



Operational Infrastructure Programme (OIP) Team

Contract No: OIP/0034

For:

**Procurement Of General Service
Tentage And Associated Items**

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APPENDIX TO CONTRACT (DEFFORM 111)

1 SCHEDULE OF REQUIREMENTS

Name and Address of Contractor Colpro Utilis JV Limited The Grange Doctors Road Blofield, Norwich Norfolk NR13 4LF	MINISTRY OF DEFENCE	Contract No OIP/0034
	Schedule of Requirements for PROCUREMENT OF GENERAL SERVICE TENTAGE AND ASSOCIATED ITEMS	
Issued With Contract Award letter	On 20th December 2016	Previous Contract No

Requirements

Item Number	Description	Notes to Supplier	Price £ (ex-VAT)
1	<p>Core tasks in relation to General Service Tentage and Associated Items.</p> <p>In accordance with the terms and conditions of the Contract and Statement of Requirements (Annex A).</p> <p>Contract Meetings Start up meeting one off, within 3 weeks of Contract start</p> <p>Inspection meeting one off, date to be arranged</p> <p>Quarterly review meetings Four meetings per year (every three months).</p>		<p>Priced in accordance with Contract Prices (Annex B).</p> <p>Annex B - Table 5.</p>

Item Number	Description	Notes to Supplier	Price £ (ex-VAT)
2	<p>Non-core tasks in relation to General Service Tentage and Associated Items.</p> <p>Procurement of items and equipment required for the Contract as and when required. In accordance with the terms and conditions of the Contract and Statement of Requirements (Annex A).</p> <p>Creation/Update of Army Equipment Support Publications (AESPs) and Drawings</p> <p>Procurement of Items</p> <p>Codification of Items</p> <p>Contract Meetings</p>		<p>Priced in accordance with Contract Prices (Annex B),</p> <p>Annex B – Table 1</p> <p>Annex B - Table 2 (Schedules 1-2)</p> <p>Annex B - Table 3</p> <p>Annex B - Table 4</p>

2 GENERAL CONDITIONS

DEFCON 68 (Edn 02/16) - Supply of Hazard Data for Articles, Materials and Substances
DEFCON 501 (Edn 03/15) - Definitions and Interpretations
DEFCON 503 (Edn 12/14) - Formal Amendments to Contract
DEFCON 515 (Edn 10/04) - Bankruptcy and Insolvency
DEFCON 516 (Edn 04/12) - Equality
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DEFCON 670 - Tax Compliance
DEFCON 681 (Edn 06/02) - Decoupling Clause - Subcontracting With The Crown

2.1. Amendments to Contract

- a. Only the Commercial Officer, detailed at Box 1, in the Appendix to Contract (DEFFORM 111), or his authorised representative, is authorised to vary the terms and conditions of the Contract. Such variations shall only have effect if agreed in writing.
- b. Any technical or other proposal from the Contractor requiring an amendment to the Contract is to be submitted in writing to the Authority for consideration, together with cost and time-scale implications. Any such changes accepted by the Authority shall be notified to the Contractor by written amendment to the Contract, and shall not be effective until accepted in writing by the Contractor.
- c. Notwithstanding DEFCON 503, nothing said, done or written by any person, nor anything omitted to be said, done or written by any person, including but without limitation, any servant or agent of the Authority, shall in any way affect the rights of the Authority, modify, affect, reduce or extinguish the obligations and liabilities of the Contractor under the Contract, or be deemed to be a waiver of rights of the Authority, unless stated in writing and signed by the Commercial Branch named in the Appendix to this Contract.

2.2. Appointment of Prime Contractor and Placing of Sub-Contracts

- a. For the purposes of this Contract and the work to be performed there under, the Contractor shall be designated as the Prime Contractor, and shall accordingly be responsible to the Authority, subject to the provisions of the Contract, for the timely, economic and proper execution of the Contract as described in the Schedule of Requirements and the Statement of Requirements (Annex A and its associated Appendices).
- b. The Contractor's responsibilities referred to shall apply equally to work carried out by Sub-Contractors in respect of the requirements of the Contract.
- c. The Contractor shall ensure that the terms and conditions of this Contract are reflected in all Sub-Contracts, at whatever level, to the extent necessary to enable the Contractor to fully meet his obligations to the Authority under the Contract.
- d. The Contractor shall furnish the Authority with a copy of any Sub-Contract if required.

2.3. Contract Duration

- a. The duration of the Contract shall be from start date of Contract for four years. The Contract shall be closed on completion and acceptance of all Contract Deliverables.

2.4. Contractors Personnel

- a. The Contractor shall take all reasonable steps to avoid changes of personnel assigned, and accepted for, work under the Contract, at both Prime and Sub-Contractor level. The Contractor shall give at least four weeks' notice to the Authority of any changes to key personnel, except where those changes are unavoidable or of a temporary nature caused by sickness etc.

2.5. Contractors Responsibility

- a. The Contractor shall ensure that personnel employed under the Contract have the appropriate qualifications and competence to carry out the work to fully meet the requirements of the Contract.
- b. The Contractor shall nominate a Project Manager who shall provide a focal point for all contact. The Contractor shall not replace his nominated Project Manager without approval of the Authority whose approval shall not be unreasonably withheld.
- c. The Contractor shall fulfil and verify by Quarterly Review Meetings (Statement of Requirement, paragraph 3 that the requirements of the Contract are met by demonstrating to the satisfaction of the Authority's Project Manager that the Items delivered meet the requirements of the Annex A and its associated Appendices to the Contract.
- d. Where so required, details of key personnel to be employed on the Contract shall be made available to the Authority on request.
- e. The Contractor shall be responsible for ensuring that personnel employed are adequate to complete the Task/Contract in an effective and timely manner.

- f. The Contractors responsibilities shall also include but not be limited to:
- (1) Planning and progressing of the work including the provision of appropriate documentation.
 - (2) Providing the Authority with the information reasonably required to confirm throughout the life of the Contract, that the work is proceeding to time, cost and performance.

2.6. Definitions and Interpretations

- a. In the Contract, the following expressions shall each have the meanings respectively assigned to them, except where the context requires otherwise.
- b. The meaning of 'the Contract', 'the Contractor', the Authority', 'Contract price', 'Articles', 'Firm Price', Project Manager' and 'month' shall be set out in DEFCON 501.
- c. 'The Ministry' means the Secretary of State for Defence
- d. 'The Parties' means the Authority and the Contractor
- e. 'Sub-Contractor' means any person, firm or Company to whom the Contractor sub-lets any part of the work to be carried out by the Contractor.
- f. 'The Terms and Conditions' means the Clauses set out in the Contract.
- g. 'The Items' means the items detailed on the Schedule of Requirements which the Contractor is contracted to supply.
- h. Unless otherwise stated references to Clauses, sub-Clauses, paragraphs, sub-paragraphs, annexes and appendices relate to the Contract.
- i. Unless otherwise stated references to DEFCONs, DEFFORMs and DEFSTANs made in the Contract shall be the latest edition thereof at the date of Contract, except as may be agreed subsequently.
- j. Any notice given by any Party to the Contract shall be in writing and shall be deemed duly served if delivered personally or sent by facsimile transmission or by prepaid first class post (airmail in the case of an address for service outside the United Kingdom) to the addressee at the address or (as the case may be) the facsimile number of that party to be served may have notified (in accordance with the provisions of this Clause) for the purposes of the Contract.

2.7. Disclosure of Information

- a. In this Condition, the definition of Information shall be that set out in DEFCON 531.
- b. The Authority shall not be in breach of the Contract where it can show that any disclosure of Information is made solely and to the extent necessary to comply with the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

2.8. Export Licences

a. If, in the execution of the Contract, the Contractor needs to Export material for which a foreign export licence is required, it shall be his responsibility to apply for and obtain in a timely manner such a licence.

2.9. Further Work

a. Nothing in this Contract shall be interpreted as an undertaking by the Authority to place any other contract with the Contractor or to authorise any further work in connection with the work carried out under the contract.

2.10. Place of Manufacture

a. Any change in the Contractor's or major Sub-Contractor's place(s) of manufacture during the currency of the Contract shall be promptly notified to the Authority's Commercial Officer, with a copy to the Authority's Project Manager, detailed in Boxes 1 and 2 respectively of the Appendix to Contract (DEFFORM 111).

2.13. Precedence

a. Should there be any discrepancy between the aspects of the documentation under the Contract then the order of precedence of the documentation shall be as follows:

- (1) Terms and Conditions including DEFCONS
- (2) Statement of Requirement (Annex A and associated Appendices);
- (3) Other Contract Annexes;
- (4) Any other documents incorporated by reference.

b. The Contractor shall immediately inform the Authority of any discrepancy, inconsistency or error in the documentation under this Contract which comes to his attention. The Authority shall notify to the Contractor the proper construction of the documentation or issue a correction to the documentation and such construction or correction (as the case may be) shall be binding on both the Contractor and the Authority.

c. Any conflict or apparent conflict between any documents in the Contract shall be notified to the Authority's Commercial Manager at the earliest opportunity for determination of how such conflict or apparent conflict may be resolved. The Authority's Commercial Manager will consult with the Contractor to determine how such conflict or apparent conflict may be resolved. If after such consultation both parties fail to resolve the conflict or apparent conflict, then the conflict or apparent conflict shall be concluded in accordance with DEFCON 530 (Edn 12/14).

d. The Clause headings are for convenience and shall not form part of this agreement or of any Contract(s) made hereunder nor govern their interpretation.

2.14. Publications Publicity and Status

a. Unless expressly permitted in writing by the Authority, the Contractor shall not publish or permit to be published either alone or in conjunction with any other person, any information, articles, photographs or other illustrations relating to the business of the Authority, his servants, agents or employees.

b. For reasons of security the Contractor shall not release any information associated with the project without first obtaining the prior written consent of the Authority, except as may be required by law or other government requirements. Prior to release, copies of the information to be released shall be forwarded to the Contracts branch named in the Appendix 111 to the Contract together with an accurate and complete English translation thereof, if the publication is to be in another language. It is expressly understood and agreed that neither Party has the authority to communicate on behalf of the other.

3 SPECIFICATIONS, PLANS, ETC

DEFCON 117 (Edn 10/13) - Supply of Information for NATO Codification Purposes
DEFCON 129 (Edn 18/11/16)- Packaging (For Articles Other Than Munitions)
DEFCON 129J (Edn 18/11/16) - The Use of the Electronic Business Delivery Form
DEFCON 502 (Edn 06/14) - Specifications Changes
DEFCON 602A (Edn 12/06) - Quality Assurance (With Quality Plan)
DEFCON 608 (Edn 10/14) - Access and Facilities to be Provided by the Contractor
DEFCON 624(Edn 11/13) - Use Of Asbestos
DEFCON 637 (Edn 18/11/16) -Defect Investigation and Liability
DEFCON 644 (Edn 05/15) -Marking of Articles

3.1. Risk

a. The Contractor acknowledges that any risk assessment that has been, or may be, undertaken in connection with this Contract has been, or will be, a project management function only. Such risk assessment does not affect the legal relationship between the parties. The issuing of any risk assessment questionnaire and the process of risk assessment generally, including without limitation, the identification of (or failure to identify):

(i) Particular risks and their impact; or

(ii) Risk reduction measures, contingency plans and remedial actions shall not in any way limit or exclude the Contractor's obligations under this Contract and shall be entirely without prejudice to the Authority's rights, privileges and powers under this Contract.

b. The risks identified as a result of any risk assessment questionnaire and risk assessment process generally remain the risks of the Contractor and are not assumed by the Authority except to the extent that the Authority expressly and unequivocally accepts those risks under the Contract. Any risk assessment questionnaire released was or will be issued by the Authority solely on this basis.

c. All queries relating to the Contractor's obligations relating to Risk Management shall be directed to the Project Manager at Box 2 of the Appendix to Contract (DEFFORM 111).

3.2. Quality Assurance Representative (QAR)

a. All reference to the QAR in documents that form part of this Contract shall be read as referring to the Authority specified in Box 7 of Appendix to Contract (DEFFORM 111).

