

Contract No: KEN/GE/2102

For:

SPECIALIST CLEANING CONTRACT

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| Between Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland  Works Contracts Officer  Garrison Engineers Department  DIO SD Trg (K)  BFPO 680  E-mail Address: ajibola.laogun307@mod.gov.uk  Telephone Number: +254706160125 | And  **Abode Glow Clean Care Ltd.**  **P.O BOX 17827-00100**  **Nairobi**  **Kenya** |

Schedule 2 - Schedule of Requirements for Services for Contract No: KEN/GE/2102 Specialist Cleaning Contract

| **Item Number:**  KEN/GE/ | **Location** | **Contractor Deliverables** | **Specification reference**  **(Schedule 5)** | **Frequency of Inspection** |
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|
| 2102/001 | Kifaru Camp, Nairobi | Cleaning and super chlorination of water storage tanks and water distribution networks | Para 1.f.1. | 6 Monthly |
| 2102/002 | Cleaning of gutters and down pipes | Para 1.f.2. | 6 Monthly |
| 2102/003 | Deep clean of the kitchen and dining building | Para 1.f.4. | 6 Monthly |
| 2102/004 | Deep clean of kitchen hood, duct and filters | Para 1.f.5. | 6 Monthly |
| 2102/005 | Deep clean of the GE Dept carpentry workshop | Para 1.f.7. | 6 Monthly |
| 2102/006 | SSFA / SLA Nairobi | Cleaning and super chlorination of water tanks and distribution systems | Para 1.f.1. | 6 Monthly |
| 2102/007 | Cleaning of gutters and down pipes | Para 1.f.2. | 6 Monthly |
| 2102/008 | Sweeping and cleaning of chimneys | Para 1.f.3. | Annual |
| 2102/009 | SSFA / SLA Nanyuki | Cleaning and super chlorination of water tanks and distribution systems | Para 1.f.1. | 6 Monthly |
| 2102/010 | Cleaning of gutters and down pipes | Para 1.f.2. | 6 Monthly |
| 2102/011 | Sweeping and cleaning of chimneys | Para 1.f.3. | Annual |
| 2102/012 | NYATI camp Nanyuki | Cleaning and super chlorination of water storage tanks | Para 1.f.1. | 6 Monthly |
| 2102/013 | Cleaning of gutters and downpipes | Para 1.f.2. | 6 Monthly |
| 2102/014 | Deep clean of CRL kitchen, Appliances, | Para 1.f.4. | 6 Monthly |
| 2102/015 | Deep clean of kitchen hood, duct and filters | Para 1.f.5. | 6 Monthly |
| 2102/016 | Deep clean FMB kitchen and dining building | Para 1.f.4. | 4 Monthly |
| 2102/017 | Cleaning of external parts of high level windows | Para 1.f.8. | 3 monthly |
| 2102/018 | Deep clean of DIO carpentry workshop | Para 1.f.4. | 6 Monthly |
| 2102/019 | FOB Swara Loldiaga Training Area | Cleaning and super chlorination of water storage tanks and water distribution systems | Para 1.f.7. | 4 Monthly |
| 2102/020 | Deep clean of the Ablutions | Para 1.f.6. | 4 Monthly |
| 2102/021 | School of Combat Engineering Archers Post | Cleaning and super chlorination of water storage tanks | Para 1.f.1. | 4Monthly |
| 2102/022 | Cleaning of gutters and down pipes | Para 1.f.2. | 6 Monthly |
| 2102/023 | Deep clean of the Ablution | Para 1.f.6. | 4 Monthly |
| 2102/024 | MOB Simba Archers Post Training Area | Cleaning and super chlorination of water storage tanks | Para 1.f.1. | 4 Monthly |
| 2102/025 | Deep clean of the Ablutions | Para 1.f.6. | 4 Monthly |
| 2102/026 | FOB Twiga Archers Post Training Area | Cleaning and super chlorination of water storage tanks | Para 1.d.1. | 4 Monthly |
| 2102/027 | Deep clean of the Ablutions | Para 1.d.5. | 4 Monthly |
| 2102/028 | Ammo compound Gathiuru | Cleaning of gutters and down pipes | Para 1.f.2. | 6 Monthly |

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Schedule 2 - Specification for Contract No: KEN/GE/2102

**References**

1. BS 7671 18th Edition wiring regulations
2. JSP 375 MOD Health and Safety Handbook.
3. Health and Safety (Safety Signs and Signals) Regulations 1996.
4. Control of Substances Hazardous to Health (COSHH) Regulations 2002.
5. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
6. Approved code of practice (ACOP) L8 Control of legionnaires disease in water systems
7. MOD Remote Overseas Specifications 005.
8. National Environmental Management Authority (NEMA), Environmental Management and Coordination Act (EMCA) 1999.
9. DIO Specification 038 - Hygienic Cleaning of Food Rooms and Catering Equipment (Deep Cleaning).
10. DIO Specification 42 Catering Equipment Specification Notes.
11. Food Safety Act 1990.
12. The Food Safety (General Hygiene) Regulations 1995.
13. The Hazard Analysis and Critical Point (HACCP) System.
14. Health & Safety at Work Act 1974.
15. Workplace Health, Safety and Welfare Regulations 1992.

**Annexes**

1. Asset list
2. Floor plan drawings.

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| Drawing number. | Drawing Title |
| DTE/SLA/C/001A | Yellow house floor plan |
| DIO/KEN/SSFA/TWI/F/001 | Twiga corpse floor plan |
| DIO/KEN/SSFA/SOA/F/001 | Soames floor plan |
| DIO/KEN/SSFA/SNO/F/001 | Snow view floor plan |
| DIO/KEN/SSFA/SIM1/F/001 | Simba house floor plan |
| DIO/KEN/SSFA/PEA2/F/001 | Peacock phase 2 floor plan |
| DIO/KEN/SSFA/PEA1/F/001 | Peacock phase 1 floor plan |
| DTE/SLA/C/MUGAMBI 03/C/01A | Mugambi 3 floor plan |
| MUGAMBI HOUSE No.1 | Mugambi 1 floor plan |
| DIO/NSG/C/IRV/001 | Irvine estate floor plan |
| DTE/SLA/C/HARRISONS/001 | Harrisons floor plan |
| DIO/NBI/SSFA/HAB/50/C/01 | Hibiscus court house 50 floor plan |
| DIO/SFA/GG/C/01 | Garden groove floor plan |
| DTE/SLA/C/CHIEF'S/001 | Chief’s house floor plan |
| DIO/KEN/SSFA/DOL1/F/001 | DolDol estate floor plan |
| DIO/SLA/C/CREAM/001 | Cream house floor plan |
| 70/42392/CW/C/001 | Acacia 5 bedroom floor plan |
| 170/42392/ACARW/C/001 | Acacia 3 bedroom floor plan |
| DIO/KEN/SSFA/JOP/F/002 | Jopale floor plan |

1. Schedule of equipment to be cleaned.
2. Temporary Certificate - Interruption to cleaning programme.
3. Certificate of Completion.

