverable Quality Plan and shall either accept or reject this within 3 (three) months from Contract Award.</p> <p>In the event of approval by the Authority of the Quality Plan, the Quality Plan shall form part of the Contract in accordance with DEFCON 602A – Deliverable Quality Plan and will be added via Contract Amendment.. The Contractor shall remain at all times, solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.</p> <p>Other Quality Assurance Requirements</p> <p>See schedule 5 , 2.3</p>
<p><b>Condition C1 Contract</b></p>	<p>All Schedule 2 line items shall be Firm Price other than those stated</p>

<b>Price (Excl. Vat)</b>	below: n/a
<b>Clause G1.a Payment</b>	<p>DEFFORM 30 Agreement refers (if applicable) N/A -see section L12</p> <p>Reference:</p> <p>Date:</p>
<b>Clause G1.c.(2) and G1.c.(3) Payment</b> (for Schedule 2 items)	<p><b>Please see Payment Clause L12 for full details</b></p> <p>The Contractor shall raise an commercial invoice in the name of <u>Babcock DSG Limited</u> and submit via Email to :</p> <p><a href="mailto:I&amp;RM-accountspayable@babcockinternational.com">I&amp;RM-accountspayable@babcockinternational.com</a></p> <p>c.c. <a href="mailto:Stephen.Nicholson@dsg.mod.uk">Stephen.Nicholson@dsg.mod.uk</a>  <a href="mailto:Paul.Bennetts@dsg.mod.uk">Paul.Bennetts@dsg.mod.uk</a></p> <p>Or to the following postal address:</p> <p>I&amp;RM Accounts Payable Project Manager,  Babcock DSG Ltd, Building B15,  Donnington, Telford, Shropshire, TF2 8JT</p>
<b>Clause H1.a Progress Monitoring</b>	<p>The Contractor shall be required to attend the following meetings:</p> <p>Type: Local Equipment Repair Committee/Contract Review Meetings</p> <p>Frequency: Quarterly</p> <p>Location: Alternating between supplier and Babcock DSG premises.</p> <p>The Contractor shall be responsible for the production and distribution of the agreed meeting minutes.</p>
<b>Clause H1.b Progress Reports</b>	<p>The Contractor is required to submit the following Reports:</p> <p>Type: Monthly Status Report - The Contractor shall provide a monthly report on the progress of the repair work against the plan to the DSG LS Repair Manager and the Procurement Officer no later than the 23<sup>rd</sup> day of each month. This shall also include financial accrual data</p> <p>Frequency: Monthly by the 23<sup>rd</sup> day of each month</p> <p>Content: In accordance with Schedule 12</p> <p>Method of Delivery: Email</p> <p>Delivery Address: <a href="mailto:Stephen.Nicholson@dsg.mod.uk">Stephen.Nicholson@dsg.mod.uk</a>  <a href="mailto:Paul.Bennetts@dsg.mod.uk">Paul.Bennetts@dsg.mod.uk</a>  <a href="mailto:niki.nye@dsg.mod.uk">niki.nye@dsg.mod.uk</a></p>
<b>Clause H2.b Authority's Representatives</b>	<p>The Authority's Representatives for the Contract are as follows:</p> <p>Commercial: Mr Niki Nye</p> <p>Project Manager: Mr Stephen Nicholson/Mr Paul Bennetts</p> <p>Payment: I&amp;RM Accounts Payable</p>

<b>Clause H3.a.(5) Notices</b>	<p>Notices served under the Contract can be transmitted by electronic mail:</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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<b>Condition K1 Certificate of Conformity (Core+ Only)</b>	<p>Is a Certificate of Conformity Required for this Contract?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Line Items: All Items</p> <p>If Yes does the Contractor Deliverables require Traceability throughout the supply chain?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Line Items: All Items</p>
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<b>Condition K2 Marking of Contractor Deliverables (Core+ Only)</b>	<p>Special Marking requirements: As detailed in Section K and schedule 5</p>
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<b>Clause K3 Rejection (Core+ Only)</b>  <b>(Note: If no period is inserted here the time period shall be 20 Business days)</b>	<p>Time limit for rejection of the Contractor Deliverables shall be 20 Business Days.</p>
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<b>Clause K4.a Delivery (for Schedule 2) (Core+ Only)</b>	<p>The transport requirements shown below are applicable:</p> <p>To be Delivered by the Contractor</p> <p><b><u>DELIVERY– LS DONNINGTON</u></b></p> <p><b><u>PARCEL DELIVERIES</u></b></p> <p>In the event that the Contractor intends to deliver the repaired articles using Parcel Deliveries, the following criteria will apply:</p> <p>Maximum weight per article: 25KG  Maximum length per item: 80CM  Maximum Width per item: 80CM  Maximum Height per item: 40CM</p> <p><b>Note:</b> The maximum quantity of Parcels in any one delivery should not exceed Qty 5.</p> <p>At the point of Parcel Delivery, the B5 LS Donnington reserves the right to:</p> <ul style="list-style-type: none"> <li>• Not accept a delivery/collection outside of the hours 08:00 to 16:00 (Monday to Thursday) and 08:00 to 15:30 (Friday)</li> <li>• Allow up to 5 parcels per supplier per day</li> <li>• Defer a delivery to the Authority Docks Area if there is a Health and Safety Concern</li> <li>• Redirect the driver to an approved area/ alternative building for Offloading.</li> </ul>
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- Offer the next available space within the Vehicle Delivery Service if the delivery does not meet the criteria detailed above.