3.3. Quality Management and Deliverable Quality Management Plan

a. The final version of the Quality plan shall be issued by the Contractor, no later than 90 working days after award of Contract. The Contractor shall be solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.

b. The Contractor shall maintain a Quality Management System in accordance with ISO 9001:2008 or 2015 throughout the life of this contract at no additional expense to the Authority. The Authority is to be informed within 10 working days of any changes to certification, including changes scope of activity during this period. If the Contractor has not obtained ISO 9001:2015 UKAS accredited (or an equivalent standard) by Contract start, the Contractor shall transition to new ISO 9001: 2015 Standard by September 2018.

3.3.1 All queries relating to the Contractor's obligations relating to the Quality Plan shall be directed to the Quality Manager at Box 7 of the Appendix to Contract (DEFFORM 111).

3.4. Retention of Quality Control/Inspection Records

a. Unless otherwise directed in the Contract, the Contractor shall retain the Quality Control/Inspection Records or such of those records as may be agreed by the Government Quality Assurance Representative (GQAR), for a period of five years from completion of all work under the Contract and shall make them accessible to the Authority on request. Exceptionally, when requested by the Contractor, earlier disposal may be authorised in writing by the GQAR. At the end of the retention period, the Contractor shall seek advice from the GQAR regarding the disposal/continued retention of the Quality Control/Inspection Records, and the Contractor shall not dispose of such records without the written authority of the GQAR.

3.5. Safety and Environmental

a. In performing the Contract, the Contractor shall comply with all his statutory duties and obligations relating to safety and shall be responsible for ensuring that none of the Specifications or other Contract requirements causes him to be in breach of any statutory duty or obligation relating to safety.

b. If, after the Contract is made, it appears that any specification or other Contract condition agreed between the Contractor and the Authority may render the Contractor in breach of any statutory duty or obligation relating to safety, he shall immediately draw that fact to the attention of the Authority in writing.

a. Nothing in the Contract, or in any other document created or signed on behalf of the Authority in connection with it, shall constitute a written undertaking for the purposes of Section 6(8) of the Health and Safety at Work Act 1974 relieving the Contractor of any of his duties under Section 6 of that Act.

d. Notwithstanding the provisions of DEFCON 76, the Parties shall execute all activities required by this Contract in accordance with statutory requirements in relation to Health and Safety.

3.6. Scope and Requirements of the Contract

a. All work authorised against this Contract shall be undertaken to the satisfaction of the Authority's Project Manager, or his authorised representative, and shall be fully compliant with the Statement of Requirement (SOR) at Annex A to the Contract.

b. Notwithstanding any official approval by the Authority of, or expression of satisfaction with, any Drawings, Specifications, Schedules, Software, or any relevant Technical, Administrative or other Documents or Data produced by the Contractor in aid of the Contract, the Contractor shall produce designs (where necessary), which in all respects, are wholly complete, accurate and fully meet the requirements of the Contract.

c. All Articles, Drawings, Specifications, Schedules and Technical Data produced under the Contract shall be in imperial terms unless specifically requested by the Authority.

d. Any technical or other changes, including Specifications etc. proposed by the Contractor and requiring an amendment to the Contract, must be submitted in writing to the Authority's Project Manager through the Authority's Commercial Officer for consideration together with full details of any cost, time and performance implications. Any proposed change agreed between the Authority and the Contractor shall only come into force by the Authority's Commercial Officer confirming in the form of a formal amendment to Contract.

3.7. Quality Control Of Materiel Used By The Contractor

a. For the purpose of testing samples of materiel to be used in the Contract, the Contractor shall use only Laboratories accredited for the required test to either: EN 45000 by the United Kingdom Accreditation Scheme (UKAS) (or an equivalent body recognised by UKAS Multilateral Mutual Recognition Agreement).

b. The Contractor shall be able to demonstrate a system of sub-contractor and input materiel control which inter alia gives assurance of competence to judge the technical adequacy of the materiel proposed for the use in the Articles to be supplied.

c. During the execution of the Contract, the Authority may undertake an examination, normally at the Contractor's works, of samples of details/sub assemblies selected from the Contractor's production line, together with their inspection record, to confirm compliance with the Contract requirements.

d. The Contractor shall as requested, provide traceable certification, which confirms that the material used for the purpose of this Contract complies with the specification requirements. This certification shall state physical properties and chemical analysis for the material, as applicable, and shall be provided when materials are used from stock or from new supplies.

e. The Tent material identified in the contract Tender submission by the bidding Contractor to meet the System Requirements Document (SRD) is to be the same material that is supplied throughout the life of the contract. The material specification supplied as evidence in the contract tender is the specification that the material must meet fully. The only exception to this is through a formal written concession being raised which must be formally agreed between the Authority and Contractor.

f. Following contract award the authority will randomly test samples supplied by the Contractor as part of its Quality Assurance. The samples will be tested against the specification supplied by the Contractor at contract award. If the specification is not 100% compliant to the specification the item will be replaced with a compliant product that meets specification at no cost to the Authority (As per point 4.2 of the Statement of Requirement).

3.8. Access To Premises And Technical Information

a. In addition to any rights specifically reserved elsewhere in the Contract, the Contractor shall provide to the Authority or his authorised representatives, free access to all premises where the work of the Contract is being undertaken, (including those premises of any sub-contractors contracted by the Contractor to undertake the work required under this Contract), and to all technical information relevant to the Contract for the purposes of co-ordinating and monitoring the nature and the progress of the work. The Contractor shall provide any reasonable level of facilities required by the Authority or his authorised representatives in order to conduct his business on this Contract. The Contractor accordingly undertakes to permit such access to his own premises and to ensure that similar rights are secured in the terms and conditions of all sub-contracts.

b. The Authority shall give reasonable notice when access to the premises of the Contractor or any sub-contractors is required.

3.9. Sustainable Procurement - Environmental Management Standards

a. The Contractor shall ensure that all activities under this Contract shall comply with certified environmental management standards based on ISO14001 or equivalent.

3.10. Transportation

a. All transportation of all items, detailed in Schedule of Requirement line 2 and Annex B (Contract Prices), shall be arranged by the Contractor to all locations within UK mainland requested by the Authority. For supply of items to overseas locations, the Contractor shall deliver to a nominated UK mainland site. The Authority shall then arrange onwards transportation.

b. The Contractor shall comply with all the relevant MOD instructions contained in the Contract and provided by the Authority.

c. The Contractor shall undertake this in accordance with the relevant Firm Price stated at Annex B (Table 2 – Schedules 1-2) to the Contract. The price shall include all associated costs including packaging and delivery charge.

d. The Contractor shall be liable for any cost of damage to the Article incurred during transportation until the Article is accepted by the Authority. In the event an article is damaged in transport the Contract shall replace the item at no cost to the Authority.

3.11. Packaging and Labelling

a. The Contractor shall pack or have packed the Contractor Deliverables:

(1) in accordance with any requirements specified in Annexes A and B to the Contract (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 including:

(a) the Delivery destination / address if not of the Consignee;

(b) the transit destination / address (for aggregation/disaggregation, onward shipment etc.);

(2) the DEFFORM 129J in accordance with the instructions shown therein and in the explanatory notes, or the serial number of the MOD Form 640;

(3) the description and quantity of the Contractor Deliverables enclosed;

(4) 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 the Contract.

(5) the makers part, catalogue, serial or batch number as appropriate;

(6) the Contract number

(7) any statutory Hazard markings and any handling markings, including the mass of any package which exceeds 3kg;

(8) the Packaging level (Military J, N or P, special H, Commercial A etc.) as specified in Annex B to the Contract.

(9) where applicable, any particulars which cannot be marked on each Contractor Deliverable in accordance with the Contract;

- (10) any additional markings specified in the Contract;
- (11) the Primary Packaged Quantity (PPQ) (if Trade Packaging); and
- (12) 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 within the meaning of the regulations set out in the Contract, 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. 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. 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 the Authority.

- (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.

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

h. 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.

3.12. Ordering Procedure

3.12.1 Orders for the supply of Articles listed at Annex B shall be issued to the Contractor by Babcock DSG using a Purchase Order Form. The Purchase Order shall constitute a requirement against the Contract.

3.12.2 Within 5 working days of the date of issue of the Purchase Order, the Contractor shall confirm in writing that he is proceeding with the order. In the event that the Contractor is unable to accept the Purchase Order, or any particular Article of the Purchase Order, he shall notify the Point of Contact identified on the Purchase Order for each individual Order line within 5 working days of the date of issue of the Purchase Order, giving full details of the reasons for non-acceptance and/or those aspects of the order, which require amendment prior to acceptance for example: Delivery Date. Babcock DSG reserves the right to reject any such proposal.

3.12.3 All Articles should be packed to the standard stipulated on the Purchase Order and be delivered on a Carriage Paid basis, to the address detailed on the Purchase Order.

3.12.4 When delivering Articles, the Contractor is to include a Delivery Note that includes the following information:

Contract Number
Order Number
NSN
PR Number (where applicable)
Quantity

3.13. Inventory Management

In addition to condition 3.12, Babcock DSG shall carry out all tasks relating to Inventory Management on behalf of the Authority. The Contractor shall be expected to co-operate with Babcock DSG on any inventory requirements.

This shall be in accordance with the Statement of Requirement and shall include but not be limited to,

- Monitoring of Stores and stock level
- Procurement
- Reviewing deliveries

3.13. Quality Assurance (Continued)

- a. In addition to the ISO Certification held by the Contractor, the Contractor agrees to achieve UKAS accreditation (or equivalent) for ISO 9001:2015 (in scope of the Contract) within six (6) months of Contract award for Colpro Utilis JV Limited.
- b. Without prejudice to all other remedies under the Contract failure to achieve UKAS accreditation within the period specified above is considered a termination event.
- c. The Authority will give twenty (20) Business Days notice of Termination.
- d. The Authority's QA representative shall undertake a QA audit prior to the Contract start-up meeting, covering all Contract work. The results of the audit shall be reviewed in the start-up meeting and shall inform what is outstanding to achieve UKAS accreditation.
- e. All costs incurred in obtaining UKAS ISO accreditation will fall to the Contractor.

4 PRICE

DEFCON 127 (Edn 12/14) - Price Fixing Condition for Contracts of Lesser Value
DEFCON 643 (Edn 12/14) - Price Fixing (Non-qualifying contracts)

4.1. Contract Pricing

The Contract Prices within the Schedule of Requirement shall be Firm Prices (not subject to variation), in pounds sterling, exclusive of VAT and will not be subject to any escalation.

5 INTELLECTUAL PROPERTY RIGHTS

DEFCON 14 (Edn 11/05) - Inventions and Designs Crown Rights and Ownership of Patents and Registered Designs
DEFCON 632 (Edn 08/12) - Third Party Intellectual Property - Rights and Restrictions

5.1. Confidentiality

- a. This Condition shall apply in addition to and notwithstanding DEFCON 531 or any other confidentiality condition of the Contract.
- b. For the purposes of this Condition "Controlled Information" shall mean any information in any written or tangible form which is disclosed to the Contractor by or on behalf of the Authority under or in connection with the Contract, and which is identified by the legend "Controlled Information" or other approved legend notified to the Contractor. Controlled Information shall exclude information provided by oral communication.
- c. The Contractor shall:
- (1) Hold the Controlled Information and not to use it other than for the purpose of discharging its obligations under the Contract;
 - (2) Not to copy the Controlled Information except as strictly necessary for the purpose of discharging its obligations under the Contract;
 - (3) Not to disclose the Controlled Information to any third party unless so authorised in writing beforehand by the Authority;
 - (4) Protect the Controlled Information diligently against unauthorised access and against loss; and,
 - (5) Act diligently to ensure that:
 - (a) Controlled Information is disclosed to its employees only to the extent necessary for the purpose of discharging its obligations under the Contract;
 - (b) Employees to whom Controlled Information is disclosed are made aware of and required to comply with the terms of this Condition.
- d. Where Controlled Information is provided to the Contractor, it shall:
- (1) Compile a register of that Controlled Information, which shall include explicit description of the Controlled Information, a record of the number of copies made and a record of all access to the Controlled Information including access to any copies of the Controlled Information.
 - (2) Maintain this register for the duration of the Contract and for two years following completion of the Contract.
 - (3) make the register of access available to the Authority upon reasonable notice for inspection and audit for so long as it is required to be maintained under this Condition; and,
 - (4) At the completion of the Contract, return to the Authority all original and duplicate copies of the Controlled Information, or else at the Authority's option destroy these copies and provide a certificate of destruction to the Authority.

e. This Condition shall not diminish or extinguish any right of the Contractor to copy, use or disclose any other information to the extent that it can show:

- (1) That the information concerned was or has become published or publicly available for use without breach of any provision of the Contract or any other agreement between the parties;
- (2) That the information was already known to it (without restrictions on disclosure or use) prior to receiving it under or in connection with the Contract;
- (3) That the information concerned was lawfully provided by a third party without restriction on use or further disclosure; or
- (4) From its records, that the information was derived independently of the Controlled Information;
- (5) To the extent that copying, use or disclosure of this other information shall not disclose its relationship to any Controlled Information.