**Definitions**

1. **Kitchen Hood or Exhaust Hood**. A device containing a mechanical fan, ductwork and filters, which is used to extract or remove airborne grease, combustion products, fumes, smoke, heat and steam from the air by evacuation of the air and filtration installed in food premises.
2. **Local Exhaust Ventilation (LEV) System**. An engineering system designed to reduce exposure to airborne contaminants such as dust, mist, fumes, vapour or gas in the workplace. In simple terms, it is a system that sucks an airborne contaminant out of the workplace**.**
3. **Food Premises**. Any area where the preparation, processing, manufacturing, packaging, storing, transportation, distribution, handling or supply of food is carried out. Food premises shall include any ancillarypart of the operation within the food premises such as changing areas and sanitaryaccommodation.
4. **Food Room**. Any defined area within the food premises where food is prepared, processed, manufactured, packaged, stored, transported, distributed, handled or offered for sale or supply.
5. **Hygiene**. All measures necessary to ensure the safety and wholesomeness of food during preparation, processing, manufacturing, packaging, storing, transportation, distribution, handling and offering for sale or supply to the consumer. The term Hygienic shall also be construed accordingly.
6. **Potable Water**. Water which at the time of supply is or was not likely to affect adversely the wholesomeness ofany food in its finished form.
7. **Examination**. A close visual inspection of food premises, a part of food premises or an item of equipmentwithin food premises.
8. **Dismantling**. The removal of all such parts of catering equipment as to allow it to be effectively cleaned. The disconnection of catering equipment from its services. The removal or taking down of fixtures to enable inaccessible areas of the food premises to be thoroughly cleaned.
9. **Cleaning**. The removal of all deposits from food premises and catering equipment to leave them in a clean and hygienic condition.
10. **Residue**. Any food particles, grease, oil, carbon, dust, chemical waste, cleaning material and other dirt adhering to any surface of food premises or catering equipment.
11. **Decarbonising**. The removal of any burnt on or dried material which has adhered to any surface.
12. **Descaling**. The removal of solidified products such as calcium, rust and any other form of deposit from the internal and external surfaces of equipment food premises.
13. **Sludge**. The semi-liquid sediment produced from the use of degreasing, descaling, decarbonising, or any other cleaning agents.
14. **Reassembly**. The refitting and re-fixing of all parts removed in dismantling for cleaning purposes to a standardwhich leaves the equipment and premises functional and safe. The reconnection of services to items of equipment
15. **Infestation**. Any activity of vermin, insect species or any other pest.
16. **Micro-organism**. A living organism including pathogenic bacteria, spoilage bacteria, moulds and yeasts.
17. **Disinfection**. The use of chemicals to reduce micro-organisms to a safe level.
18. **Risk Assessment**. A detailed examination of the hazards which exist in the workplace together with existing and proposed control measures to eliminate such hazards.
19. **Method statement**. A detailed procedure of work explaining the step by step on how the work will be carried. This includes materials, equipment, manpower to be used for the task.

**KeKey Project Details**:

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| Contract Title: | Specialist Cleaning Contract |
| Site Location: | BATUK Estate |
| Proposed Start Date: | 21 October 2021 |
| Proposed Completion Date: | 21 October 2026 (plus any additional option years) |