LS Donnington will not take responsibility for undelivered goods in the event that the Contractor chooses not to be re-directed.

**PALLET DELIVERIES – LS Donnington**

Articles requiring delivery to LS Donnington that fall outside the scope of Parcel Deliveries, should be declared through the Logistics Commodities and Services Vehicle Booking Service (Booking slots) situated in Trade Receipts, Building B5 FMW Donnington using the following e-mail address: **DESDSDA-FMWSLOTS@mod.uk** Should the email communication links be unavailable please contact Booking Slots – Mobile 07500 123710 CIV 01952 673322. Receipts Manager 01952 673305 Receipts supervisor 01952 673389.

The following information must be supplied:

- 13 Digit NATO Stock Number (NSN) for deliveries of 10 NSN's or under (Multiple pallet deliveries of a single NSN will not be accepted without it).
- Type of Item (Description).
- Requirement Change Form (RFC) Number as advised by Project Team.
- Number of packages/pallets to be delivered.
- Any Specialist MHE aids required.
- Any specific information e.g. Urgent Operational Requirement or Valuable and Attractive/Oversized Articles
- Supplier/Carrier Details
- A contact number for use in the event of communication failure.
- Preferable Date and Time for delivery.
- A Safety Data Sheet is needed for hazardous items.

At the point of pallet delivery LS Donnington reserve the right to:

- Refuse delivery of the goods should there be evidence of damage or missing packages.
- Refuse access to the site, if after investigation the Company is identified as not having a Booking Reference.
- Refuse delivery of the goods if after investigation the driver is not in possession of, or has knowledge of the Booking reference.
- Refuse delivery if there is a Health and Safety concern.

**ALL DELIVERIES – LS BICESTER**

All hauliers delivering products to LS Bicester must initially contact the Receipt Clerk to obtain a booking reference.

Hauliers should be aware that a minimum of 48 hours' notice should be given for the delivery of 40-foot trailer loads. This will ensure that resources are available to complete the offloading of packages on the agreed day and time.

The Receipt Clerk can be contacted on 01869 257039. This service is available between 07:30-16:00 Monday to Thursday and 08:00-13:00 on Friday.

Outside these hours, hauliers should leave a message and the Receipt Clerk will action the next working day.

The Receipt Clerk will require the following pieces of information:

- 13-digit NATO Stock number (NSN).
- Type of item (Description).
- Requirement Change Form (RCF) Number as advised by Project Team.
- Number of packages / pallets.
- Priority of the packages being delivered.
- Ultimate consignee address for packages going overseas. This would also include the Unit Identification Number (UIN) and British Forces Post Office (BFPO) number.
- Whether the consignment contains Dangerous Goods.
- Supplier / haulier details.
- Contact telephone number and name.
- Preferable date and time for delivery.
- Any special type of mechanical handling aids that may be required.
- Any specialist information e.g. Urgent Operational Requirement / Valuable & Attractive.
- A safety data sheet is needed for hazardous items.

**At the point of delivery, LS Bicester reserves the right to:**

- Not accept a delivery outside the hours:

Monday – Thursday: 08.00 – 15.30

Friday: 08.00 – 12.30

- Reject loosely loaded products that should have been palletised.
- Reject Dangerous Goods consignments that are not documented/labelled/packaged correctly, in line with the modal regulations.
- Re-direct the driver to the building that the package is addressed for delivery.
- Re-direct the driver to an approved offloading area.
- Reject any unsafe loads.
- Refuse delivery of products should there be evidence of damage or missing packages.
- Refuse access to the site if, after investigation, the haulier is identified as not having a booking reference.
- Refuse the delivery of the product, if after investigation the driver is not in possession of or has knowledge of the booking reference.

**LS will not take responsibility for undelivered products should the company choose not to be re-directed.**

**ALL DELIVERIES – LS ST ATHAN**

Deliveries are accepted into LS St Athan Super Hanger within the following hours:

Monday –Thursday: 08:30 – 16:00

Friday: 08:30 – 10:30

Requests for delivery slots must be received a minimum of 24 hours in advance, except where PT authority has been granted for urgent requirements.