5.2. Copyright Marking

- a. In the case that the Contractor includes a Copyright legend on any documentation, including extracts there from, produced under the Contract such legend shall also refer to the rights of the Authority in accordance with DEFCON 90.
- b. An IPR caveat shall only be applied to information that needs protection and must not be used purely for convenience. Information within reports that contain IPR shall be clearly marked. The Contractor shall justify the use of proprietary caveats on all documents produced under the Contract.

6 LOANS

Not applicable

7 DELIVERY

DEFCON 5J (Edn 18/11/16) - Unique Identifiers
DEFCON 507 (Edn 10/98) - Delivery
DEFCON 514 (Edn 08/15) - Material Breach
DEFCON 524 (Edn 10/98) - Rejection
DEFCON 525 (Edn 10/98) - Acceptance
DEFCON 612 (Edn 10/98) - Loss Of or Damage to the Articles
DEFCON 621B (Edn 10/04) - Transport (If Contractor Is Responsible For Transport)
DEFCON 627 (Edn 12/10) - Requirement for a Certificate of Conformity

7.1. Delivery

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:

- a. Contract Number
- b. Order Number
- c. NSN
- d. PR Number (where applicable)
- e. Qty

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

7.2.1 Trade Receipts Deliveries – Logistic Services Donnington, Bicester And St Athan

Unless an alternative procedure has been agreed by Logistic Services (LS) and has been communicated to the supplier/delivery team, the following procedures are applied when agreeing and booking in trade deliveries to the Donnington, Bicester and St Athan sites. The Authority shall inform the Contractor if the item(s) to be delivered are to these sites. If delivering to other sites, the Authority shall advise on any procedures.

7.2.1.1 Parcel Deliveries To B5 Warehouse Ls Donnington

For parcel deliveries to LS Donnington, the following criteria will apply:

- A. Maximum weight per item 25 KG
- B. Maximum length per item 80 CM
- C. Maximum width per item 80 CM
- D. Maximum height per item 40 CM

At the point of Parcel delivery, B5 LS Donnington reserves the right to:

- Not accept a delivery/collection outside of the hours 8.00 to 16:00 (15:30 Friday only)
- Allow up to 5 parcels per supplier per day.
- Defer a delivery to our Docks area if there is a Health and Safety concern.
- Redirect the driver to an approved area/an alternative building for offloading.
- Offer the next available space within the Vehicle Delivery Service if the delivery does not meet the criteria of that above.

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

Pallet Deliveries - Ls Donnington

Items requiring delivery to LS that fall outside of the above criteria, should be declared through our Logistics Commodities and Services Vehicle Booking Service (Booking Slots) situated in Trade Receipts, B5 FMW Donnington, using the Email address below.

DESDSDA-FMWSLOTS@mod.uk quoting:

1. 13 digit NATO Stock Number (NSN) for deliveries of 10 NSNs or under (multiple pallet deliveries of a single NSN will not be accepted without it).
2. Type of Item (Description).
3. Requirement Change Form (RCF) Number as advised by Project Team.
4. Number of packages / pallets.
5. Any special type of Mechanical Handling aids required.
6. Any specialist information e.g. Urgent Operational Requirement / Valuable & Attractive.
7. Supplier / Carrier Details.
8. Contact Number in case of communication failure.
9. Preferable date and time for delivery.
10. A safety data sheet is needed for hazardous items.

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.

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

7.2.1.2 Trade Deliveries to B47 Donnington

All deliveries irrespective of size, weight, etc.; are to be booked in by telephoning:
Civ tel:01952 672112 Mil tel: 94480 2112

01952 672110 94480 2110

7.2.1.3 Trade Deliveries to B54 Donnington

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

Civ tel:01952 672236 Mil tel: 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).

7.2.1.4 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:

1. 13-digit NATO Stock number (NSN).
2. Type of item (Description).
3. Requirement Change Form (RCF) Number as advised by Project Team.
4. Number of packages / pallets.
5. Priority of the packages being delivered.
6. Ultimate consignee address for packages going overseas. This would also include the Unit Identification Number (UIN) and British Forces Post Office (BFPO) number.
7. Whether the consignment contains Dangerous Goods.
8. Supplier / haulier details.
9. Contact telephone number and name.
10. Preferable date and time for delivery.
11. Any special type of mechanical handling aids that may be required.
12. Any specialist information e.g. Urgent Operational Requirement / Valuable & Attractive.
13. 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 08:00 – 15:30 Monday – Thursday, 08:00 – 12:30 on Friday.
- 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.

7.2.1.5 All Deliveries – Ls St Athan

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

Monday 08:30 – 16:00
Tuesday 08:30 – 16:00
Wednesday 08:30 – 16:00
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

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

- Not accept a delivery outside the hours 08:30 – 16:00 Monday – Thursday, 08:30 – 10:30 on Friday.
- 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/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.

7.2.1.6 Purple Gate / Onwards Transmission Deliveries Into Bicester

If Bicester is nominated by the Authority, items shall be delivered to site for overseas locations. Once delivered to the site, the Authority shall arrange onwards transportation to the required locations.

Deliveries for Purple Gate require Consignment Information Sheet in accordance with JSP 886, Volume 3, Part 7. The information contained shall be used in the MOD recognised consignment tracking system, known as VITAL (Visibility in Transit Logging). Further information on the Consignment Information Sheet can be found from,

DES Logistic Services Help Desk (DOCS) web page

or from contacting,

- a. Bicester Receipts Co-ord Clerk - 01869 257039 (94240 3039)
- b. Bicester Military Ops Cell (Distribution Hub / Purple Gate – 01869 257211 / 258432 (94240 3211 / 8432)

7.2.2 Overview

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. Suppliers must not assume they can simply turn up and must adhere to the criteria laid out above.

It is a condition of this contract that in the event that 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 on the due date at the appointed time.

7.3 Acceptance

The Authority shall accept all articles delivered following an initial inspection of the contents. In the event that within 12 months from date acceptance if the item is found to be damaged (where the damage was not caused as result of any actions taken by the Authority), the Contractor shall arrange for the article to be collected and provide a replacement article at no cost to the Authority. In the event the article is not available, the item shall be rejected and the Contractor shall refund the Authority the full cost of the article including transportation cost.

7.4. Force Majeure

a. The Contractor shall not be in breach of this Contract, nor liable for late or non-performance of any of its obligations under this Contract, if such delay or failure result from a "Force Majeure Event". For the purposes of this Contract, a Force Majeure Event is defined as one of the following:

- (1) acts of nature;
- (2) war;
- (3) hostilities;
- (4) fire at any of the Contractor's premises or those of its suppliers.

b. The Contractor shall immediately notify the Authority in writing on the occurrence of a Force Majeure Event, including details of the Force Majeure Event, its effect on the Contractor's obligations under this Contract, and the actions proposed to mitigate its effect.

c. Subject to Clause d below, the Contractor shall be entitled to an appropriate extension of time for performing such obligations provided always that the Contractor has used, to the satisfaction of the Authority, all reasonable endeavours, both to mitigate the effects of the Force Majeure Event, and to facilitate the continued performance of its obligations under this Contract.

d. The maximum extension of time granted under this clause shall be limited to 5 weeks after which time the Authority may, on giving written notice to the Contractor, terminate this Contract with immediate effect.

7.5 Liquidated Damages

7.5.1. It is recognised by the Parties that if the Contractor fails to deliver any of the Articles by the date(s) specified in the delivery schedule, the Authority will suffer loss and damage.

7.5.2. Accordingly, for each day's delay (including bank holidays and weekends) the Contractor shall pay the Authority £18,324 as Liquidated Damages up to a maximum of 7%. The Parties confirm that this sum represents a genuine pre-estimate of the Authority's loss.

3. The provisions of this Clause are without prejudice to any other rights of the Authority under the Contract, including but not limited to those under DEFCON 514 (Material Breach). Accordingly, in the event that the Authority terminates the Contract, Liquidated Damages shall be payable under Clause 2 above until the date of such termination.

4. Unless expressly stated by the Authority in writing, the provisions of DEFCON 527 (Waiver) shall apply.

7.6 General Exit Strategy

7.6.1 The Authority and the Contractor recognise the importance of timely planning to ensure that, following expiry or termination of the Contract, there is a seamless and effective transition to alternative Support arrangements. Following expiry or termination of the requirements of the Contract, the Contractor shall assist the Authority if necessary in the implementation of such alternative Support arrangements; the extent of such assistance shall be mutually agreed between the Authority and the Contractor at the time. The Contractor shall complete the activities described in the Exit Management Plan. The activities described in the Exit Management Plan will be overseen by the Authority's Project Manager or his authorised representative. The Contractor shall allow the Authority's representatives reasonable access to Contract Data throughout the Contract term to ensure the Contract Data prepared in accordance with the provisions of this clause is adequate in terms of scope and stage of completion. These activities shall include, but not be limited to:

7.6.1.1 Provision of all inventory management data complete up to the transition date for contract equipment and assets (including historical data since contract start).

7.6.1.2 Provision of a final report incorporating the latest updated quarterly reports and element plans extant for the contract equipment and assets system in the current configuration.

7.6.1.3 Provision of a final report listing any GFE held in support of this Contract in a format acceptable to the Authority.

7.7 Certificate of Conformity

a. For all items supplied under the Contract (e.g. Material, Spares, items etc), the Contractor shall provide a Certificate of Conformity (CofC) in accordance with the Statement of Requirement (Annex A) and applicable Quality Plan (in accordance with the Statement of Requirement). One copy of the CofC shall be sent to the Authority's Representative upon Delivery, and one copy shall be provided to the Consignee upon Delivery.

b. 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;
- (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.

7.8 New Stores Rejects (NSR)

- a. If the Authority reasonably considers that any Contractor Deliverable fails to comply in all material respects to the specification, a New Stores Reject (NSR) shall be raised by the Authority or Team Leidos. Such rejection shall be reported to the Contractor in writing, who will manage it in accordance with paragraph b and c.
- b. Once notified in accordance with paragraph a, the Contractor shall respond to the Authority's Project Manager within 5 Business days of receipt detailing its offer of repair and/or replacement at no cost to the Authority. The Authority Project Manager shall respond to the Contractors proposed remedy within 5 business days.
- c. Once the remedy is agreed between the Authority and the Contractor, the Parties shall agree a reasonable time period within which the NSR shall be fully resolved and the corrected Contractor Deliverables delivered, at the Contractor's cost, to the Authority's stated consignee.
- d. In the event an agreement can not be reached the Authority shall withhold payment for the item until the issue is resolved.

7.9. Non-Conforming Deliveries (NCD)

- a. Should any Contractor Deliverables be deemed as non-conforming (see JSP 886 Vol 2 Part 1) the Authority will notify the Contractor as to the reason(s) for non-conformance within 5 Business days of notification. It will be the responsibility of the Contractor, within 5 Business days of notification, to either rectify the problem on site or arrange for the Contractor Deliverables to be collected and rectified at the Contractor's premises and returned within 10 Business days of collection at no cost to the Authority. The list below details the reasons upon which a consignment may be rejected.
- b. 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 undertake the rectification action but will pass on any associated costs to the Contractor as necessary.