**Schedule 2 - Scope of works overview**

1. This contract is to deliver the periodic specialist cleaning works required across the BATUK estate.
   1. The Works will consist of the periodic cleaning of the following assets:
      1. 6 monthly cleaning and super chlorination of both single living accommodation (SLA) and supplementary service families accommodation (SSFA) water tanks.
      2. 6 monthly cleaning of water tanks and super chlorination of water distribution systems at Kifaru Camp and Nyati Camp.
      3. 4 monthly cleaning of water tanks and super chlorination of water distribution systems at SOCE Range Control, FOB SWARA, FOB TWIGA, MOB SIMBA.
      4. Annual Sweeping of SLA and SSFA chimneys.
      5. 6 monthly cleaning of gutters and down pipes on Kifaru Camp, Nyati camp, SOCE range Control, SSFA and Gathiuru. Ammo compound.
      6. 6 monthly deep cleaning of Kifaru Camp Kitchen, Nyati CRL, Kifaru DTE Workshop and Nyati DIO carpentry workshop.
      7. 4 monthly deep clean of Nyati FMB Kitchen and OB SWARA, OB TWIGA, OB SIMBA and SOCE ablutions.
      8. 6 monthly deep clean of Kifaru and Nyati CRL Kitchen hood & local exhaust ventilation ductwork, filters and associated kitchen appliances.
      9. 3 monthly cleaning of Nyati camp to external surfaces of all high-level windows.
   2. A list of properties and assets is attached at Annex A to Schedule 5
   3. You are to include in your tender return the following:
      1. Risk assessments for all tasks.
      2. Programmes of Work; the programme is to only indicate the proposed durations it would take to complete each task in each asset, actual dates will be agreed upon before start of the work. Below is a general guideline for the tasks programme:
         1. Chimney sweeping, gutter cleaning and tank cleaning of SSFA and SLA. They are to be completed concurrently to avoid multiple visits to the same property.  Works are not to co-inside with school or public holidays and weekend work is not permitted unless authorised by the Authority upon written request.
         2. Gutter cleaning main camps. This is to be scheduled 6 monthly, to be carried out prior to the start of the seasonal rains.
         3. Deep cleaning and tank cleaning for the training areas should be done concurrently. These should be done outside the BG occupation. Kifaru and CRL Kitchen are done during night hours. Actual dates to be agreed before start of the task.
         4. Tank cleaning and gutter cleaning at main camps. This is to be done concurrently at each camp. These tasks should be done outside of BG occupation. The authority will advise on the suitable days and this should be in line with the frequency.
      3. Detailed Method Statements for the following tasks:
         1. Cleaning an elevated water tank without entering.
         2. Cleaning a surface water tank without entering.
         3. Cleaning of underground water tank without entering.
         4. Chimney sweeping.
         5. Gutter cleaning for first floor level gutters, first floor level gutters and overlapping gutters.
         6. Ablution deep cleaning including fixtures.
         7. Kitchen deep clean, hood, duct and kitchen equipment.
      4. Safety datasheets for all chemicals for proposed use, and your disposal arrangements and evidence of environmental compliance.
      5. Labour, materials, tools and equipment, and management of works in compliance with all statutory requirements. Evidence of compliancy of the cleaning chemicals to be used.
   4. The contractor should inform the Authority when a routine task is due. The procedure is as follows:
      1. Inform Authority of the proposed programme.
      2. A Risk Assessment and Method Statement related to the task are to be submitted to the Authority for comment no less than 10 working days prior to the Work.
      3. Request for assistance if required in writing no less than 5 working days before Work is due to commence.
      4. Confirm programme with Superintending Officer (SO), which will include a time availability slot for the works to be carried out as stated.
      5. Deliver a letter to the occupants of any SSFAs within 7 days before the proposed works.
   5. **General works preparation.** Prior to any cleaning, the following is to be carried out on arrival at site:
      1. Ensure that the Authority representative / building occupant is aware of your presence on site and provide an outline scope of the works.
      2. Introduce the workforce to the house/building/camp occupant.
      3. Prepare the site in terms of safety, segregation and set-up of equipment.
      4. Take pictures before the task. The Authority is to be informed immediately if defects, faults or damage is found on the existing infrastructure.
      5. Conduct Works in accordance with this schedule.
      6. On completion take additional photos for the report and ensure the facility is returned to its intended condition.
      7. Book out, inform occupants that you are complete and make them aware of any pertinent information, such as residual hazards or precautions.
      8. Submit a report to the Authority detailing the works carried out, any potential issues arising from the works and any other relevant information.
   6. **Task specific scope of works**
      1. **Tank cleaning.** Tank cleaning will include a variety of tanks. The cleaning procedure will be similar for all tanks, but means of access, isolation and surface treatment will be specific to each tank.
         1. The tanks are classified into the following categories:
            1. Underground tanks
            2. Surface tanks
            3. Elevated tanks
            4. Loft tanks
         2. The procedure of work is:
            1. Visually inspect the tanks and water supply system for damages, leaks, defects or significant wear and tear. (If found, report to the Authority immediately).
            2. Isolate the supply to the tank. If a large volume, which will take a significant amount of time to empty is anticipated, the Authority is to be informed in good time prior to works commencing to allow the isolation of the incoming mains and draining of the tank before the cleaning works commence.
            3. Drain the water tank into a clean tank, taken to site for the purpose. (no water is to be emptied onto the surrounding area).
            4. Check the mains pressure is sufficient to allow the tanks to be refilled to at least 50% full by 1800hrs that day. If the mains pressure is insufficient, the Authority is to be notified to make alternate provisions for tank refilling.
            5. Check that any septic tank fitted is not too full to accept the additional water load caused by flushing the system. If required notify the authority to make arrangements to empty the septic tank.
            6. Clean and chlorinate the water supply system.
            7. Once drained the tanks are to be thoroughly cleaned and super chlorinated as follows: The chlorinated water is to be disposed of correctly, in a manner agreed by the Authority. The chlorination disinfection processes should meet the following criteria:
            8. Clean the interior walls of the tanks using a chlorine solution **WITHOUT ENTERING THE TANK**. Remove any sediment.
            9. For an estate which shares a common water storage point, the flushing process should be; after super chlorinating the tank, close of the outlet to the property from the tank, open the lowest tap for the estate and drain the pipe network completely. Open the outlet from the tank and flush the lowest tap for 10 min. Close the lowest tap and let the super chlorinated water remain in the system for 2hrs.
            10. The remaining water in the tank is to be drained into a container and then refilled with clean water. All outlets are to be run as long as required to flush the super chlorinated water. The contractor is to ensure that the minimum amount of super chlorinated water is discharged into the septic tanks. Water should be drained into a container and disposed of appropriately off-site.
            11. **H&S precautions.** The contractor may be working at height. A Risk Assessment and Method Statement for the Works must be submitted as part of the tender and developed in the Construction Phase Plan after contract award. This must include measures for safe rescue in the event of an incident and protection against falls. The tanks are classified as a confined space and the contractor is not to enter the tank at any time.
            12. **Re-filling the water tanks.** The water tanks are to be refilled after the cleaning is complete. The contractor is to provide a pump unit to refill the water tank from the clean tank brought to site. Some of this water will be required to flush through the system however the tank must be left a minimum of 50% full at the end of the works. If there is insufficient water in the tank on arrival to site, the contractor is to inform the Authority to plan for the refilling of the tanks.
      2. **Gutter cleaning**. Gutter cleaning will be for a variety of gutters. Gutters will be at different heights and positions for each property. The cleaning procedure will be the same for each gutter however access, connections, fittings and end connections to drains will vary and includes single storey, double storey, and overlapping levels.
         1. The types of gutters to be encountered are:
            1. Steel gutters.
            2. Plastic gutters.
         2. The procedure for gutter cleaning is:
            1. Access to the gutters should be via ladders, scaffolding or MEWP (Mobile Elevated Work Platform), care should be taken not to step on the roof covering, to avoid damage or accidents.
            2. Visually inspect the Gutters and storm water drainage system for damages, leaks defects or significant wear and tear. If found, report to the Authority immediately.
            3. Remove any leaves, moss, foreign objects and debris from roof covering.
            4. Remove any vegetation and built up debris from the gutters.
            5. Rod and pressure wash down pipes and remove any foreign matter.
            6. Remove any build up or debris from trapped access gutters.
            7. Rod or pressure wash storm water drainage runs, using the most appropriate method.
            8. Wash all guttering and associated pipework.
            9. Ensure all clips remain correctly fitted and sealed, rectifying as necessary.
      3. **Chimney sweeping.** The estate has a variety of chimneys to maintain including single storey and double storey chimneys. All chimneys are constructed from formed concrete and are integral to the building structure. There are no portable chimneys.