Contact Number - 01446 751633

Email - [DESLCSLS-StAthansHanger@mod.uk](mailto:DESLCSLS-StAthansHanger@mod.uk)

**At the point of delivery, St Athan reserves the right to:**

- Not accept a delivery outside the hours Monday – Thursday:

08:30 – 16:00, Friday: 08:30 –10:30.

- All drivers are required to provide Photographic ID to gain access to the MOD St Athan site.
- Reject loosely loaded products that should have been palletised.
- Reject Dangerous Goods consignments that are not documented/labelled/packageged correctly, in line with the modal regulations.
- Re-direct the driver to the building that the package is addressed for delivery.
- Re-direct the driver to an approved offloading area.
- Reject any unsafe loads.
- Refuse delivery of products should there be evidence of damage or missing packages.
- Refuse access to the site if, after investigation, the haulier is identified as not having a booking reference.
- Refuse the delivery of the product, if after investigation the driver is not in possession of or has knowledge of the booking reference.

**LS will not take responsibility for undelivered products should the company choose not to be re-directed.**

**PURPLE GATE / ONWARDS TRANSMISSION DELIVERIES INTO BICESTER**

It is important where Project Teams, Operating Centres and organisations use the Purple Gate Bicester as a point of entry into the Joint Supply Chain (JSC) for materiel consignments not held or satisfied from within Logistic Service sites utilise what is known as a Consignment Information Sheet in accordance with JSP 886, Volume 3, Part 7.

Its use and accuracy is key to enable Logistic Service staff to extract the information onto the MOD recognised consignment tracking system, known as VITAL (Visibility in Transit Logging).

Enclosed is the link taken from the DES Logistic Services Help Desk (DOCS) web page [Consignment Information Sheet.doc](#).

Further direction and clarity can be provided by contacting the following:

a) Bicester Receipt Co-ord Clerk  
Civ Tel: 01869 257039  
Mil Tel: 94240 3039

b) Bicester Military Ops Cell (Distribution Hub/Purple Gate)  
Civ Tel: 01869 257211/258432  
Mil Tel: 94240 3211/8432

**Due to the secure nature of the LS Depots, all delivery drivers must have the appropriate identification and documentation relating to the load or risk being turned away. It is important to adhere to the above identified criterion.**

**NCR Collection:**

**If the booking request is for a Non-Compliant Trade Receipt requiring collection from the Donnington site, the NCR number (NCR 0\*\*\*\*), NSN and any covering Documentation is required at the email stage.**

[DESDSA-FMWSLOTS@mod.uk](mailto:DESDSA-FMWSLOTS@mod.uk)

Should the email communication links be unavailable please contact:

Booking Slots

Mobile – 07500 123710

Civ – 01952 673322

Receipts Manager - 01952 673305

Receipts Supervisor - 01952 673389

**Trade Deliveries to B47 Donnington**

All deliveries irrespective of size, weight, etc.; are to be booked in by telephoning:

Civ Tel:	Mil Tel:
01952 672112	94480 2112
01952 672110	94480 2110

**Trade Deliveries to B54 Donnington**

All deliveries irrespective of size, weight, etc.; are to be booked in by telephoning:

Civ Tel:	Mil Tel:
01952 672236	94480 2236
01952 672231	94480 2231

**Trade Deliveries to Warehouse 33 Donnington**

There is no requirement to book in. Warehouse 33 reserves the right to not accept a delivery outside of the hours 8:00 to 16:00 (15:30 Friday only).

Each consignment of the Contractor Deliverables to be accompanied by (Clause F1.b.(3)):

Line Items All orders raised by Babcock DSG use DEFFORM 129J  
Line Items All orders raised by Babcock DSG Workshops Section L, Clause L14 and L15 refer – use delivery note

**NCR Collection**

If the booking request is for Non Compliant Trade Receipt requiring collection from the Donnington site, the NCR Number (NCR 0\*\*\*\*), NSN and any covering documentation is required at email stage.

It is a Condition of this Contract that in the event the Contractor does not adhere to the time of delivery notified by the Authority, the Authority will not consider itself responsible for any subsequent claim by the Contractor, nor be held liable to meet any additional charges incurred by the Contractor through failure to deliver/collect on the due date at the appointed time.