- c. Reasons for Non-Conformance
Incorrect Domestic Management Code (DMC)/NATO Stock Number (NSN)
Incorrect Description
Part/Batch No's Incorrect
Incorrect Primary Package Quantity (PPQ)
Incorrect Denomination of Quantity (D of Q)
Packaging Level incorrect
No Bar Code Labelling
Insufficient/No Test Certificates
Damaged in Transit
Incorrectly Labelled
Incorrect Material Condition (Matcon)
Mixed NSN
Non-Codified Item
No Engineering Record Card
No Labelling
No Paperwork
No weight Label
In adequate Shelf Life
No hazard Data Sheet
Incorrect Quantity – Surplus/insufficient

7.10. Non-Core tasking process – Procurement

- a. All Non-Core work required under the Contract, shall be initiated by the OIP Commercial, via email to the Contractor.
- b. The Contractor shall respond to the Authority's email detailing the following information: firm price, material costs, delivery completion date, number of hours and hourly rate. The task shall be assigned an unique task number.
- c. Additional work resulting out of the original task shall be against the same task number identified as /2, /3, etc. Each task will be subject to a separate definition of work, firm price and delivery arrangement.
- d. The task shall only commence once authorised by return email from the Authority. Tasks that are identified by the Project Manager as Priority shall be marked as such in the email title and shall be processed as expeditiously as possible once authorised.
- e. Once completed the Contractor shall supply a breakdown and invoice to the Authority.

8 PAYMENTS/RECEIPTS

DEFCON 513 (Edn 06/10) - Value Added Tax
DEFCON 522 (Edn 18/11/16) - Payment and Recovery of Sums Due
DEFCON 534 (Edn 18/11/16) - Subcontracting and Prompt Payment

8.1 Payment and Invoicing Procedure

a. The Contractor shall raise a commercial invoice in the name of Babcock DSG Limited, which must include the Purchase Order Number, and submit via Email to:

I&RM-accountspayable@babcockinternational.com

Or to the following postal address:

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

b. 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.

c. For the purposes of the Contract the Bill Paying Authority shall be as stated above.

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

I&RM-accountspayable@babcockinternational.com

e. 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.

Payment shall be made in accordance with the Late Payment of Commercial Debts Act, 1998, on satisfactory delivery of the Articles, consigned to the address detailed on each individual Purchase Order line

8.2. The Contracting, Purchasing and Finance (CP&F) electronic procurement tool

8.2.1 The Authority will make payments to the Contractor, to be claimed in accordance with DEFCONs

8.2.2 Where an offer and acceptance has already taken place off-line to establish the Contract, the Authority will 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 CP&F 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.

8.2.3 The Authority will hold the Contractor harmless for any delay or failure by the Authority to issue a Purchase Order. However, any delay or failure to issue a Purchase Order shall not relieve the Contractor of his obligations under the Contract.

9 CONTRACT ADMINISTRATION

DEFCON 642 (Edn 06/14) - Progress Meetings

9.1. Governance

- a. The Authority and the Contractor shall both appoint a Project Manager who shall be responsible for the day-to-day management of the contract.
- b. Details of the Authority's appointed Project Manager can be found in Box 2 of DEFFORM 111.

9.2. Meetings

- a. The Contractor shall attend all meetings required in accordance with the provisions of the Statement of Requirements at Annex A to the Contract.
- b. In accordance with the Schedule of Work, any Ad-hoc Meetings shall be held at an agreed time/date with the venue alternating between the MOD Abbey Wood Bristol and the Contractors premises. In the event of a QA meeting being held, the venue shall always be the Contractor's premises. Each party is responsible for its associated costs – The Authority will not be responsible for any claims for Travel and Subsistence.
- c. Both the Authority and Contractor shall provide a suitably qualified and experienced persons (SQEP) to attend the meetings.

Annex A – Statement of Requirement

**PROCUREMENT OF GENERAL SERVICE TENTAGE AND
ASSOCIATED ITEMS**

Statement of Requirement

Operational Infrastructure programme
Issue Date: 10/08/2016

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STATEMENT OF REQUIREMENT

1. SCOPE

1.1 The contractor is to provide GS Tentage and associated items when requested by the Authority.

1.2 The list of items at Annex B contains all the components for the existing equipment. The Authority reserves the right to add additional associated items to the annex in the event that additional items are required for the system.

1.3 The items shall be delivered in accordance with the SOR to UK location(s) as specified by the Babcock Inventory Manager leading on the purchase. The equipment is to be delivered in accordance with agreed lead times in Annex B.

1.4 The contractor is required to manufacture/supply the items listed in Annex B (Items 1-81) in accordance with technical data packs supplied. For items 82-100 of Annex B the contractor is expected to meet the requirements listed in the SRD. The previous technical drawings will be available to ensure compatibility with existing equipment (listed in SRD).

2. TECHNICAL DOCUMENTS

2.1 The Authority requires the Contractor to update/create drawings for the Authority to capture any new design elements, ad-hoc drawings and technical specifications. Any Intellectual Property Rights (IPR) generated shall belong to the Authority.

2.2 These drawings and technical documents shall be created at an agreed price per page. As part of the ITT submission the contractor is required to supply a firm price per page for a technical specification update and price per drawing for technical drawing update.

3. MEETINGS

3.1 Within 3 weeks of contract award, a Contract start up meeting shall be held at MOD Abbey Wood. All relevant personnel from both parties shall be required to attend.

3.2 The next mandated meeting will be first off inspection meeting. This will be for the Authority to carry out a quality inspection on the first products manufactured and the facilities. This is to be hosted by the Contractor at their UK premises.

3.3 Following the first inspection the next meetings will be held quarterly as Quarterly Review Meetings (QRM) at alternating locations between the Authority and Contractor. QRM's will continue throughout the contract unless otherwise notified by the Authority.

3.4 A minimum of 5 working days prior to each review meeting the Contractor is required to send a meeting agenda for the Authority's approval. The Agenda is to include (but not limited to) future work, work in progress, risks, issues, previous actions and performance. The Agenda once agreed is to be used as a standard format across all QRM's.

3.5 Attendance from the Authority will include Equipment Support Manager and commercial. There will also be attendance from Babcock DSG inventory.

3.6 No more than 5 working days following each review meeting the host is to send the meeting minutes out for review. These are then to be reviewed and returned within 5 working days. Any actions placed on either party are expected to be followed up promptly and resolved prior to the next review meeting. All previous actions are to be reviewed at the following review meeting as above.

4. **QUALITY ASSURANCE**

4.1 There will be a first off inspection on the tent panels produced from the contract schedule (Annex B - items 82-100). These must be available for inspection at the contractors UK based facility. Following the first inspection regular quality inspections shall be carried out at the Authority's discretion.

4.2 The Authority shall be able to take samples from the production runs during an inspection and take these for independent testing against the contracted specification. If 100% compliance to the specification is not found quality assurance will be increased and the contractor will replace the non-compliant stock with stock that complies free of charge to the MOD. Any destructive testing that is carried out, which proves to be compliant with the required specification, will be paid for by the MOD.

5. **BATCH IDENTIFICATION**

5.1 All tent sections must have an identifiable and traceable batch marking that will enable the item to be fully traced. The batch marking must identify the date of manufacture, location of manufacturer, batch of material used, Certificates of Conformity and any test results carried out on batch. Batch markings must be able to link the individual section to all other sections produced on that manufacturing run.

6. **WORKING WITH DE&S AGENT(S)**

6.1 There will be a requirement for the Contractor to work with DE&S Agent(s). Namely Babcock DSG. In the current arrangement Babcock DSG carry out the inventory management on behalf of OIP. Meaning that inventory (including purchasing) Authority will be delegated (with prior approval) to Babcock DSG. The Contractor shall fully co-operate with Babcock DSG. Further details of this including points of contact will be confirmed following contract award in the start-up meeting.

6.2 This will include the contractor being required to adhere to Babcock DSG performance monitoring procedures which will be fed back to the Authority.

6.3 Further details of the requirements of working with Babcock DSG are outlined in the contract.

7. **IMPROVEMENT**

7.1 Where design issues or improvements in an item or its manufacture process are identified by either the Authority or contractor these are to be highlighted at the soonest QRM. All documentation supporting the proposed improvement are to provided at the QRM and the change will only take place once agreed by both parties.

8. **SUPPLY OF INFORMATION**

8.1 For audit, accrual and accounting purposes the contractor will be required to supply evidence to support any purchases made by the Authority on the contract. This evidence is to be supplied as requested. A request can be made at any point of the contract duration.

8.2 Accounting records must be kept and be available to the Authority for audit as requested.

Appendix 1 to Annex A – System Requirement documents (SRD)



GS TENTAGE REQUIREMENTS
System Requirement Document

File Ref:
Version: 0.1
Dated: 01 August 2016

APPROVALS

Post	Name	Date	Signature
Drafted by:			
Authorised by:			
Endorsed by:			
Endorsed by:			

RECORD OF CHANGES

Issue	Date	Detail of Changes

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PART 1 – SYSTEM REQUIREMENT GENERAL DESCRIPTION**Description of the Requirements Model**

1. The Systems Requirements (SR)s are divided into three parts and is structured in accordance with the MOD's Acquisition System Guidance (ASG) System Requirement Document (SRD) guidelines and therefore contains the following sections:

- a. **Part 1 – General Description** – Information that relates to the overall system definition. Also identifies the origin of the need, and puts it in an operational systems / equipment context. This section also provides a foundation for Part 2 - Key System Requirements and Part 3 - System Requirements and may refer to documents contained in Part 6 - Context Document.
- b. **Part 2 – Mandatory and Key System Requirements (KSR)** – The Mandatory and KSRs are those individual requirements (or constraints) drawn from Part 3 - System Requirements which:
 - (1) Are key to the achievement of the operational need.
 - (2) Identify the essential core characteristics of the operational need, once interpreted by the Requirements Working Group (RWG).
- c. **Part 3 – Individual System Requirements and Constraints** – Contains the complete, structured, set of individual SRs and constraints. It has three components:
 - (1) A hierarchical structure.
 - (2) The complete set of individual SRs and constraints.
 - (3) Evidence that the Single Statement of Need (SSON) is fully described and based on capability planning.

Priorities

2. The SRs have been allocated a priority in accordance with the ASG. It is accepted that some of these can be expected to change during the Assessment Phase as risks to the programme are identified and mitigated through trade-offs. Initially the priority levels will be agreed within the RWG. The priority scale used is:

- a. Mandatory = Must be met to fulfil legal obligations. Cannot be traded.
- b. KSR = Mission critical. Cannot be traded.
- c. Priority 1 = High Priority. Low potential for trading may deviate from MOD policy. Can only be traded once formal agreement has been gained by the RWG.
- d. Priority 2 = Medium Priority. Tradable with care.
- e. Priority 3 = Low Priority. Desirable to User and first choice for trading.

Requirements Model Attributes

3. Each requirement in this SRD is captured using the DOORS (Dynamic Object Orientated Requirements System) program and made up of a set of attributes which are defined as follows:

- a. **ID** – Uniquely identifies the record. Keeps the identity of the record if the Hierarchical SR Number or other data changes.
- b. **Justification** – Records why the requirement or constraint is included. Provides an audit trail back to where the requirement or constraint originated. Helps ‘impact analysis’ during trade studies, inhibits ‘wish-listing’ and protects against inadvertent trading.
- c. **Priority** – Identifies the potential for trading, relative to other requirements in the same SRD and impact on the SSON as per Para 4.
- d. **Measure of Performance (MoP) / Performance Envelope** – Quantifies the requirement / constraint. Defines the essential minimum required level of performance (Threshold) and where appropriate, a maximum level that is pointless to exceed (Objective). Furthermore the MoP defines the system acceptance expectations
- e. **Validation Category** – Records how to demonstrate that the requirement is satisfied or that the constraint is complied with. Furthermore this category helps clarify what constitutes a ‘pass’ or ‘fail’ for acceptance purposes, if necessary. Where the validation category within the SR is stipulated as ‘certification’, the supplier shall provide written evidence to demonstrate that the SR has been satisfied to the threshold or objective level.
- f. **Remarks** – Provides supplementary information for the system requirement.

Single Statement of Need (SSoN).