         1. The procedure for chimney sweeping is:
            1. Visually inspect the Chimney system for damages, leaks defects and significant wear and tear. (If found report to the Authority immediately).
            2. Seal off area to avoid soot contamination, sweep the chimney flue all the way using push rods and appropriate sweep heads to the top, once swept the flue should be clear of all loose soot and particles.
            3. Clean the internal fireplace brickwork.
            4. Clean chimney fixtures and fittings
            5. Spray fixtures and fittings with black heat resistant paint, as required.
            6. Carry-out any repairs to the chimney surround, including brickwork and repaint the bricks with heat resistant brick paint.
      4. **Deep cleaning of kitchen and catering equipment.** Deep cleaning of kitchen and catering equipment includes cleaning the inside of the kitchen and the kitchen appliances in a manner which does not interfere with the functionality of the equipment. All kitchens have a both LPG and electrical supply appliances. Care should be taken not to interfere with the services supplies.
         1. The kitchen and catering equipment deep cleaning procedure are:
            1. Visually inspect the property for damages, leaks, signs of infestation, blockage and signs of deterioration if any found are to be reported to the Authority immediately.
            2. Removal of all dust and debris, thorough cleaning of all surfaces including the underside of the roof structure, outside of any ducting or trunking, all walls and floors, doors, windows and any other fixed build up elements within kitchen.
            3. Clean to remove all grease and removable carbon fat from internal and external surfaces of the catering equipment. Dismantle and disconnect equipment and services as necessary to ensure access to all areas of the catering equipment. (Catering equipment LPG gas system will be isolated by the GE dept. prior to work commencing)
            4. Cleaning of the extractor fans and ducting system to remove any build-up of grease and oil. (Some disassembly and reassembly will be required; extractors are to be isolated by the GE Dept prior to work commencing).
            5. Cleaning of the insecticutors (isolation to be carried out by the GE Dept. prior to work commencing)
            6. Cleaning of the cooking area stainless steel gratings and the drainage system plus the grease traps buckets and chambers. Emptying of the grease trap is conducted by others and does not form part of this contract.
            7. Cleaning must be sufficient to remove debris, dust, loose rust build-up of grease and oil.
            8. Cleaning products to be suitable for an environment of food preparation.
            9. Safety data Sheets for all cleaning detergent to be provide to the authority for approval before.
            10. Electrical supply will be switched OFF by GE Dept. before the works commence. Please supply your own alternative standby power supply or use battery re-charged cleaning equipment/tools since power will not be available in some part of the larger building especially the cooking area otherwise the use of long extension cable which should be approved prior the task.
            11. Reassemble and reconnect equipment and services after cleaning.
            12. Ensure all cleaning agents are removed from catering equipment on completion. Dispose of all cleaning waste and by-products of the cleaning process.
      5. **Deep Clean –** **Kitchen hood & LEV ductwork and filters cleaning.** These ducts are made of stainless steel with demountable joints for access. They vary in cross-sectional areas, length and shape throughout the run. These will be ascertained on site visit,
         1. The kitchen and catering equipment deep cleaning procedure are:
            1. Visually inspect for any damages, leaks, defects or significant wear and tear. If found, report to the Authority immediately
            2. Clean all grease drains and grease collection cups and traps.
            3. Wipe down stainless-steel surfaces carefully with non-abrasive cleaning materials. The surfaces are not to be scratched or damaged in any way.
            4. Clean all grease drains and grease collection cups and traps.
            5. Clean out all ductwork to prevent grease or dust or fumes accumulation.
            6. Remove the filters from the extraction hood, soak filters in a grease cutting detergent, in accordance with manufacturer’s guidance.
            7. Wash filter thoroughly. Check filters for any missed residue, and if necessary reclean.
            8. Inspect the filters for any defects. Captrate® recommends holding its filters up to the light to see if any light can be seen through the filter.
            9. Dry filters and place them back in the hood.
         2. The following procedure is to be adhered when cleaning the fans:
            1. Isolate power to the fan.
            2. Unbolt the fan or if it has a hinge kit raise it and leave it propped open.
            3. Clean the blades of the extractor fan with grease cutting solution, ensuring all grease is removed thoroughly.
            4. Dry off the fan and replace it.
            5. Clean the bowl of the fan.
            6. Clean and remove all grease and removable carbon fat from internal and external surfaces of the extraction system. To ensure all components are thoroughly cleaned the system will need to be dismantled as necessary.
            7. The motor is to visually checked for cleanliness and that it is correctly lubricated, if necessary the motor is to be cleaned and lubricated.
            8. Check ducts for leakage and if they are fully sealed and that all joint sealant is in place.
            9. Check the external exhaust fan to make sure there is no clogging or grease that prevents the ducts from expelling unclean air sufficiently.
            10. Make sure that there is no grease build up on any component or part of the system except where required for operation of mechanical components. This is to minimise the risk of a grease fire.
            11. Ensure that the duct drains are flowing properly and to the correct discharge point.
            12. Clean the grease manifold tee.
            13. Clean out the exhaust stacks.
            14. Reassemble and reconnect equipment and services after cleaning.
            15. Ensure all cleaning agents are removed from catering equipment on completion. it is the contractor’s responsibility to remove all cleaning waste and by-products off-site in a safe and environmentally sound manner in accordance with Kenyan legislation”
            16. Report signs of infestation to the Authority by compiling a report after completion.
            17. Report blockages and signs of deterioration to the Authority.
      6. **Deep cleaning of the training area ablutions**. The ablutions are located at the training areas and are serviced with borehole water which is of poor quality, resulting in the build-up of limescale and discolouring of the internal surfaces and sanitary fixtures. The purpose of this deep clean is the 4 monthly thoroughly clean all elements of the building removing all stuck limescales and any discoloration to the fixtures
         1. The process for ablution deep clean is:
            1. Visually inspect the property for damages, leaks, defects and significant wear and tear. If found, report to the Authority immediately.
            2. Removal of all dust and debris, thorough cleaning of all surfaces including the underside of the roof structure, surface of any fixtures and fittings, all walls and floors. doors, windows and any other fixed build up elements within kitchen.
            3. Floors should be thoroughly cleaned with mechanical scrubbers using suitable detergent or chemicals to remove all limescale.
            4. Clean all sanitary fixtures and fittings to remove built up lime scale, silt and any other dirt or debris which may have accumulated on the drain points. Check and make sure that all drain points are working after cleaning, blocked points should be unblocked up to the first manhole/gulley trap. Rod the floor drain points up to the first gulley trap and leave it clear of any blockage, any blockage after the first manhole/gulley trap should be reported.
      7. **Deep clean – Workshop:** this is buildings used for assembly, operating and repairs of equipment and machines. There is wide range of emissions which include dust, soot, smoke, oil leakages, lubricants etc. These building will need through cleaning once in a while to remove stuck stuff within the building fabrics.
         1. The process for workshops deep clean procedure is:
            1. Visually inspect the property for damages, leaks, defects or significant wear and tear. If found, report to the Authority immediately.
            2. Removal of all dust and debris, thorough cleaning of all surfaces including the underside of the roof structure, outside of any ducting or trunking, all walls, floors, doors and windows.
            3. Cleaning of the Local Exhaust Ventilation (LEV) system, (some disassembly and reassembly will be required, extractors are to be isolated by the GE Dept prior to work commencing).
         2. Notes:
            1. MDF dust is carcinogenic. Appropriate PPE is to be worn to prevent the inhalation of dust.
            2. Scaffolding ladders to be brought to the authority for approval for use before.
            3. Works must be carried in accordance with JSP 375 Working at Height safe systems of work.
      8. **High-level external window cleaning**. The contractor shall clean all the external surfaces of the high-level windows as per Annex B, Annex C & these should not supersede the site visit observation.
         1. The process for workshops deep clean procedure is:
            1. Visually inspect the windows for damages before proceeding with the task. If found report to the Authority immediately.
            2. Using cleaning detergents, clean the outside of the window removing all dirt, soil, smudges, fingerprints and other foreign material deposits.
            3. Ensure that all excess spray/solution is removed from any surrounding trim or surfaces.
            4. Ensure that all glass and window surfaces are uniformly bright in appearance when cleaning is complete.
            5. After completion, ensure that any items moved to accomplish this task are returned to its original position and areas affected are reinstated to its original condition.