Each consignment of the Contractor Deliverables to be accompanied by (clause K4.b.3):

**Line Items: All - All Contract Deliverables shall be shipped in accordance with the requirements stated in the Contract and shall be accompanied by one delivery note per order / delivery. In addition, to assist with the processing of the receipt and subsequent payment, the delivery note shall be clearly marked with the following information in a human readable Barcode 39 font:**

**Order Number**

**NSN**

**PR Number (where applicable)**

**Qty**

**The delivery note shall make no reference to Terms and Conditions other than those stated in the Contract**

<b>Other Addresses and Other Information</b> (Covers forms and publications addresses and official use information)	<b>See Annex A to Schedule 3 (DEFFORM 111)</b>

## Appendix - Addresses and Other Information

**1. Commercial Officer**

Mr Niki Nye  
Equipment Operations Procurement  
Babcock DSG, Building B15, MOD Donnington  
Telford, TF2 8JT  
Email: [niki.nye@dsg.mod.uk](mailto:niki.nye@dsg.mod.uk)  
Tel: 01952 673906

**2. Project Manager, Equipment Support Manager or PT Leader** (from whom technical information is available)  
**Repair Manager**  
Babcock DSG, Building B15, MOD Donnington,  
Telford, TF2 8JT  
Email: [Stephen.Nicholson@dsg.mod.uk](mailto:Stephen.Nicholson@dsg.mod.uk)  
[Paul.Bennetts@dsg.mod.uk](mailto:Paul.Bennetts@dsg.mod.uk)  
Tel: 01952 673989

**3. Packaging Design Authority**

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

**4. (a) Supply / Support Management Branch or Order Manager:**

See box 2

**5. Drawings/Specifications are available from**  
N/A

**6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to**  
**Repair Manager**  
Babcock DSG, Building B15, MOD Donnington,  
Telford, TF2 8JT  
Email: [Stephen.Nicholson@dsg.mod.uk](mailto:Stephen.Nicholson@dsg.mod.uk)  
[Paul.Bennetts@dsg.mod.uk](mailto:Paul.Bennetts@dsg.mod.uk)  
Tel: 01952 673989

(where no address is shown the mauve copy should be destroyed)

**7. Quality Assurance Representative:**

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions. see **B1.b.(2)**

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

**8. Public Accounting Authority**

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

**9. Consignment Instructions**

The items are to be consigned as follows:

**As detailed in Clause K6.a**

**10. Transport.** The appropriate Ministry of Defence Transport Offices are:

**A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH  
Air Freight Centre  
IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943  
EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943  
Surface Freight Centre  
IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946  
EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

**B. JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)  
JSCS Fax No. 01869 256837  
[www.freightcollection.com](http://www.freightcollection.com)

**11. The Invoice Paying Authority (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>

**12. Forms and Documentation are available through\*:**

Ministry of Defence, Forms and Pubs Commodity Management  
PO Box 2, Building C16, C Site  
Lower Arncliffe  
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  
**Applications via fax or email:** [DESLCSLS-  
OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)

**NOTES**

**1. Forms.** Hard copies, including MOD Form 640 are available from address in Box 12., All other invoicing forms e.g. AG Forms 169 and 173, are available from the website address shown at Box 11.

**2.\* Many DEFCONs and DEFFORMs** can be obtained from the MOD Internet Site:  
<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

## **Schedule 4 - Contract Change Process (i.a.w. clause A2.b) for Contract No: LSBU7/0200**

### **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**

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

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

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

- (1) indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with condition 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.

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

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

## **5. Contractor Changes**

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

**Schedule 5 – Repair Specification (Statement of Requirements) for Contract No: LSBU7/0200**

**Schedule 6 – Contractor’s Commercially Sensitive Information Form**  
**Deform 539a (i.a.w Condition A14)**

Contract No: LSBU7/0200
Description of Contractor’s Commercially Sensitive Information: Lifeline Intellectual Property
Cross Reference(s) to location of sensitive information: System Drawings
Explanation of Sensitivity: Details of Manufacture of systems.
Details of potential harm resulting from disclosure: Counterfeit/copied product
Period of Confidence (if applicable):
Contact Details for Transparency / Freedom of Information matters: Name: Daniel Comber Position: Quality Manager Address: Lifeline Fire & Safety Systems, Falkland Close, Charter Avenue Industrial Estate Telephone Number: 02476 712999 Email Address: Quality@lifeline-fire.co.uk