4. The MOD requires the provision of a tri-service, (re)deployable shelter solution to coexist with the current in-service General Service (GS) tent frames, shelter and perhaps the existing insulation panels.
5. **Requirement.** The Future GS tentage solution must be (but not limited to):
 - a. **Interconnecting.** The GS tentage solution must interconnect with the current in-service solution. It will utilise the current GS frame and enable an interconnecting solution from old to new. It must be compatible with other in-service utilities and infrastructure.
 - b. **Configuration.** The new system must be available in sizes as per the current GS holdings in line with Army Equipment Support Publications (AESP) 8340-C-100 Series as per Part 6 to this document.
 - c. **Material.** It must be manufactured from a ruggedized, hardwearing and durable material. The system must also conform to key physical performance requirements including water resistance, light proofness, ventilation, flammability resistance and versatility of use over a wide range of climates as per Part 7 to this document.
 - d. **Through life support.** The new system shall come with a in-field user repair solution.
 - e. **Safety.** Health and Safety issues associated with the new equipment will require full evaluation and must comply with current MOD Policy and Health and Safety legislation.
 - f. **Same Fit, Form and Function.** All apertures will be designed to the same dimension and positioned within the same locations as the previous in-service solution.

Operating Environment.

6. The SRD will define where the capability must be stored and operated within. Part 7 provides tables of environmental categories in accordance with (iaw) Defence Standard (Def Stan) 00-35 Environmental Handbook for Defence Materiel.

PART 2 – MANDATORY AND KEY SYSTEM REQUIREMENTS

ID	System Requirement
2	The System shall be able to operate in hot climates without any degradation of the tent's material properties which enable it to meet the system requirements
4	The System shall be able to operate in cold climates without any degradation of the tent's material properties which enable it to meet the system requirements.
12	The System shall provide protection from precipitation to people and products inside a constructed shelter without any degradation of the tent's material properties which enable it to meet the system requirements.
22	The system shall afford protection from solar radiation without any degradation of the tent's material properties which enable it to meet the system requirements.
36	The system shall be designed to the same dimensions as the current in service solution
40	The system shall be made up of man portable tentage sections which each weigh no more than 700g/m ² .
56	The system shall be able to be unpacked without blocking which causes degradation to the system.
42	The system shall be compatible with other in-service utilities and infrastructure.
44	The system shall interconnect with the current in service GS solution tent frames and existing GS canvas.
46	The System shall be flame retardant.
58	The System shall be capable of being disposed in accordance with the current legal and environmental requirements.

PART 3 - SYSTEM REQUIREMENTS (System comprises of all tent components).

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
1	1	Operation in hot climates.							
2			The System shall be able to operate in hot climate without any degradation of the tent's material	Key	To meet the deployment requirements stated in DSD 13.	a. Operate capability in a maximum temperatures of 42 Deg C (A3 Climatic Category). b. Duration of test will be dictated by the Test Specification CL2. The minimum shall be 24	a. Operate capability in a maximum temperature of 58 Deg C (A1 Climatic Category) b. Duration of test will be	Certification	a. DSD 13 directs that the main effort is based upon sustaining forces in: (1) The Euro-Atlantic

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
			properties which enable it to meet the systems requirements.			hours. IAW Test CL2 (High Temperature, Low Humidity and Solar Heating) defined in [Def Stan 00-35 Part 3, Issue 4] - Environmental Handbook for Defence Material or non-MOD test equivalent.	dictated by the Test Specification CL2. The minimum shall be 24 hours. IAW Test CL2 (High Temperature, Low Humidity and Solar Heating) defined in [Def Stan 00-35 Part 3, Issue 4] - Environmental Handbook for Defence Material or non-MOD test equivalent.		Region (2) Middle East and North Africa (3) South Asia (4) Horn of Africa.b.Operate includes construction, usage, maintenance and redeployment, dismantling, repackaging and storing.
3	2	Operation in cold climates							
4			The System shall be able to operate in cold climate without any degradation of the tent's material properties which enable it to meet the systems requirements.	Key	To meet the deployment requirements stated in DSD13.	a. Operate capability in a minimum temperature of -42 Deg C (C1 Climatic Category) b. Duration of test will be dictated by the Test Specification CL5. The minimum shall be 24 hours IAW Test CL5 (Low Temperature) [Def Stan 00-35 Part 3, Issue 4] - Environmental Handbook for Defence Material or non-MOD test equivalent.	a. Duration of test will be dictated by the Test Specification CL5. The minimum shall be 24 hours. IAW Test CL5 (Low Temperature) [Def Stan 00-35 Part 3, Issue 4] - Environmental Handbook for Defence Material or non-MOD test equivalent.	Certification	a. Operate includes construction, usage, maintenance and redeployment, dismantling, repackaging and storing. b. Resistance to cold crack for plastics will need to be considered during this test.
5	3	Operation in humid climates							
6			The System shall be able to operate in wet and humid climates without any degradation of the tent's material properties which enable it to meet the systems requirements..	1	To meet the deployment requirements stated in DSD 13.	a. Operate in a maximum temperature of 24 Deg C (Climatic Category B1).. b. Maximum design humidity is 100% (Climatic Category B1).b. Duration of test will be dictated by the Test Specification. The minimum shall be 24 hours IAW Test CL6 (High Temperature, Humidity and Solar Heating Diurnal Cycle) [Def Stan 00-35 Part 3, Issue 4] - Environmental Handbook for Defence Material or non-MOD test equivalent.	a. Operate in a maximum temperature of 31 Deg C (Climatic Category B3). b. Maximum design humidity is 80% (Climatic Category B3) b. Duration of test will be dictated by the Test Specification. The minimum shall be 24 hours. IAW Test CL6 (High Temperature, Humidity and Solar Heating Diurnal	Certification	a. DSD 13directs that the main effort is based upon sustaining forces in: a. The Euro-Atlantic Region b. Middle East and North Africa c. South Asia d. Horn of Africa. b. Operate includes construction, usage, maintenance and redeployment, dismantling, repackaging and storing.

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
							Cycle) [Def Stan 00-35 Part 3, Issue 4] - Environmental Handbook for Defence Material or non-MOD test equivalent.		
7	4	Operation in environments with freeze / thaw action							
8			The System shall be able to operate in regions where it will experience repeated freeze / thaw action without any degradation of the tent's material properties which enable it to meet the systems requirements.	1	To meet the deployment requirements stated in DSD 13.	a. Resist effects of icy conditions. Maximum design temperature is -25 Deg C IAW Test CL10 (Icing), Procedure A in [Def Stan 00-35 Part 3 Issue 4] or non-MOD test equivalent. b. Resist the effects of diurnal heat changes around the freezing point of water IAW Test CL24 (Freeze / Thaw)in [Def Stan 00-35 Part 3 Issue 4] or non-MOD test equivalent.	As threshold	Certification	a. Operate includes construction, usage, maintenance and redeployment, dismantling, repackaging and storing.
9	5	Operation in high winds.							
10			The System shall be able to operate in high winds without any structural degradation.	1	To meet the deployment requirements stated in Defence Strategic Direction 13.	a. Remain operational in a steady wind of 22 m/s with gusts up to 30 m/s from any direction. b. Minimum of 1 cycle per orientation of the specimen IAW Test CL16 (High Winds) in [Def Stan 00-35 Part 3 Issue 4] or non-MOD test equivalent. c. The Guying system strength shall be tested to 400N for no less than 1 minute. (Category B, Level 3) IAW Camping Tents (ISO 5912:2011) 8.1 or equivalent. d. Openings shall be of such a design that when opened they cannot be closed by prevailing weather conditions.	a. Remain operational in a steady wind of 36 m/s with gusts up to 54 m/s from any direction. b. Minimum of 1 cycle per orientation of the specimen IAW Test CL16 (High Winds) in [Def Stan 00-35 Part 3 Issue 4] or non-MOD test equivalent.	Certification	a. The test is a demonstration of performance. b. Operation only includes usage whilst the tent is erect. Test will determine the strength and joins of the material. Test excludes the strength of the in-service frame. c. Tent must be pitched and secured using current in service pegs and storm lashings.
11	6	Protection from precipitation							
12			The System shall provide protection	Key	To provide habitable	a. Prevent internal drips of water within the tent by resisting the effects of rain, water spray and	a. As threshold	a. Independent Rain Test	a. During test tent shall be erected and all windows,

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
			from precipitation to people and products inside a constructed shelter without any degradation of the tent's material properties which enable it to meet the systems requirements.		living, working and storage conditions.	deposited water IAW Camping Tents [ISO 5912: 2011] 8.3 Rain Test. b. Prevent ingress of water through material at a minimum of 9 kPa of hydrostatic head pressure IAW BS EN ISO 20811 or test equivalent	b. Prevent the ingress of water through material at a minimum of 1 2kPa of hydrostatic head pressure IAW BS EN ISO 20811 or test equivalent.	(Material specific test). b. Certification for ingress of water	doors and openings shall be closed.
21	8	Protection from solar radiation							
22			The system shall afford protection from solar radiation without any degradation of the tent's material properties which enable it to meet the systems requirements.	Key	To provide habitable living, working and storage conditions.	a. Resist the effects of Solar Radiation up to 1120 W/m2 per 24 hour cycle. b. A duration of 56 cycles is appropriate for material continuously exposed to outdoor conditions. IAW Test CL3 (Solar Radiation) in [Def Stan 00-35 Part 3 Issue 4] or non-MOD test equivalent	As threshold	Certification	a. Prevent the effects of solar radiation on the occupants. b. Degradation and duration of the solar resistance properties of the materials are covered in the Reliability SR. c. SR_External Surfaces colour options must also be considered.
23	9	Resistance to mould							
24			The System shall be resistant to mould.	1	To prolong the life of the capability	a.Ability to resist material degradation as a result of mould. b.The period of incubation is to be a minimum of 28 days IAW with CN1 (Mould Growth), [Def Stan 00-35 Part 3 Issue 4] or non-MOD test equivalent and BS EN60068-2-10:J or equivalent.	As threshold	Certification	a. Tent is to be packed for incubation period before being erected and inspected. b. Test to be conducted on unused canvas.
31	10	Resistance to salt-laden atmospheres.							
32			The system shall	2	To provide	a.Ability resist the affects of salt atmospheres	As threshold	Certification	a. Material could be

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
			afford protection from salt-laden atmospheres		habitable living, working and storage conditions.	without any loss in operational capability. b.Specimens should be exposed to a minimum of 24hrs of salt mist. c.Specimens should undertake a salt corrosion test (Severity2) IAW Test CN2 (Salt Atmospheres) in [Def Stan 00-35 Part 3 Issue 4] or non-MOD equivalent.			exposed to salt atmospheres when deployed near inland salt lakes, sea coasts and near road surfaces. b. Test excludes the resistant ability of the in-service frame. c. Test to include corrosion resistance of material following exposure to salt mist and includes storage in damp heat conditions.
53	30	Reliability							
54			The System shall remain operationally effective throughout deployment without the need for material refresh.	1	To provide a capability which meets the needs of DSD 13.	All protection properties of the material must last for a minimum of 18 months before requiring a material refresh.	All protection properties of the material must last for a minimum of 24 months before requiring a material refresh.	Certification	a. Material refresh: the requirement to replace some or all of the tent panels within a System due to the degradation of protection properties. Subject to the tent being used properly and not abused/misused. b. Highly Accelerated Lifecycle Test (HALT) accepted.
15	7	Ability to withstand loading							
16			The System shall be strong enough to resist loading without any permanent deformation or breaking of the tent's material properties .	1	To provide habitable living, working and storage conditions.	a. Resist loading of up to 50 Kg per m ² for no less than 24 hours with no permanent deformation of the tentage material. b. Material is to return to original shape once loading test has been completed. c. Resistance to elongation and breaking of material up to a minimum force of 1700N IAW BS ENISO 13934-1(Tensile properties of fabrics) or test equivalent	a. Resist loading of up to 113 Kg per m ² for no less than 24 hours with no permanent deformation of the tentage material. b. Material is to return to original shape once loading test has been completed. c.Resistance to elongation and breaking of material up	Certification	a. Test will determine the strength and joins of the material. b. Test excludes the strength of the in-service frame.