**General requirements**

1. **Working hours**. The contractor may work whatever hours suit his timetable, however assistance from the Authority will only be available 0800-1600 Mon – Fri. Any request for assistance is to be requested with a minimum of 24hrs notice.
2. **Pre-Start Meeting**. Prior to the commencement of the Contract, a Pre-Start meeting is to be held with the contractor and chaired by a representative from the Authority.
3. **Lighting and power**. The Contractor shall provide all lighting and power for his works.
4. **Communications**. The Contractor shall provide his workforce with adequate means of communications throughout the life of the Contract in order to carry out the work specified.
5. **Use of the site**. The Site shall not be used for any purpose other than undertaking the specified works. The Contractor may erect a site office and storage compound in a location agreed with the Authority. No storage of materials, parking of vehicles, temporary accommodation or any other use of areas beyond the boundaries shall be permitted. Under no circumstances shall it be permissible for the Contractor to cause an obstruction to normal pedestrian or vehicular movements within the vicinity of the site.
6. **Restrictions to the works**. The Works are to be undertaken without interfering with every day running of the Authority’s operations within the area. The demarcation of the Site boundary is to be obvious and clearly marked to restrict access to the site whilst the Works are being undertaken.
7. **Liaison with the authority**. The Contractor shall designate a site manager from within his organisation who will be responsible for liaising with the SO, PSO or his representative (SO) on a day to day basis and as the need arises. At all times the Contractor shall ensure that a Site Manager is present on site that has the capability of reading, writing, speaking and receiving instructions in the English Language, including being able to understand and interpret technical drawings and specifications. This Site Manager must be able to explain the work operations to persons performing the work in a language that those performing the work are capable of understanding. The SO shall have the right to determine, whether the proposed representative has sufficient technical and linguistic capabilities.
8. **Regulations**. It is the Contractors duty to be fully conversant with all local/MOD regulations and requirements in respect of fire, safety, security and occupational health, etc. These are to be fully complied with throughout the contract period.
9. **Rejection of work**. The Authority reserves the right to reject or condemn any area of the works that he considers to be below an acceptable standard and the Contractor shall replace or repair the said works within 7 days of being notified in writing of the rejection by means of a Non-Conformance Report.
10. **Health and Safety (H&S)**. All works shall be carried out in accordance with the Health & Safety at Work Act 1974 (HASWA).
11. **JSP 375**. The contractor shall comply with the Client’s permit to work system and JSP 375, Volume 3, (details of which are obtainable from the Authority SO), including the provision of method statements, risk assessments, switching/isolating safety programmes, permit to dig, etc. The contractor shall ensure that the Safe System of Works includes the following:
    1. The work is supervised by a competent person.
    2. Compliance with the permit to work system as employed by the Authority is in place if it is deemed necessary by the Authority to be issued before any work is undertaken on the system.
    3. Where necessary, arrangement is made for the Authority to isolate mains services including electricity, gas, steam and water, supplying the equipment listed in Annex E. It is the contractor’s responsibility to satisfy himself that all supplies have been suitably isolated before any work or testing is started. The Contractor shall provide a competent person on site to ensure that this isolation has been carried out. Warning notices shall be affixed as required by Reference C. The contractor shall provide a competent person to carry out the disconnection and reconnection of the equipment. The Contractor shall arrange for the Authority to reconnect the main services.
    4. All employees are made aware of the risk and hazard of the task and that all health and safety measures identified on the risk assessment are implemented properly.
    5. All chemicals used by the Contractor’s employees have been assessed as required by the relevant legislation and that satisfactory control measures are in place to prevent any risk to the health, safety or welfare of any person as a result of the use of these products in accordance with Reference D.
    6. All accidents are reported to the Authority in accordance with Reference E and an accident record book is kept on site.
12. **Prohibited products**. The Contractor shall not employ on or incorporate in the Works any of the following products and shall impose a like obligation upon all Sub-Contractors.
    1. Asbestos materials as described in the Asbestos Prohibitions Regulations 1985 and the Asbestos Products (Safety) Regulations 1985.
    2. Lead or any products containing lead for use in connection with drinking water.
    3. Materials that are generally composed of mineral fibres either manmade or naturally occurring which have a diameter of 3 microns or less and a length of 200 microns or less or which contain any fibres not scaled or otherwise stabilised to ensure that fibre migration is prevented.
    4. Other products or substances generally known to be deleterious to health and safety at the time of use or to the durability of the property in the circumstances in which they are being used.
    5. Air conditioning refrigerants R12 & R22 (all refrigerants used must be Montreal Protocol compliant).
13. **Hazardous, aggressive or unstable materials**. The Contractor is not to import or use fill materials which would either in themselves or in combination with other material or ground water, give rise to health hazards, damage buildings or structures. The construction materials should not include any finishes that may lead to shedding of particles.
14. **Defects in existing construction/services**. This shall be reported to the SO without delay. Obtain instructions before proceeding with work which may be covered up or otherwise hinder access to the defective construction or be rendered abortive by the carrying out of remedial work. This is particularly relevant in relation to the expansion of the existing service runs.
15. **Proposals for rectification of defective work/products**. As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, the Contractor is to submit proposals to the SO for opening up, inspection, testing, making good, or removal and re-execution. Such proposals may be unacceptable to the SO and he may issue contrary instructions.
16. **Workmanship**. Notwithstanding any clauses in the Conditions of Contract or elsewhere in the Specifications or Scope of Works, the Contractor shall be responsible for ensuring that all work-related activities shall be carried out in a neat and workmanlike manner, in accordance with accepted good practice. The Contractor shall pay full attention to quality control and adherence to the specifications. Care shall be taken in respect to Health and Safety matters, which shall include the provision of any relevant temporary warning signs and safety barriers. All working areas are to be kept clean and tidy daily. All redundant materials must be cleared to the requirements laid down in the Authorities Environmental Regulations.
17. **Timing of tests and inspections**. The Contractor is to agree dates and times of tests and inspections with SO four days in advance, to enable the SO and other affected parties to be present. On the previous working day to each such test or inspection the Contractor is to confirm to the SO that the work or sample in question will be ready or, if not ready, agree a new date and time.
18. **Work at or after completion**. The Contractor is required to undertake the following works prior to handover:
    1. Make good all damage consequent upon the work.
    2. Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.
    3. Clean the works thoroughly inside and out including all accessible ducts and voids; remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.
    4. All degreasing and cleaning agents used by the Contractor shall be approved as suitable for use in food preparation areas. Thus, material safety data sheets for the degreasing and cleaning agents should be provided to the Authority for approval before use.
    5. Disposal of cleaning waste and by-products, including scale and sludge, shall not be discharged into the building drainage system. The Contractor shall place such waste in sealed and marked containers and arrange for their removal from site by a registered waste disposal contractor in accordance with Reference H. The Waste Transfer Note shall be handed to the Authority.
19. **Making good defects**. The Contractor is to make arrangements with the SO and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. The SO is to be informed by the Contractor when remedial works to the various parts of the Works are completed and ready for approval.
20. **Interruption to Cleaning Programme**. Where cleaning takes longer than the times agreed on the programme, arrangement shall be made where necessary to bring food rooms into use and the Contractor shall:
    1. Ensure that the food rooms and catering equipment are left in a clean and safe condition to allow for the hygienic preparation of food.
    2. Sign the certificate at Annex F to this specification and hand it to the Authority.
21. **Completion Report**. The contractor shall inform the Building Custodian BC that the task is complete and provide any other information such as hazards or precautions as relevant. The Contractor shall submit a report to the Authority detailing works carried out including photos, potential issues arising from the works and any other relevant information.
22. **Certificate of Completion**. The Contractor shall complete and sign the certificate at Annex G to this specification and hand it to the authority.