## **Schedule 7 – Export Licence (i.a.w. clause A17.g) for Contract No: LSBU7/0200**

### **Condition to be included in relevant subcontracts**

#### **Export Licence**

1. In this Condition the following words and expressions shall have the meanings set respectively against them:
  - a. “Agreement” means this subcontract;
  - b. “Authority” means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland;
  - c. “Contract” means Contract No LSBU7/0200 between the Authority and the Contractor;
  - d. “Contractor” means Lifeline Fire & Safety Systems;
  - e. “First Party” means Babcock DSG;
  - f. “Second Party” means Lifeline Fire & Safety Systems.
2. In this Condition, “foreign” and “Overseas” shall be understood from the position of the Authority and be regarded as “non-UK”.
3. The Second Party shall notify the First Party promptly if the Second Party becomes aware that all or part of any article or service (including information and software) to be delivered under the Agreement is or will be subject to a non-UK export licence, authorisation or exemption or any other related transfer control that imposes or will impose end use, end user, re-export or re-transfer or re-export restrictions, or restrictions on disclosure to individuals based upon nationality, affecting the Authority, the Contractor or both. This does not include the Intellectual Property-specific restrictions of the type referred to in condition D1 (Third Party Intellectual Property – Rights and Restrictions) of the First Party’s Conditions of Contract.
4. If requested by the First Party, the Second Party shall give the First Party a summary of every existing or expected licence and restriction referred to in clause 3 and any related obligation or restriction to the extent that they place an obligation or restriction upon the First Party or the Authority with which the First Party or the Authority must comply, including to the extent applicable to such obligations or restrictions:
  - a. the exporting nation, including the export licence number (where known);
  - b. the article or service (including software and Information) affected;
  - c. the nature of the restriction and obligation;
  - d. the authorised end use and end users and other parties;
  - e. any specific restrictions on access by third parties, or by individuals based upon their nationality, to the assets or to anything Delivered or used in the performance or fulfilment of the services; and
  - f. any specific restrictions on re-transfer or re-export of the Articles or of anything Delivered or used in the performance or fulfilment of the services.

The Second Party shall not be required to disclose any of the provisos to a licence (or even the existence of them) to the extent that they do not relate to an obligation or constraint with which the First Party or the Authority must comply.

5. When an export licence is required from a foreign government for the performance of the Agreement, the Second Party shall promptly consult with the First Party on the licence requirements and, where the Second Party is the applicant for the licence:
  - a. ensure that when end use or end user restrictions, or both, apply to all or part of any Article or Service to be Delivered under the Contract, the Second Party, unless otherwise agreed with the Authority, identifies in the licence application:

(1) the end user as: Her Britannic Majesty's Government of the United Kingdom of Great Britain and Northern Ireland (hereinafter "HM Government"), and

(2) the end use as: For the Purposes of HM Government;

b. include in the submission for the licence a statement that "information on the status of processing this license application may be shared with the [insert name of the Contractor] and the Ministry of Defence of the United Kingdom";

c. include in the submission the information that the First Party (and any intermediary parties in the supply chain, as applicable) and the Contractor will be recipients and users of the items, including information, for the performance of the Contract.

6. If the information required under clauses 3 and 4 has been provided previously to the First Party by the Second Party, the Second Party may satisfy these requirements by giving details of the previous notification and confirming they remain valid and satisfy the provisions of clauses 3 and 4.

7. If the Second Party becomes aware of any changes in the information notified previously under clause 3, 4 or 6 that would affect the Contractor's or the Authority's ability to use, disclose, re-transfer or re-export an item or part of it as is referred to in those clauses, the Second Party shall notify the First Party promptly of the change.

8. If the Second Party or any subcontractor in the performance of the Agreement needs to export materiel for which an export licence from a foreign government is required, the responsibility for instituting expeditious action to apply for and obtain the licence shall rest with the Second Party or that subcontractor. The First Party will liaise with his purchaser to enable the Authority to provide all reasonable assistance in obtaining and maintaining any export licence from the foreign government with regards to any defence or security issue that may arise.

9. Where the Agreement performance requires the export of items for which a foreign export licence is required, the Second Party shall include the dependencies for the export licence application, grant and maintenance in the Agreement risk register and in the risk management plan for the Agreement, with appropriate review points. Where there is no requirement under the Agreement for a risk management plan the Second Party shall submit an Export Licence Plan for agreement with the First Party.

10. The Authority may make a written request to the Contractor to seek a variation to the licence conditions to a foreign export licence to enable the Authority to re-export or re-transfer a licensed item or licensed information from the UK to a non-licensed third party. If the Authority makes such a request that is transmitted to the Second Party by the First Party, the Second Party shall, or procure that the Second Party's subcontractor will, expeditiously consider whether or not there is a reason why it should object to making the request and, where it has no such objection, file an application to seek a variation of the applicable export licence in accordance with the procedures of the licensing authority. The First Party shall provide information, certification and other documentation necessary to support the application for the requested variation that it has received. A fair and reasonable charge for this service based on the cost of providing it will be borne by the Authority.

11. Where the Second Party subcontracts work under the Agreement, which is likely to be subject to foreign export control, the Second Party shall use reasonable endeavours to incorporate in each subcontract the same terms as set out in these clauses 1 - 14. Where it is not practicable to include these said terms, the Second Party shall report that fact and the circumstances to the First Party.