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
							to a minimum force of 2300N IAW BS ENISO 13934-1(Tensile properties of fabrics) or test equivalent.		
51	29	Resistance to tearing							
52			The System shall have ripstop capabilities and be strong enough to withstand tearing.	2	a. To provide habitable living, working and storage conditions b. To prolong the life of the capability.	a. Ability to resist tearing of material up to a minimum force of 75N IAW BS EN 1SO 13937-3 or test equivalent.	a. Ability to resist tearing of material up to a minimum force of 100N IAW BS EN 1SO 13937-3 or test equivalent.	Certification	
25	11	Resistance to acid corrosion							
26			The System shall be resistant to acid corrosion.	2	To prolong the life of the capability	a. Can resist the effects of acid corrosion IAW with CN3 (Acid Corrosion) [Def Stan 00-35 Part 3 Issue 4] or non-MOD test equivalent.	As threshold	Certification	a. Test Severity 1 or non-MOD equivalent is to be completed as there is the possibility of the capability being exposed to industrial areas, exhausts or fuel burning appliances.
27	12	Resistance to insecticides.							
28			The System shall be resistant to Permethrin 'Peripel'.	1	To prevent the spread of disease and to prolong the life of the capability	a. Can be treated with insecticide without degradation to the capability. b. An intermittent exposure should be applied IAW CN4 (Contamination by Fluids) [Def Stan 00-35 Part 3 Issue 4] or non-MOD test equivalent	As threshold	Certification	a. The most common used agent is Permethrin 'Peripel' IAW JSP 371, Chap 2, Annex A, which is dispersed using the Swing-Fogger (NSN 3740-99-731-8544)..

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
29	13	Prevent insect ingress and infestation							
30			The System shall prevent insect ingress and infestation	2	To prevent the spread of disease.	a. All openings shall have a secondary mesh screen which fixes to the entirety of the opening. b. Screens shall have a maximum mesh size of 0.6mm x 0.6mm c. The screens are to be permanently fixed at the top and have the ability to be rolled out of the way when not required.	As threshold	Certification	a. The mosquito net mesh size recommended for effective malaria protection is of 120-200 mesh/square inch. b. The small sand fly, however, which also transmits diseases to humans, can pass through this mesh size, and can only be avoided with a small-meshed mosquito net (0.6mm x 0.6 mm), c. The mesh should be impregnated with insecticide IAW http://www.mosquito-netting.com/mosquito-netting.html)
35	16	Design Standards							
36			The system shall be designed to the same dimensions as the current in service solution	Key	To promote familiarity amongst the user community and inter-operability with current GS tentage.	a. The system shall be designed to perform the same fit, form and function b. Windows, doors and openings shall be designed to the same dimension and positioned within the same locations as the previous in-service solution as per the drawing specifications in Annex B to contract.	As threshold	Design Review	a. Means of escape shall be of the same size and location as the previous in-service solution.
39	17	Mass							
40			The system shall consist of man portable tentage sections which each weigh no more than	Key	To maintain or reduce the logistical burden	a.Each section of tentage should weigh no more than 700g/m ² b.Section dimensions can be found within the technical documents.	a.Each section of tentage should weigh no more than 500g/m ²	Certification	a. The mass of each section will be measured as dry. b. Mass threshold and

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
			700g/m ²						objective levels based upon the data gathered from the tent demo day. c. Changes outside of the limits stated in the threshold MoP are unacceptable as they would affect the following: (1). Amount of Mechanical Handling Equipment (MHE) required (2). Amount of Manpower to move, erect and dismantle the system (3). Logistical burden (4). Appropriate bags to allow safe manual handling. Consideration shall be given for the material and dimensions used for the tent/pole bags.
55	18	Blocking Resistance							
56			The system shall be able to be unpacked without blocking which causes degradation to the system	Key	To increase the speed of deployment and maintain the tent's functional properties.	a. There must be either no blocking or only slight blocking when the material is unpacked IAW BS EN 25978, Blocking Resistance.	As threshold	Certification	a. Tent panels must be able to be packed and stored for long durations in varying environments and unpacked without any issues. b. Block resistance is the capability of a material not to stick to itself upon contact when pressure is applied. c. Evidence to be provided to demonstrate consideration for blocking prevention and implementation of a solution to meet system

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
									requirement
33	20	Ventilation							
34			a. The system shall promote ventilation and airflow to prevent the build-up of carbon dioxide and maintain a healthy internal environment without the use of an air conditioning unit or relying on open door/end panels b. The system must be capable of doing this without reducing the comfort of the occupants.	1	To protect the health of occupants.	a. In order to reduce the risk of suffocation, tents shall be designed to maintain a circulation of air and minimize the opportunity for a build-up of harmful gases to dangerous levels within internal areas. b. In order to provide a sufficient circulation of air, a minimum of two ventilation openings shall be provided, each of which shall be at least 100cm ² per person IAW BS EN ISO 5912:2011, Camping Tents - 6.1.4.2 c. For ventilation the supplier shall provide justification of occupancy levels relative to the size of the tent. 18x24 tent must be able to berth 12 people d. Ventilation warnings shall be annotated with a label iaw Camping tents [BS 5912:2011]: Annex B, Label for flame retardant materials.	As threshold	Certification	a. The ventilation test shall not be subjected to any air conditioning systems b. More information for the air supply per person is contained within [MIL-STD-1472F] Figure 35.
61	18	Condensation							
65			The system shall limit the build of condensation within the internal environment with the promotion of airflow.	2	To provide a habitable living space	a. The system shall reduce the level of internal condensation thus reducing internal wet/damp surfaces and internal drips.	As threshold	Certification	a. Supplier shall provide technical evidence that this SR has been satisfied.
49	24	Internal Environment							
50			The System shall shall make best use of all available light	3	To improve the internal environment for the occupants	a. Internal surfaces shall achieve the following but not limited to: (1) A surface that will increase the internal light reflectance (2) Maintain the occupants privacy i.e. (visually non-reflective)	As threshold	Certification	a. An increase in internal light reflectance will improve lux levels thus improving the working environment. b. The internal surfaces shall also reduce the

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
									logistic burden placed on maintaining light and heating levels.
41	21	Interoperability							
42			The System shall interconnect with other in-service utilities and infrastructure.	Key	To improve the overall capability.	a. The system shall interconnect with: (1). LAPDS (2). ECU - Acclimatise High Ambient MkII (3). Dantherm VAM-15 Heater (4). Dantherm VAM-40 Heater (5). HVAC - ACM7	As threshold	Design Review	a. A list of AESPs: (1). LAPDS 6115-G-711 (2). ECU - 5419-F-135 (3). VAM-15 4520-E-105 (4). VAM-40 4520-E-105 (5). Shelter configurations including OFCS 8340-C-series. b. Operating temperatures of the above equipment shall be considered by the supplier.
43	22	Compatibility							
44			The system shall be compatible with the current in service GS solution tent frames and existing GS canvas.	Key	To ensure that minimum burden is placed on existing resources	a. The system shall be designed using the existing sub-frames as per Annex A of the SRD. b. The system shall be used in conjunction with existing panels. c. The system shall be compatible with: (1). Shelter configurations including OFCS (2). In-service insulation and sun shades in Annex B to contract.	As threshold	Design Review	a. As the design specifications are similar to the in service solution then the assumption is the following would remain the same: (1). Speed of erection and dismantling (2). Erection and Dismantling equipment (3). Training burden (4). Design Information (5). Amount of Manpower to move, erect and dismantle the system

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
47	24	External Surfaces							
48			The System shall have external surfaces finished in the appropriate colour	1	To enhance survivability	a. Surfaces finished in the following: (1). NATO Green - No 285 b. Supplier to provide suitable evidence to demonstrate Colour fastness dependent upon the material make up IAW BS EN ISO 105-B04 Textiles – tests for colour fastness.	a. Surfaces finished in the following: (1). NATO Green - No 285 (2). White - No 00 E55 (3). Light Stone - No 361 (4). Camouflage Desert Sand - No 380 b. Supplier to provide suitable evidence to demonstrate Colour fastness dependent upon the material make up IAW BS EN ISO 105-B04 Textiles – tests for colour fastness.	Certification	a. Options to change colour IAW objective MOP - firm process must be supplied by OEM.
59	26	Internal Markings							
60			The individual panels will have identifiable markings.	2	To promote safety	a. The internal surface of the tent shall be marked IAW Camping Tents (ISO 5912:2011) 9 - Advice to occupants b. Each section of material shall be marked with the following: (1). Contract number (2). Date of manufacture (3). NSN (4). Batch marking	As threshold	Inspection	a. Internal markings are in addition to SR_46 Fire Retardant label. b. Batch markings will identify any mass errors and enable a more efficient recall.
45	27	Flame Retardant							
46			The System shall be flame retardant.	Mandatory	To slow down the spread of fire to allow the occupants to escape safely.	a. The flame retardant properties of the shelter must endure for the entire length of the equipment lifespan. b. Shelter material and liners which are: (1). Inherently fire retardant and not treated	As per threshold	Independent Test	a. Further Information contained within [JSP 426], Leaflet 10 - Fire Safety for Tented Camps in Support of Operations and Exercises (Amended - Jan

ID	Object Number	Object Heading	System Requirement	Priority	Justification	Threshold MOP	Objective MOP	Verification Category	Remarks
						post-manufacture. (2). Annotated with a label IAW Camping tents [BS 5912:2011]: Annex B, Label for flame retardant materials (c). Test shall be passed IAW [BS 476-12:1991]: Fire tests on building materials and structures - Part 12: Method of test for ignitability of products by direct flame impingement.			14).
66	28	Transport Bags							
68			The system shall be able to be packed into suitable man-portable packaging.	2	a. To prevent degradation of the system whilst in transport or storage. b. To ensure that transport bags are manportable.	a. Package shall be made to: (1). Allow the tent to be manportable. The design shall include enough handles to lift the equipment safely. (2). Durable to protect the system in the varying environment listed within the SRD. (3). Capable of withstanding the effects of constant movement, unpacking and packing.	As threshold	Certification	a. New packaging must be designed in-line with the current GS tentage. b. However it is envisaged that new modifications may have to be made to improve the packaging for the new tentage solution.
57	31	Disposal							
58			The System shall be capable of being disposed in accordance with the current legal and environmental requirements.	Mandatory	To minimise through life costs and ensure legislative compliance	a. All components to be disposed by standard domestic disposal mechanisms to ensure the equipment is environmentally compliant IAW [JSP 886], Vol 3 Part 16 - Unit Disposal.	As threshold	Certification	

PART 4 – CONTEXT DOCUMENTS

Reference	Description
BS EN ISO105-B04	British Standards EN International Standards Organisation, Textiles – tests for colour fastness.
BS 476-12	British Standards 476-12, Fire Tests on Building Materials and Structures.
BS 5438	British Standards 5438, Methods of Test of Flammability of Textile Fabrics
BS 6925	British Standards 6925 Textile floor coverings - Burning behaviour
BS 6941	British Standards 6941 Textile fabrics - Burning behaviour
BS 25978	British Standards EN 25978, Plastics – Coated Fabrics
BS EN ISO 13934-1	British Standards EN International Standards Organisation 13934-1, Tensile properties of fabrics.
BS EN ISO 13937-3	British Standards EN International Standards Organisation 13937-3, Tear properties for fabrics.
BS EN ISO 20811	British Standards International Standards Organisation 20811, Textiles. Determination of resistance to water penetration
BS EN 60068-2-10	British Standards EN60068-2-10, Environmental testing, Test J.
Def Stan 00-35	Defence Standard 00-35, Environmental Handbook for Defence Materiel
DSD 13	Defence Strategic Direction 2013
JSP 886	JSP 886: The Defence Logistics Support Chain Manual
ISO 5912	International Standards Organisation 5912:2011 Camping Tents
ME Vol VII	Military Engineering, Volume VII, Operational Accommodation

PART 5 - GLOSSARY

Term	Definition
AESP	Army Equipment Support Publication
ASG	Acquisition System Guidance
BS	British Standard
DOORS	Dynamic Object Orientated Requirements System
ECU	Environmental Control Unit
GS	General Service
HALT	Highly Accelerated Lifecycle Test
HVAC	Heating, Ventilation and Air Conditioning
IAW	In Accordance With