Schedule 3 - Contract Data Sheet for Contract No: KEN/GE/2102

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| --- | --- |
| **Condition A9 Governing Law** | Contract to be governed and construed in accordance with:  (one must be chosen)  English Law  Scots Law  clause A9.d shall apply  Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with clause A9.g (if applicable) are as follows: |
| **Condition A22 Termination for Convenience** | The Notice period for terminating the Contract shall be 90 Business Days. |
| **Condition A24 Contract Period** | The Contract expiry date shall be: 21 October 26, with the option to extend for a further 2 additional years. |
| **Clause B1.b.(1) Contractor’s Obligations – Quality Assurance** | Is a Deliverable Quality Plan required for this Contract?  Yes  No  If Yes the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within       Business Days of Contract Award. Once agreed by the Authority the Quality Plan shall be incorporated into the Contract. The Contractor shall remain at all times, solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.  **Other Quality Assurance Requirements:**  Ensure that a robust quality assurance system is in place as detailed in DEFFORM 47 |
| **Condition C1 Contract Price (Excl. Vat)** | All Schedule 2 line items shall be Firm Price other than those stated below:  N/A |
| **Clause G1.a Payment** | DEFFORM 30 Agreement refers (if applicable)  N/A |
| **Clause G1.c.(2) and G1.c.(3) Payment** (for Schedule 2 items) | Payment is to be enabled by:  Line Items  (Address to which MOD Form 640 or AG173/AG210 (approval for payment) should be sent if different from Consignee):  GE Dept Admin  BATUK Main  Nanyuki  BFPO 680 |
| **Clause H1.a Progress Monitoring** | The Contractor shall be required to attend the following meetings:  Type: On site formal  Frequency: Monthly  Location: Site location |
| **Clause H1.b Progress Reports** | The Contractor is required to submit the following Reports:  Type: Formal written  Frequency: Weekly  Content: To include: progress against KPIs, planned works, issues, visits, variations / changes, costs incurred to date against work undertaken, updated payment schedule  Method of Delivery: E-mail  Delivery Address: [ajibola.laogun307@mod.gov.uk](mailto:ajibola.laogun307@mod.gov.uk) |
| **Clause H2.b Authority’s Representatives** | The Authority’s Representatives for the Contract are as follows:  Commercial:  Works Contracts Officer – [ajibola.laogun307@mod.gov.uk](mailto:ajibola.laogun307@mod.gov.uk)  Project Manager:  Clerk of Works EM – [DIO\_RD\_OSTrg-Ken\_GE\_Clkwks\_EM1@mod.gov.uk](mailto:DIO_RD_OSTrg-Ken_GE_Clkwks_EM1@mod.gov.uk)  Finance:  GE Finance Clerk – [DIO\_RD\_OSTrg-Ken\_GE\_FinClk@mod.gov.uk](mailto:DIO_RD_OSTrg-Ken_GE_FinClk@mod.gov.uk)  Technical:  Clerk of Works EM – [DIO\_RD\_OSTrg-Ken\_GE\_Clkwks\_EM2@mod.gov.uk](mailto:DIO_RD_OSTrg-Ken_GE_Clkwks_EM2@mod.gov.uk) |
| **Clause H3.a.(3) Notices** | Notices served under the Contract shall be sent to the following address:  Authority: Works Contracts Officer, BATUK, BFPO 680  Contractor:  Abode Glow Clean Care Ltd.  P.O BOX 17827-00100  Nairobi  Kenya |
| **Clause H3.a.(5) Notices** | Notices served under the Contract can be transmitted by electronic mail:  Yes  No |

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| **Condition K3 Supply of Data for Hazardous Contractor Deliverables, Materials and Substances (Core+ Only)** | A completed SC3 Core Plus Schedule “Hazardous Articles, Materials or Substance Statement”, and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:  a) The Authority’s Representative (Commercial)   1. b) [DSA-Land-MovTpt-DGHSIS@mod.uk](mailto:DSA-Land-MovTpt-DGHSIS@mod.uk)   or if only a hardcopy is available to:  a) The Authority’s Representative (Commercial)  b) Hazardous Stores Information System (HSIS)  Defence Safety Authority (DSA)  Movement Transport Safety Regulator (MTSR)  Hazel Building Level 1, #H019  MOD Abbey Wood (North)  Bristol, BS34 8QW  DSA-DLSR-MovTpt-DG HSIS (MULTIUSER)  to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date: |
| **Clause K4.i Timber and Wood-Derived Products (Core+ Only)** | A completed SC3 Core Plus Schedule “Timber and Wood-Derived Products Supplied under the Contract: Data Requirements”, is to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:  The Authority’s Representative (Commercial)  or, if only a hardcopy is available to:  The Authority’s Representative (Commercial)  to be Delivered by the following date: |

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| **Clause K5.b Rejection (Core+ Only)**  **(Note: If no period is inserted here the time period shall be 20 Business days)** | Time limit for rejection of the Contractor Deliverables shall be       Business Days. |

Schedule 2 - Specification for Contract No: KEN/GE/2102

**References**

1. BS 7671 18th Edition wiring regulations
2. JSP 375 MOD Health and Safety Handbook.
3. Health and Safety (Safety Signs and Signals) Regulations 1996.
4. Control of Substances Hazardous to Health (COSHH) Regulations 2002.
5. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
6. Approved code of practice (ACOP) L8 Control of legionnaires disease in water systems
7. MOD Remote Overseas Specifications 005.
8. National Environmental Management Authority (NEMA), Environmental Management and Coordination Act (EMCA) 1999.
9. DIO Specification 038 - Hygienic Cleaning of Food Rooms and Catering Equipment (Deep Cleaning).
10. DIO Specification 42 Catering Equipment Specification Notes.
11. Food Safety Act 1990.
12. The Food Safety (General Hygiene) Regulations 1995.
13. The Hazard Analysis and Critical Point (HACCP) System.
14. Health & Safety at Work Act 1974.
15. Workplace Health, Safety and Welfare Regulations 1992.

**Annexes**

1. Asset list
2. Floor plan drawings.

|  |  |
| --- | --- |
| Drawing number. | Drawing Title |
| DTE/SLA/C/001A | Yellow house floor plan |
| DIO/KEN/SSFA/TWI/F/001 | Twiga corpse floor plan |
| DIO/KEN/SSFA/SOA/F/001 | Soames floor plan |
| DIO/KEN/SSFA/SNO/F/001 | Snow view floor plan |
| DIO/KEN/SSFA/SIM1/F/001 | Simba house floor plan |
| DIO/KEN/SSFA/PEA2/F/001 | Peacock phase 2 floor plan |
| DIO/KEN/SSFA/PEA1/F/001 | Peacock phase 1 floor plan |
| DTE/SLA/C/MUGAMBI 03/C/01A | Mugambi 3 floor plan |
| MUGAMBI HOUSE No.1 | Mugambi 1 floor plan |
| DIO/NSG/C/IRV/001 | Irvine estate floor plan |
| DTE/SLA/C/HARRISONS/001 | Harrisons floor plan |
| DIO/NBI/SSFA/HAB/50/C/01 | Hibiscus court house 50 floor plan |
| DIO/SFA/GG/C/01 | Garden groove floor plan |
| DTE/SLA/C/CHIEF'S/001 | Chief’s house floor plan |
| DIO/KEN/SSFA/DOL1/F/001 | DolDol estate floor plan |
| DIO/SLA/C/CREAM/001 | Cream house floor plan |
| 70/42392/CW/C/001 | Acacia 5 bedroom floor plan |
| 170/42392/ACARW/C/001 | Acacia 3 bedroom floor plan |
| DIO/KEN/SSFA/JOP/F/002 | Jopale floor plan |

1. Schedule of equipment to be cleaned.
2. Temporary Certificate - Interruption to cleaning programme.
3. Certificate of Completion.