12. Where the First Party provides materiel (information and items, including software) to enable the Second Party to perform the Agreement, and that materiel is subject to a non-UK export licence or other related technology transfer control as described in clause 3:

a. the First Party may, or at the request of the Second Party, undertake to, give the Second Party a summary of every non-UK export licence or other related technology transfer control of which it is aware that would affect the Second Party's ability to perform the Agreement including, to the extent applicable to the Second Party's performance of the Agreement:

(1) the exporting nation, including the export licence number (where known);

(2) the items or information affected;

(3) the nature of the restriction and obligation;

(4) the authorised end use and end users;

(5) any specific restrictions on access or use by third parties, or by individuals based upon their

nationality, to the items or information affected; and

(6) any specific restrictions on re-transfer or re-export to third parties of the items or information affected.

b. This will not include Intellectual Property specific restrictions of the type mentioned in condition D1 (Third Party Intellectual Property – Rights and Restrictions) in relation to the First Party's Conditions of Contract instead of the Contractor.

c. The Second Party and its subcontractors, where access by these restrictions is also authorised, shall abide by the lawful restrictions so notified by the First Party.

d. The Second Party shall notify the First Party immediately if it is unable for whatever reason to abide by any restriction advised by the First Party to the Second Party under clause 12.

13. Where restrictions are advised by the First Party to the Second Party under clause 12, the First Party and the Second Party shall act promptly to mitigate their impact. If these restrictions adversely affect performance of the Agreement by the Second Party, then the First Party shall consult with the Second Party on alternative solutions and the terms of the Agreement shall be amended to give effect to the agreed solution. If no alternative solution satisfying the essential terms of the Agreement is agreed by the Parties then the First Party shall have the right to terminate the Agreement. Termination under these circumstances will be in accordance with the principles of condition A22 (Termination for Convenience) of the First Party's Conditions of Contract.

14. Without prejudice to United Kingdom Government's position on the validity of any claim by a foreign government to extra-territoriality, the Authority has undertaken to provide the Second Party with all reasonable assistance to facilitate the granting an export licence by a foreign Government in respect of performance of the Agreement.

**Schedule 8 Acceptance Procedure (i.a.w. condition K5) for Contract No: LSBU7/0200**

**Not Used**

**Schedule 9 - Hazardous Articles, Materials or Substances Supplied under the Contract: Data Requirements**

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

Contract No: LSBU7/0200

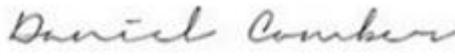
Contract Title: The Repair of Fire Suppression Systems and Supply of Associated Spares

Contractor: Lifeline Fire & Safety Systems Ltd

Date of Contract: 22<sup>nd</sup> September 2015

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

\* To the best of our knowledge the hazards associated with materials or substances to be supplied under the Contract are identified in the Safety Data Sheets (Qty:1) attached in accordance with the SC3 Core Plus condition "Supply of Hazardous Material or Substance in Contractor Deliverables".

Contractor's Signature: 

Name: Daniel Comber

Job Title: Quality Manager

Date: 27<sup>th</sup> July 2015

\* check box () as appropriate

---

To be completed by the Authority

Domestic Management Code (DMC): 7MF/7BUFF/7FXH

NATO Stock Number:   4210-99-851-0612           4210-99-152-9563  
                                  4210-99-863-1753           4210-99-507-3827  
                                  4210-99-302-1800

Contact Name: Mr Niki Nye

Contact Address: MOD Donnington, Building B15, Donnington, Telford, TF2 8JT

Copy to be forwarded to:

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



**Schedule 11**

Form P2  
Issue 1

**APPLICATION FOR DISPOSAL OF BR / BER EQUIPMENT**

Suppliers Name / Address :		Form Ref No:
		Contract / Order No:
		Contract / Order Item No:
Telephone No:	*Delete as applicable	
Project:	<b>WARRANTY / NON WARRANTY</b>	
Type of Item / Equipment:		
Serial No:	Part No:	NSN:
<p>1. The above mentioned item / equipment has been received for repair and overhaul in accordance with the conditions of the above Contract / Order. In view of its condition, this item / equipment is consider Beyond Repair / Beyond Economical Repair for the reasons stated below.</p> <p>2. Please provide instructions for disposal.</p>		
Brief Description Of Condition Of Item / Equipment		
Signature:	Position:	Date:
QA Comments		
Signature:	Position:	Date:
MOD QAR Comments		
Signature:	Position:	Date:



**Schedule 13 – Discrepancy Report (See Attached)**

Copies of the Discrepancy Report MOD Form 445, in pads of 100, can be obtained from the Forms and Publications address on the Contract.

This form should be used for reporting discrepancies in consignments of goods sent to the Contractor for repair.

Triplicate copies of the form should be completed in manuscript or typescript. Copies 1 & 2 should be sent to the Consignor, with copy 3 being retained by the Contractor.