Term	Definition
ISO	International Standards Organisation
ITC	Improved Tented Camp
KSR	Key System Requirement
LAPDS	Lighting and Power Distribution System
LoL	Limit of Liability
MOD	Ministry of Defence
MOP	Measurement of Performance
OFCS	Operational Field Catering System
OIP	Operational Infrastructure Programme
PJHQ	Permanent Joint Headquarters
SAT	System Acceptance Tests
SME	Subject Matter Expert
SR	System Requirements
SSON	Single Statement of Need

PART 6 – GS TENTAGE VARIANTS

Tent Type	NSN	AESP No.
GS Tentage - 12ft Passageway	8340-99-130-2183	<u>8340-C-101</u>
GS Tentage - 12ft Passageway	8340-99-225-8187	<u>8340-C-101</u>
GS Tentage - 4 Way Passageway Connector	8340-99-130-2184	<u>8340-C-101</u>
GS Tentage - 4 Way Passageway Connector	8340-99-225-2186	<u>8340-C-101</u>
GS Tentage - Porch (6ft x 6ft)	8340-99-225-8188	<u>8340-C-102</u>
GS Tentage - Small Field Headquarters (12ft x 12ft)	8340-99-316-0112	<u>8340-C-103</u>
GS Tentage - OFCS (24ft x 18ft)	8340-99-724-5422	<u>8340-C-110</u>
GS Tentage - Command Post (9ft x 9ft)	8340-99-135-1424	<u>8340-C-112</u>
GS Tentage - General Purpose (12ft x 12ft)	8340-99-984-7785	<u>8340-C-113</u>
GS Tentage - General Purpose (24ft x 18ft)	8340-99-891-0224	<u>8340-C-114</u>
GS Tentage - Shelter with Porch (24ft x 18ft)	8340-99-861-0226	<u>8340-C-114</u>
GS Tentage - OFCS (12ft x 12ft)	8340-99-147-7464	<u>8340-C-116</u>
GS Tentage - Shelter c/w Insulation (48ft x 18ft)	8340-99-371-1417	N/A
GS Tentage - Shelter c/w Insulation (72ft x 18ft)	8340-99-579-7993	N/A
GS Tentage - Shelter c/w Insulation (96ft x 18ft)	8340-99-485-3247	N/A
GS Tentage - Sunshades	8340-99-575-0779	N/A

PART 7 – ENVIRONMENTAL CATEGORIES (DEF STAN 00-35)

CATEGORY	APPLIES TO:
A1 - EXTREME HOT DRY	Areas which experience very high temperatures accompanied by high levels of solar radiation, namely, hot dry deserts of North Africa, Western Australia, parts of the Middle East and central Asia including parts of the Indian sub-continent, and parts of South Western USA/Mexico.
A2 - HOT DRY	Areas which experience high temperatures accompanied by high levels of solar radiation and moderately low humidities, namely, most of Australia, most of the middle East and Central Asia, most of the Indian sub-continent, most of the North African continent and parts of the South, South West USA, North Mexico, parts of the South American Continent and the most Southern parts of Europe.
A3 - INTERMEDIATE	In strict terms, this definition applies only to those areas which experience moderately high temperatures and moderately low humidities for at least part of the year. It is particularly representative of conditions in Europe except the most Southern parts, Canada, the northern United States and the southern most part of the Australian continent.
B1 - WET WARM	Areas which experience moderately high temperatures accompanied by continuous very high relative humidity. These conditions are found in rain forests, and other tropical regions during periods of continuous cloud cover, where direct solar radiation is not a significant factor. Geographical regions covered include the Congo and Amazon basins, South East Asia including the East Indies, the North coast of Madagascar and the Caribbean Islands.
B2 - WET HOT	Areas which experience moderately high temperatures accompanied by high humidity and high direct solar radiation. These conditions occur in exposed areas of the wet tropical regions, such as the coastal region of the Gulf of Mexico, Northern Australia, and Eastern China.
B3 - HUMID HOT COASTAL DESERT	Areas which experience high temperatures accompanied by high water vapour content of the air near the ground in addition to high levels of solar radiation. These conditions occur in hot areas near large expanses of water such as the Persian Gulf and the Red Sea.
C0 - MILD COLD	In strict terms, this definition applies only to those areas which experience mildly low temperatures such as the coastal areas of Western Europe under prevailing maritime influence, South East Australia and the lowlands of New Zealand. However for the purposes of this standard, this definition is considered to apply to all land masses except those designated as Category C1, C2, C3 or C4.
C1 - INTERMEDIATE COLD	Areas which experience moderately low temperatures such as central Europe, Japan and central USA.
C2 - COLD	Colder areas which include northern Europe/Scandinavia, the prairie provinces of Canada, Tibet and much of Russia.
C3 - SEVERE COLD	The coldest areas of the North American continent.
C4 - EXTREME COLD	The coldest areas of Greenland and Siberia.

Table 1: Definitions of Climatic Categories

Highest temperatures		Lowest temperatures	
A1	58°C	C0	-26°C
A2	53°C	C1	-42°C
A3	42°C	C2	-56°C
M1	51°C	C4	-68°C

Table 2: Extreme Temperatures in Climatic Categories

CLIMATIC FACTOR	CATEGORY AFFECTED
Atmospheric pressure Wind Ozone Hail	All Categories
Blowing sand and dust Rain Drip hazard	A1, A2, A3, B1, B2, B3
Ice accumulation Snow loading	C0, C1, C2, C3, C4

Table 3: Additional Climatic Factors and Related Categories.

**Annex B – Contract Prices
Redacted S.43**

Annex C – Not Used

Annex D – Contractor’s Commercially Sensitive Information Form

DEFFORM 539A
Edn 08/13

Ref No : OIP/0034
Description of Contractor’s Commercially Sensitive Information: Redacted S.43
Cross Reference(s) to location of sensitive information in Contractor: Redacted S.43
Explanation of Sensitivity: Redacted S.43
Details of potential harm resulting from disclosure: Redacted S.43
Period of Confidence (if applicable): Redacted S.43
Contact Details for Transparency / Freedom of Information matters: Name: Redacted S.40 Position: Address: Telephone Number: email Address:

Annex E – Hazardous Articles, Deliverables, Materials or Substances Statement by the Contractor

DEFFORM 68
(Edn 06/15)

Contract Number: OIP/0034

Contract Title: **Redacted S.40**

Contractor: Colpro (UK)/Utilis Consortium

Date of Contract:

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

* To the best of our knowledge the hazards associated with Articles, Deliverables, materials or substances to be supplied under the Contract are identified in the Safety Data Sheets (Qty:1 Set) attached in accordance with either:

DEFCON 68 ; or

Clause 17 of Standardised Contract 1 Conditions

Contractor's Signature:

Name: **Redacted S.43**

Job Title:

Date:

* check box () as appropriate

To be completed by the Authority

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

**Appendix 1 to Annex E – Hazardous Articles, Deliverables, Materials or Substances
Statement by the Contractor**

Redacted S.40

Annex F – Security Aspects Letter (SAL)



Ministry
of Defence

Colpro Utilis JV Limited
The Grange
Doctors Road
Blofield, Norwich
Norfolk
NR13 4LF



Jenny Howden BA (Hons) MCIPS
Senior Commercial Manager INFRA/STE

CIV: Redacted S.40
MIL: Redacted S.40



Redacted S.40



Defence Equipment & Support
Spruce 3A #1309
MOD Abbey Wood
Bristol BS34 8JH



10 Aug 2016

Our Reference: OIP/0034

Dear Sir

OIP/0034 – PROCUREMENT OF GENERAL SERVICE TENTAGE AND ASSOCIATED ITEMS

1. With reference to the above quoted Reference Number and Project, I hereby give you notice that this Project includes documents classified OFFICIAL and OFFICIAL-SENSITIVE. All documentation and information marked OFFICIAL and OFFICIAL-SENSITIVE is entrusted to you in confidence.

2. Any access to information on Ministry of Defence premises that may be needed will be in accordance with MoD security regulations under the direction of the Ministry of Defence Project Manager (Mr Mike Butcher – Operational infrastructure Programmes).

3. You are requested to acknowledge receipt of this letter by ensuring Annex A is signed and returned by all companies in your supply chain and confirm that:

“The definition of the classified matter is understood and has been brought to the attention of the person/people directly responsible for the security of the Project and relevant documents.”

“The requirement and obligations set out in Annex B can and will be met.”

4. Any difficulties experienced or expected in interpreting and implementing the above should be reported immediately to me.

Yours faithfully,

Jenny Howden BA (Hons) MCIPS
Senior Commercial Manager INFRA/STE

Companies Name:
Colpro (UK) Limited and Utilis SAS Consortium

Companies Address:
The Grange,
Doctors Road,
Blofield,
Norwich,
NR13 4LF

I confirm that:

The definition of the classified matter is understood and has been brought to the attention of the person/people directly responsible for the security of the relevant documents.

The requirement and obligations set out in Annex B can and will be met.

Signed:

Name: **Redacted S.40**

Position:

Reportable OFFICIAL and OFFICIAL- SENSITIVE Security Condition for UK Contracts**Definitions**

1. The term "Authority" means a Ministry of Defence (MOD) official acting on behalf of the Secretary of State for Defence.

Security Grading

2. The Authority shall issue a Security Aspects Letter which shall define the OFFICIAL- SENSITIVE and Reportable OFFICIAL information that is furnished to the Contractor, or which is to be developed by it, under this Contract. The Contractor shall mark all OFFICIAL-SENSITIVE documents which it originates or copies during the Contract clearly with the OFFICIAL-SENSITIVE classification. However, the Contractor is not required to mark information/material related to the contract which is only OFFICIAL.

Official Secrets Acts

3. The Contractor's attention is drawn to the provisions of the Official Secrets Acts 1911-1989 in general, and to the provisions of Section 2 of the Official Secrets Act 1911 (as amended by the Act of 1989) in particular. The Contractor shall take all reasonable steps to make sure that all individuals employed on any work in connection with the Contract (including sub-contractors) have notice that these statutory provisions, or any others provided by the Authority, apply to them and shall continue so to apply after the completion or earlier termination of the Contract.

Protection of Reportable OFFICIAL and OFFICIAL- SENSITIVE Information

4. The Contractor shall protect Reportable OFFICIAL and OFFICIAL-SENSITIVE information provided to it or generated by it in accordance with the requirements detailed in this Security Condition and any other conditions that may be specified by the Authority. The Contractor shall take all reasonable steps to prevent the loss or compromise of the information or from deliberate or opportunist attack.
5. Reportable OFFICIAL and OFFICIAL-SENSITIVE information shall be protected in a manner to avoid unauthorised access. The Contractor shall take all reasonable steps to prevent the loss or compromise of the information or from deliberate or opportunist attack.
6. All OFFICIAL-SENSITIVE material including documents, media and other material shall be physically secured to prevent unauthorised access. When not in use OFFICIAL-SENSITIVE documents/material shall be stored under lock and key. As a minimum, when not in use, OFFICIAL-SENSITIVE material shall be stored in a lockable room, cabinets, drawers or safe and the keys/combinations are themselves to be subject to a level of physical security and control.
7. Disclosure of OFFICIAL-SENSITIVE information shall be strictly in accordance with the "need to know" principle. Except with the written consent of the Authority, the Contractor shall not disclose any of the classified aspects of the Contract detailed in the Security Aspects Letter other than to a person directly employed by the Contractor or sub-Contractor, or Service Provider.
8. Any samples, patterns, specifications, plans, drawings or any other documents issued by or on behalf of the Authority for the purposes of the Contract remain the property of the Authority and shall be returned on completion of the Contract or, if directed by the Authority, destroyed in accordance with paragraph 31.

Access

9. Access to Reportable OFFICIAL and OFFICIAL-SENSITIVE information shall be confined to those individuals who have a "need-to-know", have been made aware of the requirement to protect the information and whose access is essential for the purpose of his or her duties.