**Annex A to**

**KEN/GE/2102**

**Dated 24 Sep 21**

**LIST OF ASSETS**

**Annex B to**

**KEN/GE/2102**

**Dated 24 Sep 21**

**FLOOR PLAN DRAWINGS**

|  |  |  |
| --- | --- | --- |
| Drawing number. | Drawing Title | Remarks |
| DTE/SLA/C/001A | Yellow house floor plan |  |
| DIO/KEN/SSFA/TWI/F/001 | Twiga corpse floor plan |  |
| DIO/KEN/SSFA/SOA/F/001 | Soames floor plan |  |
| DIO/KEN/SSFA/SNO/F/001 | Snow view floor plan |  |
| DIO/KEN/SSFA/SIM1/F/001 | Simba house floor plan |  |
| DIO/KEN/SSFA/PEA2/F/001 | Peacock phase 2 floor plan |  |
| DIO/KEN/SSFA/PEA1/F/001 | Peacock phase 1 floor plan |  |
| DTE/SLA/C/MUGAMBI 03/C/01A | Mugambi 3 floor plan |  |
| MUGAMBI HOUSE No.1 | Mugambi 1 floor plan |  |
| DIO/NSG/C/IRV/001 | Irvine estate floor plan |  |
| DTE/SLA/C/HARRISONS/001 | Harrisons floor plan |  |
| DIO/NBI/SSFA/HAB/50/C/01 | Hibiscus court house 50 floor plan |  |
| DIO/SFA/GG/C/01 | Garden groove floor plan |  |
| DTE/SLA/C/CHIEF'S/001 | Chief’s house floor plan |  |
| DIO/KEN/SSFA/DOL1/F/001 | DolDol estate floor plan |  |
| DIO/SLA/C/CREAM/001 | Cream house floor plan |  |
| 70/42392/CW/C/001 | Acacia 5 bedroom floor plan |  |
| 170/42392/ACARW/C/001 | Acacia 3 bedroom floor plan |  |
| DIO/KEN/SSFA/JOP/F/002 | Jopale floor plan |  |

**Annex C to**

**KEN/GE/2102**

**Dated 24 Sep 21**

**Schedule of equipment to be cleaned**

|  |  |  |
| --- | --- | --- |
| NYATI Camp | | |
| Ser | Description | QTY |
| 1  2  3  4  5  6  7  8 | Brat Pan  Boiling Pan  Deep fat fryer  Griddle plates  Dish washer  Combined oven  Salad Chiller  Hot plates | 2  1  2  2  1  3  1  2 |
| KIFARU Camp | | |
| Ser |  |  |
| 1  2  3  4  5  6  7  8 | Brat Pan  Boiling Pan  Deep fat fryer  Griddle plates  Dish washer  Combined oven  Salad Chiller  Hot plates | 2  2  2  2  1  2  1  1 |

**Annex D to**

**KEN/GE/2102**

**Dated 24 Sep 21**

**TEMPORARY CERTIFICATE - INTERRUPTION TO CLEANING PROGRAMME**

Location:

Building Number:

Contract No:

I certify that:

1. There are no cleansing chemicals left of stored within the work area.
2. Treated surfaces have been thoroughly washed and rinsed to remove any cleaning chemicals that could contaminate food or cause injury to persons.
3. The extract system is ready for use and is in safe working condition.

Name:

Signature:

Appointment:

For and behalf of:

Date:

**Annex E to**

**KEN/GE/2102**

**Dated 24 Sep 21**

**Certificate of completion**

Location:

Building Number:

Contract No:

I certify that:

1. The kitchen extraction systems have been hygienically cleaned in accordance with the MOD Remote Overseas Specifications 005 and other documents particular to the contract.
2. All equipment that has been disturbed or disconnected has been checked and tested in accordance with the Specification. Except for items listed below which have been notified to the SO, all equipment is safe and in full working order.

Name:

Signature:

Appointment:

For and behalf of:

Date:

**Schedule 3 – Contract Data Sheet**

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| **General Conditions** |
| **Condition 2 – Duration of Contract:**  The Contract expiry date shall be: |
| **Condition 4 – Governing Law:**  Contract to be governed and construed in accordance with:  English Law  Scots Law  clause 4.d shall apply *(one must be chosen)*  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 4.g (if applicable) are as follows: |
| **Condition 8 – Authority’s Representatives:**  The Authority’s Representatives for the Contract are as follows:  Commercial:       *(as per DEFFORM 111)*  Project Manager:       *(as per DEFFORM 111)* |
| **Condition 19 – Notices:**  Notices served under the Contract shall be sent to the following address:  Authority:       *(as per DEFFORM 111)*  Contractor:  Notices can be sent by electronic mail?  *(tick as appropriate)* |
| **Condition 20.a – Progress Meetings:**  The Contractor shall be required to attend the following meetings: |
| **Condition 20.b – Progress Reports:**  The Contractor is required to submit the following Reports:    Reports shall be Delivered to the following address: |

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| **Supply of Contractor Deliverables** |
| **Condition 21 – Quality Assurance:**  Is a Deliverable Quality Plan required for this Contract?  *(tick as appropriate)*  If required, the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within            Business Days of Contract Award. Once agreed by the Authority the Quality Plan shall be incorporated into the Contract. The Contractor shall remain at all times solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.  **Other Quality Assurance Requirements:** |
| **Condition 22 – Marking of Contractor Deliverables:**  Special Marking requirements: |
| **Condition 24 - Supply of Data for Hazardous Contractor Deliverables, Materials and Substances:**  A completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:  a) The Authority’s Representative (Commercial)  b) Defence Safety Authority – [DSA-DLSR-MovTpt-DGHSIS@mod.uk](mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk)  to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date: |
| **Condition 25 – Timber and Wood-Derived Products:**    A completed Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements) is to be provided by e-mail with attachments in Adobe PDF or MS WORD format to the Authority’s Representative (Commercial)  to be Delivered by the following date: |
| **Condition 26 – Certificate of Conformity:**  Is a Certificate of Conformity required for this Contract?  *(tick as appropriate)*  Applicable to Line Items:  If required, does the Contractor Deliverables require traceability throughout the supply chain?  *(tick as appropriate)*  Applicable to Line Items: |
| **Condition 28.b – Delivery by the Contractor:**  The following Line Items are to be Delivered by the Contractor:      Special Delivery Instructions:    Each consignment is to be accompanied by a DEFFORM 129J. |
| **Condition 28.c - Collection by the Authority:**  The following Line Items are to be Collected by the Authority:    Special Delivery Instructions:      Each consignment is to be accompanied by a DEFFORM 129J.  Consignor details (in accordance with 28.c.(4)):  Line Items:       Address:        Line Items:       Address:  Consignee details (in accordance with condition 23):  Line Items:       Address:        Line Items:       Address: |
| **Condition 30 – Rejection:**  The default time limit for rejection of the Contractor Deliverables is thirty (30) days unless otherwise specified here:  The time limit for rejection shall be       Business Days. |
| **Condition 32 – Self-to-Self Delivery:**  Self-to-Self Delivery required?  *(tick as appropriate)*  If required, Delivery address applicable: |