MOD Form 445 (Revised 7/07)

<h2 style="margin: 0;">Discrepancy Report</h2>		Report No	<input style="width: 100%;" type="text"/>		
From (originator of report)		Reference	<input style="width: 100%;" type="text"/>		
<input style="width: 100%; height: 20px;" type="text"/>		To	<input style="width: 100%; height: 20px;" type="text"/>		
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>			
Goods Received by (if different from above)		Goods Dispatched by (if different from above)			
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>			
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>			
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>			
Invoice or A&I Note No		RV No & Date		Contract or LPO No	
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
<b>Section 1 ~ Transport Details</b>					
a. Carrier			b. Type of Transport (✓ one box only)		
<input style="width: 100%; height: 20px;" type="text"/>			Road	<input type="checkbox"/>	Air
<input style="width: 100%; height: 20px;" type="text"/>			Rail	<input type="checkbox"/>	Sea
<input style="width: 100%; height: 20px;" type="text"/>			Container	<input type="checkbox"/>	Post
			Name of Vessel		
<input style="width: 100%; height: 20px;" type="text"/>			<input style="width: 100%; height: 20px;" type="text"/>		
Convoy/Carrier Note No	Wagon/Container/Vehicle No	Wagon/Container Seal No	Bill of Lading/Air Waybill No	Freight Shipment Order No	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
<b>Section 2 ~ Details of Discrepancy</b>					
a. Reason for discrepancy (give Overleaf any other information likely to show reason for discrepancy)					
(✓ one box only)					
Packaging		Loss or Damage in Transit		Faulty Selection	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
b. Relevant Information	Date Stores Received	Date Stores Unpacked	Packing/Loading List No	Daily Receipt Sheet No	Notification to Carrier Number
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Package Number(s)	Only to be completed if applicable to stores in question			Package Defect Report	
<input style="width: 100%;" type="text"/>	Packages Invoiced Number	Weight	Packages Received Number	Weight	Date
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Were the wagon/container seals intact	Yes <input type="checkbox"/> No <input type="checkbox"/>	Were packages intact on receipt	Yes <input type="checkbox"/> No <input type="checkbox"/>	Were contents of broken packages checked on receipt	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was a check made in front of carriers representative	Yes <input type="checkbox"/> No <input type="checkbox"/>	Was carriers note endorsed to show damage/discrepancy	Yes <input type="checkbox"/> No <input type="checkbox"/>		
		MOD Stock Reference	Short Item (by Name)	D of Q	Quantities (see overleaf)
					Invoiced
					Received
As Invoiced	As Received (if different)				Serv Rep Scrap
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>
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<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>

**Schedule 14 – Repair Strip and Survey Report (see attached)**

## Schedule 15 Example of Draft Purchase Order

Page 1 of 1

### PURCHASE ORDER

BEECHWOOD EQUIPMENT LIMITED K0F83

I&RM Accounts Payable Project Manager  
 Babcock DSG Ltd  
 Building B15  
 Donnington  
 Telford  
 Shropshire  
 TF2 8JT

Direct Line Tel: xxxxx xxxxxx  
 Direct Line Fax: xxxxx xxxxxx  
 Email: xxxxxxxxxxxxxxxx@xxxxxxxxxxx.xxx

Order Date: 19/06/15  
 Currency: GBP  
 VAT Reg No: GB 754 8103 29

This Purchase Order shall be subject to the Terms and Conditions detailed in the Contract identified on the PO line.

Order No	Line No	Item No	Type	Repair Ref No	Contract No	Qty	Unit	Required Date	Price	Total (Ex VAT)	Total Order Value	Contact Details	Delivery Address	Order Acknowledged / Comments
2RP000001	10	1111994587896 Gearbox	Warranty OIP PT	PR0000056	LSBU/123456	1	EA	06/07/15	0.00	0.00	0.00	Sophie Wyatt 01952 672570 sophie.wyatt@dsg.mod.uk	Trade Receipts (Land) DSDA Donnington  Telford TF2 8JT	
2RP000001	20	1111994587896 Gearbox	Repair OIP PT	PR0000056	LSBU/123456	1	EA	07/07/15	50.00	50.00	50.00	Sophie Wyatt 01952 672570 sophie.wyatt@dsg.mod.uk	Trade Receipts (Land) DSDA Donnington  Telford TF2 8JT	

A Delivery Note should accompany each order delivered and should be marked with PO number, NSN and Qty (ideally in a Human Readable Barcode 39).

– please note this is currently under construction and final copy may vary from example shown.