10. The Contractor shall ensure that all individuals having access to OFFICIAL-SENSITIVE information have undergone basic recruitment checks. Contractors shall apply the requirements of HMG Baseline Personnel Security Standard (BPSS) for all individuals having access to OFFICIAL-SENSITIVE information. Further details and the full requirements of the BPSS can be found at the Gov.UK website at: <https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>

Hard Copy Distribution of Information

11. Reportable OFFICIAL and OFFICIAL-SENSITIVE documents shall be distributed, both within and outside company premises in such a way as to make sure that no unauthorised person has access. It may be sent by ordinary post or Commercial Couriers in a single envelope. The words Reportable OFFICIAL or OFFICIAL-SENSITIVE shall not appear on the envelope. The envelope should bear a stamp or details that clearly indicates the full address of the office from which it was sent.
12. Advice on the distribution of OFFICIAL-SENSITIVE documents abroad or any other general advice including the distribution of OFFICIAL-SENSITIVE hardware shall be sought from the Authority.

Electronic Communication, Telephony and Facsimile Services

13. Reportable OFFICIAL information may be emailed unencrypted to recipients over the internet when it is known that the recipient has been made aware of and can comply with the requirements of these Security Conditions. OFFICIAL-SENSITIVE information shall normally be transmitted over the internet encrypted using a Foundation Grade or equivalent product. Information about Foundation Grade products and the CESG Commercial Product Assurance scheme is available at: <http://www.cesg.gov.uk/servicecatalogue/Product-Assurance/Pages/Product-Assurance.aspx>. Exceptionally, in urgent cases, OFFICIAL-SENSITIVE information may be emailed unencrypted over the internet where there is a strong business need to do so and only with the prior approval of the Authority.
14. OFFICIAL-SENSITIVE information shall only be sent when it is known that the recipient has been made aware of and can comply with the requirements of these Security Conditions and subject to any explicit limitations that the authority shall require. Such limitations, including any regarding publication, further circulation or other handling instructions shall be clearly identified in the email sent with the material.
15. OFFICIAL-SENSITIVE information may be discussed on fixed and mobile types of telephone within the UK, but not with (or within) earshot of unauthorised persons.
16. OFFICIAL-SENSITIVE information may be faxed to UK recipients.
17. Reportable OFFICIAL information may be discussed with and faxed to recipients located overseas.

Use of Information Systems

18. The detailed functions that must be provided by an IT system to satisfy the minimum requirements described below cannot be described here; it is for the implementers to identify possible means of attack and ensure proportionate security mitigations are applied to prevent a successful attack.
19. As a general rule, any communication path between an unauthorised user and the data can be used to carry out an attack on the system or be used to compromise or ex-filtrate data.
20. The following describes the minimum security requirements for processing and accessing OFFICIAL-SENSITIVE information on IT systems.
 - a. Access Physical access to all hardware elements of the IT system is to be strictly controlled. The principle of "least privilege" will be applied to System Administrators. Users of the IT System -Administrators should not conduct 'standard' User functions using their privileged accounts.

- b. Identification and Authentication (ID&A). All systems shall have the following functionality:
- (1) Up-to-date lists of authorised users.
 - (2) Positive identification of all users at the start of each processing session.
- c. Passwords. Passwords are part of most ID&A, Security Measures. Passwords shall be 'strong' using an appropriate method to achieve this, for example including numeric and "special" characters (if permitted by the system) as well as alphabetic characters.
- d. Internal Access Control. All systems shall have internal Access Controls to prevent unauthorised users from accessing or modifying the data.
- e. Data Transmission. Unless the Authority authorises otherwise, OFFICIAL-SENSITIVE information shall be transmitted or accessed electronically (e.g. point to point computer links) via a public network like the Internet, using a Foundation Grade product or equivalent as described in paragraph 13 above,
- f. Security Accounting and Audit. Security relevant events fall into two categories, namely legitimate events and violations.
1. The following events shall always be recorded:
 - (a) All log on attempts whether successful or failed,
 - (b) Log off (including time out where applicable),
 - (c) The creation, deletion or alteration of access rights and privileges,
 - (d) The creation, deletion or alteration of passwords,
 - (2) For each of the events listed above, the following information is to be recorded:
 - (e) Type of event,
 - (f) User ID,
 - (g) Date & Time,
 - (h) Device ID,

The accounting records shall have a facility to provide the System Manager with a hard copy of all or selected activity. There shall also be a facility for the records to be printed in an easily readable form. All security records are to be inaccessible to users without a need to know.

If the operating system is unable to provide this then the equipment shall be protected by physical means when not in use i.e. locked away or the hard drive removed and locked away.

- g. Integrity & Availability. The following supporting measures shall be implemented:
1. Provide general protection against normally foreseeable accidents/mishaps and known recurrent problems (e.g. viruses and power supply variations),
 2. Defined Business Contingency Plan,
 3. Data backup with local storage,
 4. Anti Virus Software (Implementation, with updates, of an acceptable industry standard Anti-virus software),
 5. Operating systems, applications and firmware should be supported,

6. Patching of Operating Systems and Applications used shall be in line with the manufacturers recommended schedule. If patches cannot be applied an understanding of the resulting risk will be documented,
- h. Logon Banners Wherever possible, a “Logon Banner” shall be provided to summarise the requirements for access to a system which may be needed to institute legal action in case of any breach occurring.

A suggested format for the text (depending on national legal requirements) could be:

“Unauthorised access to this computer system may constitute a criminal offence”

- i. Unattended Terminals. Users are to be automatically logged off the system if their terminals have been inactive for some predetermined period of time, or systems must activate a password protected screen saver after 15 minutes of inactivity, to prevent an attacker making use of an unattended terminal.
- j. Internet Connections. Computer systems shall not be connected direct to the Internet or ‘untrusted’ systems unless protected by a firewall (a software based personal firewall is the minimum) which is acceptable to the Authority’s Principal Security Advisor.
- k. Disposal Before IT storage media (e.g. disks) are disposed of, an erasure product shall be used to overwrite the data. This is a more thorough process than deletion of files, which does not remove the data.

Laptops

21. Laptops holding any MOD supplied or contractor generated Reportable OFFICIAL and OFFICIAL-SENSITIVE information are to be encrypted using a Foundation Grade product or equivalent as described in paragraph 13 above.

22. Unencrypted laptops not on a secure site¹ are to be recalled and only used or stored in an appropriately secure location until further notice or until approved full encryption is installed. Where the encryption policy cannot be met, a Risk Balance Case that fully explains why the policy cannot be complied with and the mitigation plan, which should explain any limitations on the use of the system, is to be submitted to the Authority for consideration. Unencrypted laptops and drives containing personal data are not to be taken outside of secure sites. For the avoidance of doubt the term “drives” includes all removable, recordable media (e.g. memory sticks, compact flash, recordable optical media e.g. CDs and DVDs), floppy discs and external hard drives.

23. Any token, touch memory device or password(s) associated with the encryption package is to be kept separate from the machine whenever the machine is not in use, left unattended or in transit.

24. Portable CIS devices are not to be left unattended in any public location. They are not to be left unattended in any motor vehicles either in view or in the boot or luggage compartment at any time. When the vehicle is being driven the CIS is to be secured out of sight in the glove compartment, boot or luggage compartment as appropriate to deter opportunist theft.

Loss and Incident Reporting

25. The contractor shall immediately report any loss or otherwise compromise of Reportable OFFICIAL and OFFICIAL-SENSITIVE information to the Authority.

26. Any security incident involving any MOD owned, processed, or contractor generated Reportable OFFICIAL or OFFICIAL-SENSITIVE information defined in the contract Security Aspects Letter shall be immediately reported to the MOD Defence Industry Warning, Advice and Reporting Point (WARP),

¹ Secure Sites are defined as either Government premises or a secured office on the contractor premises

within the Joint Security Co-ordination Centre (JSyCC). This will assist the JSyCC in formulating a formal information security reporting process and the management of any associated risks, impact analysis and upward reporting to the MOD's Chief Information Officer (CIO) and, as appropriate, the company concerned. The MOD WARP will also advise the contractor what further action is required to be undertaken.

JSyCC WARP Contact Details

Email: For those with access to the RLI: CIO-DSAS-JSyCCOperations

Email: For those without access to the RLI: CIO-DSAS-JSyCCOperations@mod.uk

Telephone: Working Hours: 030 677 021 187

Out of Hours/Duty Officer Phone: 07768 558863

Fax: 01480 446328

Mail: Joint Security Co-ordination Centre (JSyCC), X007 Bazalgette Pavilion, RAF Wyton, Huntingdon, Cambs PE28 2EA.

Sub-Contracts

27. The Contractor may Sub-contract any elements of this Contract to Sub-contractors within the United Kingdom notifying the Authority. When sub-contracting to a Sub-contractor located in the UK the Contractor shall ensure that these Security Conditions shall be incorporated within the Sub-contract document. The prior approval of the Authority shall be obtained should the Contractor wish to Sub-contract any Reportable OFFICIAL or OFFICIAL-SENSITIVE elements of the Contract to a Sub-contractor located in another country. The first page of Appendix 5 (MOD Form 1686 (F1686)) of the Security Policy Framework Contractual Process chapter is to be used for seeking such approval. The MOD Form 1686 form can be found at Appendix 5 at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/367494/Contractual_Process_-_Appendix_5_form.doc

If the Sub-contract is approved, the Authority shall provide the Contractor with the security conditions that shall be incorporated within the Sub-contract document.

Publicity Material

28. Contractors wishing to release any publicity material or display hardware that arises from this contract shall seek the prior approval of the Authority. Publicity material includes open publication in the contractor's publicity literature or website or through the media; displays at exhibitions in any country; lectures or symposia; scientific or technical papers, or any other occasion where members of the general public may have access to the information even if organised or sponsored by the MOD, Services or any other government department.

Private Venture

29. Any defence related Private Venture derived from the activities of this Contract are to be formally assessed by the Authority for determination of its appropriate classification. Contractors are to submit a definitive product specification to DBR-DefSy(S&T/Ind) for PV Security Grading in accordance with the requirement detailed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300050/pv_grading_flyer_apr14.pdf

Promotions and Potential Export Sales

30. Contractors wishing to promote, demonstrate, sell or export any material that may lead to the release of information or equipment classified OFFICIAL-SENSITIVE (including classified tactics, training or doctrine related to an OFFICIAL-SENSITIVE equipment) are to obtain the prior approval of the Authority utilising the MOD Form 680 process, as identified at: <https://www.gov.uk/mod-f680-applications>.

Destruction

31. As soon as no longer required, Reportable OFFICIAL and OFFICIAL-SENSITIVE information/material shall be destroyed in such a way as to make reconstitution unlikely, for example, by burning, shredding or tearing into small pieces. Advice shall be sought from the Authority when information/material cannot be destroyed or, unless already authorised by the Authority, when its retention is considered by the Contractor to be necessary or desirable. Unwanted OFFICIAL-SENSITIVE information/material which cannot be destroyed in such a way shall be returned to the Authority.

Interpretation/Guidance

32. Advice regarding the interpretation of the above requirements should be sought from the Authority.

33. Further requirements, advice and guidance for the protection of MOD information at the level of Reportable OFFICIAL and OFFICIAL-SENSITIVE may be found in Industry Security Notices at: <https://www.gov.uk/government/publications/industry-security-notices-isns>

Audit

34. Where considered necessary by the Authority, the Contractor shall provide evidence of compliance with this Security Condition and/or permit the inspection of the Contractors processes and facilities by representatives of the Authority to ensure compliance with these requirements.

Appendix - Addresses and Other Information

1. Commercial Officer

Name: OIP-ComrcI-Mgr1a
Address: Spruce 3a #1309
MOD Abbey Wood
Bristol
BS34 8JH

Email: **Redacted S.40**

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: OIP-Infra-SnrMgr2
Address Spruce 3a #1309
MOD Abbey Wood
Bristol
BS34 8JH

Email: **Redacted S.40**

3. Packaging Design Authority

Organisation & point of contact:

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



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

Branch/Name:



(b) U.I.N.

5. Drawings/Specifications are available from

6. For contracts containing DEFCON 5, mauve Copies of MOD Form 640 are to be sent to

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

7. Quality Assurance Representative:

OIP-QA-SnrMgrCommercial 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.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

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

9. Consignment Instructions

The items are to be consigned as follows:

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

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 Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: 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>