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| **Pricing and Payment** |
| **Condition 35 – Contract Price:**  All Schedule 2 line items shall be FIRM Price other than those stated below:  Line Items       Clause 46.       refers |

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| **Termination** |
| **Condition 42 – Termination for Convenience**:  The Notice period for terminating the Contract shall be twenty (20) days unless otherwise specified here:  The Notice period for termination shall be       Business Days |

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| **Other Addresses and Other Information** *(forms and publications addresses and official use information)* |
| See Annex A to Schedule 3 (DEFFORM 111) |

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| **Schedule 3** DEFFORM 111  **Annex A** (Edn 03/21)  Appendix - Addresses and Other Information | | | | |
|  | **1. Commercial Officer**  Name:  Address:  Email: |  | **8. Public Accounting Authority**  1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street,  Manchester, M1 2WD  ( 44 (0) 161 233 5397  2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  ( 44 (0) 161 233 5394 |  |
|  | | | | |
|  | **2. Project Manager, Equipment Support Manager or PT Leader**  (from whom technical information is available)  Name:  Address  Email: |  | **9. Consignment Instructions**  The items are to be consigned as follows: |  |
|  | | | | |
|  | * + - 1. **3. Packaging Design Authority**   Organisation & point of contact:    (Where no address is shown please contact the Project Team in Box 2) |  | **10. Transport.** The appropriate Ministry of Defence Transport Offices are:  **A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH  Air Freight Centre  IMPORTS ( 030 679 81113 / 81114 Fax 0117 913 8943  EXPORTS ( 030 679 81113 / 81114 Fax 0117 913 8943  Surface Freight Centre  IMPORTS ( 030 679 81129 / 81133 / 81138 Fax 0117 913 8946  EXPORTS ( 030 679 81129 / 81133 / 81138 Fax 0117 913 8946 |  |
|  | | |  |
|  | **4. (a) Supply / Support Management Branch or Order Manager:**  **Branch/Name:**  **Tel No:**  **(b) U.I.N.** |  | **B.** **JSCS**  JSCS Helpdesk No. 01869 256052 (select option 2, then option 3) JSCS Fax No. 01869 256837  Users requiring an account to use the MOD Freight Collection Service should contact [DESWATERGUARD-ICS-Support@mod.gov.uk](mailto:deswaterguard-ics-support@mod.gov.uk) in the first instance. |  |
|  | | | | |
|  | **5. Drawings/Specifications are available from** |  | **11. The Invoice Paying Authority**  Ministry of Defence ( 0151-242-2000  DBS Finance  Walker House, Exchange Flags Fax: 0151-242-2809  Liverpool, L2 3YL **Website is:** <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing> |  |
|  | | | | |
|  | **6. INTENTIONALLY BLANK** |  | **12. Forms and Documentation are available through \*:**  Ministry of Defence, Forms and Pubs Commodity Management  PO Box 2, Building C16, C Site  Lower Arncott  Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  **Applications via fax or email:** [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk) |  |
|  | | | | |
|  | 1. **Quality Assurance Representative:**     Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.  **AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]. |  | **\*NOTE**  1.Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>  2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1. |  |
|  | | | | |

**Schedule 4 - Contract Change Control Procedure (i.a.w. clause 6.b) for Contract No:**

**1. Authority Changes**

Subject always to Condition 6 (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 clause 3 below.

**3. Contractor Change Proposal**

a. As soon as practicable, and in any event within fifteen (15) Business Days (or such other period as the Parties may agree) after having received the Authority Notice of Change, the Contractor shall deliver to the Authority a Contractor Change Proposal.

b. The Contractor Change Proposal shall include:

* + - * 1. the effect of the Change on the Contractor’s obligations under the Contract;
        2. a detailed breakdown of any costs which result from the Change;
        3. the programme for implementing the Change;
        4. any amendment required to this Contract as a result of the Change, including, where appropriate, to the Contract Price; and
        5. such other information as the Authority may reasonably require.

c. The price for any Change shall be based on the prices (including all rates) already agreed for the Contract and shall include, without double recovery, only such charges that are fairly and properly attributable to the Change.

**4. Contractor Change Proposal – Process and Implementation**

1. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:
   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.
      * 1. As soon as practicable after the Authority has evaluated the Contractor Change Proposal (amended as necessary) the Authority shall:
           1. indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with Condition 6 (Amendments to Contract); or
           2. serve a Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued) the Authority Notice of Change.
        2. If the Authority rejects the Change Proposal it shall not be obliged to give its reasons for such rejection.
        3. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred unless a Contractor Change Proposal has been accepted in accordance with Clause 4b.(1) above.

**5. Contractor Changes**

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 3b above, and the process at Clause 4 above shall apply.

**Schedule 6 - Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract: Data Requirements for Contract No:**

**Hazardous Contractor Deliverables, Materials or Substances**

**Statement by the Contractor**

Contract No:

Contract Title:

Contractor:

Date of Contract:

\* To the best of our knowledge there are no hazardous Contractor Deliverables, 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:     ) attached in accordance with condition 24.

Contractor’s Signature:

Name:

Job Title:

Date:

\* check box (T) as appropriate

To be completed by the Authority

Domestic Management Code (DMC):

NATO Stock Number:

Contact Name:

Contact Address:

Copy to be forwarded to:

Hazardous Stores Information System (HSIS)

Defence Safety Authority (DSA)

Movement Transport Safety Regulator (MTSR)

Hazel Building Level 1, #H019

MOD Abbey Wood (North)

Bristol BS34 8QW

**Schedule 7 - Timber and Wood- Derived Products Supplied under the Contract: Data Requirements for Contract No:**

The following information is provided in respect of condition 25 (Timber and Wood-Derived Products):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schedule of Requirements item and timber product type** | **Volume of timber Delivered to the Authority with FSC, PEFC or equivalent evidence** | **Volume of timber Delivered to the Authority with other evidence** | **Volume (as Delivered to the Authority) of timber without evidence of compliance with Government Timber Procurement Policy** | **Total volume of timber Delivered to the Authority under the Contract** |
|  |  |  |  |  |
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