**Schedule 16 – Deliverable Quality Plan**

Currently under Review, please see **Schedule 3 Clause B1.b. (1)**

**Schedule 17 Deform 315 Contract Data Requirements**

**Ministry of Defence**

**CONTRACT DATA REQUIREMENT**

1. <u>Contract Number</u>  LSBU7/0200	2. <u>CDR Number</u>  1	3. <u>Data Category</u>  Maintenance/Repair/ Conditioning	4. <u>Contract Delivery Date</u>  No later than 1 <sup>st</sup> September 2016
5. <u>Equipment/Equipment Subsystem Description</u>  The Repair of Fire Suppression System		6. <u>General Description of Data Deliverable</u>  Failure Data Capture and Trend Analysis	
7. <u>Purpose for which data is required</u>  Operation of the equipment by or for the services		8. <u>Intellectual Property Rights</u>  a. <u>Applicable DEFCONs</u>  DEFCON 16 (Edn 2/98) – Repair and Maintenance Information  DEFCON 21 (Edn 2/98) – Retention of Records  b. <u>Special IP Conditions</u>  None	
9. <u>Update/Further Submission Requirements</u>  None			
10. <u>Medium of Delivery</u>  Paper & CDROM		11. <u>Number of Copies</u>  1	

**Ministry of Defence**

**CONTRACT DATA REQUIREMENT**

<p>1. <u>Contract Number</u></p> <p>LSBU7/0200</p>	<p>2. <u>CDR Number</u></p> <p>2</p>	<p>3. <u>Data Category</u></p> <p>Maintenance/Repair/ Conditioning</p>	<p>4. <u>Contract Delivery Date</u></p> <p>No later than 1<sup>st</sup> September 2016</p>
<p>5. <u>Equipment/Equipment Subsystem Description</u></p> <p>The Repair of Fire Suppression System</p>		<p>6. <u>General Description of Data Deliverable</u></p> <p>Technical product performance, safety and associated support measures</p>	
<p>7. <u>Purpose for which data is required</u></p> <p>Operation of the equipment by or for the services</p>		<p>8. <u>Intellectual Property Rights</u></p> <p>a. <u>Applicable DEFCONs</u></p> <p>DEFCON 16 (Edn 2/98) – Repair and Maintenance Information</p> <p>DEFCON 21 (Edn 2/98) – Retention of Records</p> <p>b. <u>Special IP Conditions</u></p> <p>None</p>	
<p>9. <u>Update/Further Submission Requirements</u></p> <p>None</p>			
<p>10. <u>Medium of Delivery</u></p> <p>Paper &amp; CDROM</p>		<p>11. <u>Number of Copies</u></p> <p>1</p>	

**Ministry of Defence**

**CONTRACT DATA REQUIREMENT**

<p>1. <u>Contract Number</u></p> <p>LSBU7/0200</p>	<p>2. <u>CDR Number</u></p> <p>3</p>	<p>3. <u>Data Category</u></p> <p>Maintenance/Repair/ Conditioning</p>	<p>4. <u>Contract Delivery Date</u></p> <p>No later than 1<sup>st</sup> September 2016</p>
<p>5. <u>Equipment/Equipment Subsystem Description</u></p> <p>The Repair of Fire Suppression System</p>		<p>6. <u>General Description of Data Deliverable</u></p> <p>Test Procedures, Tech Data, Tech Drawings, TNA, FD capture and TA outputs</p>	
<p>7. <u>Purpose for which data is required</u></p> <p>1<sup>st</sup>/2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> level maintenance of the equipment by or for the Services</p>		<p>8. <u>Intellectual Property Rights</u></p> <p>a. <u>Applicable DEFCONs</u></p> <p>DEFCON 16 (Edn 2/98) – Repair and Maintenance Information</p> <p>DEFCON 21 (Edn 2/98) – Retention of Records</p> <p>b. <u>Special IP Conditions</u></p> <p>None</p>	
<p>9. <u>Update/Further Submission Requirements</u></p> <p>None</p>			
<p>10. <u>Medium of Delivery</u></p> <p>Paper &amp; CDROM</p>		<p>11. <u>Number of Copies</u></p> <p>1</p>	

**Ministry of Defence**

**CONTRACT DATA REQUIREMENT**

<p>1. <u>Contract Number</u> LSBU7/0200</p>	<p>2. <u>CDR Number</u> 4</p>	<p>3. <u>Data Category</u> Maintenance/Repair/ Conditioning</p>	<p>4. <u>Contract Delivery Date</u> No later than 1<sup>st</sup> September 2016</p>
<p>5. <u>Equipment/Equipment Subsystem Description</u>  The Repair of Fire Suppression System</p>		<p>6. <u>General Description of Data Deliverable</u>  Technical Words to support the AESP</p>	
<p>7. <u>Purpose for which data is required</u>  1<sup>st</sup>/2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> level maintenance of the equipment by or for the Services</p>		<p>8. <u>Intellectual Property Rights</u>  a. <u>Applicable DEFCONs</u>  DEFCON 16 (Edn 2/98) – Repair and Maintenance Information  DEFCON 21 (Edn 2/98) – Retention of Records  b. <u>Special IP Conditions</u>  None</p>	
<p>9. <u>Update/Further Submission Requirements</u>  None</p>			
<p>10. <u>Medium of Delivery</u>  Paper &amp; CDROM</p>	<p>11. <u>Number of Copies</u>  1</p>		