**SC1B (Edn.10/22)**



**ARMY COMMERCIAL PROCURE FA TEAM**

**REFERENCE: 709413450 – THE PROVISION OF TWO X MOBILE EXPANDABLE CONTAINERS CONFIGURATIONS FOR 7LMBCT HQ**

**(Phase 2 PROJECT HOBART)**

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| **Between the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland**  Army Commercial FA Procure Team  Andover  [Army-Comrcl-Procure-FA-Mailbox@mod.gov.uk](mailto:Army-Comrcl-Procure-FA-Mailbox@mod.gov.uk) | **And**  Weatherhaven Global Solutions Limited  1 St Mary’s Street  Ross-on-Wye  Herefordshire  HR9 5HT |

**Standard Contracting Terms**

**1. Definitions - In the Contract:**

**Articles** means, in relation to Clause 9 and Schedule 3 only, an object which during production is given a special shape, surface or design which determines its function to a greater degree than does its chemical composition.

**The Authority** means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown.

**Business Day** means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays.

**Contract** means the agreement concluded between the Authority and the Contractor, including all terms and conditions, specifications, plans, drawings, schedules and other documentation, expressly made part of the agreement in accordance with Clause 2.c.

**Contractor** means the person, firm or company specified as such in the Contract. Where the Contractor is an individual or a partnership, the expression shall include the personal representatives of the individual or of the partners, as the case may be.

**Contractor Deliverables** means the goods and / or services including packaging (and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with the schedule of requirements.

**Effective Date of Contract** means the date stated on the Contract or, if there is no such date stated, the date upon which both Parties have signed the Contract.

**Firm Price** means a price excluding Value Added Tax (VAT) which is not subject to variation.

**Government Furnished Assets (GFA)** is a generic term for any MOD asset such as equipment, information or resources issued or made available to the Contractor in connection with the Contract by or on behalf of the Authority.

**Hazardous Contractor Deliverable** means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released.

**Issued Property** means any item of Government Furnished Assets (GFA), including any materiel issued or otherwise furnished to the Contractor in connection with the Contract by or on behalf of the Authority.

**Legislation** means in relation to the United Kingdom any Act of Parliament, any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972.

**Mixture** means a mixture or solution composed of two or more substances.

**Notices**  means all notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract.

**Parties** means the Contractor and the Authority, and Party shall be construed accordingly.

**PPT** means a tax called “plastic packaging tax” charged in accordance with Part 2 of the Finance Act 2021.

**PPT Legislation** means the legislative provisions set out in Part 2 and Schedules 9-15 of the Finance Act 2021 together with any secondary legislation made under powers contained in Part 2 of the Finance Act 2021. This includes, but is not limited to, The Plastic Packaging Tax (Descriptions of Products) Regulations 2021 and The Plastic Packaging Tax (General) Regulations 2022.

**Plastic Packaging Component(s)** shall have the same meaning as set out in Part 2 of the Finance Act 2021 together with any associated secondary legislation.

**Sensitive Information** means the information listed **as such in Schedule 4** , being information notified by the Contractor to the Authority, which is acknowledged by the Authority as being sensitive, at the point at which the Contract is entered into or amended (as relevant) and remains sensitive information at the time of publication.

**Substance** means a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

**Transparency Information** means the content of this Contract in its entirety, including from time to time agreed changes to this Contract, except for (i) any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations Act 2004 (EIR), which shall be determined by the Authority, and (ii) any Sensitive Information.

**2 General**

**a.** The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.

**b.** Any variation to the Contract shall have no effect unless expressly agreed in writing and signed by both Parties.

**c.** If there is any inconsistency between these terms and conditions and the associated documents expressly referred to therein, the conflict shall be resolved according to the following descending order of priority:

(1) the terms and conditions;

(2) the schedules; and

(3) the documents expressly referred to in the agreement.

**d.** Neither Party shall be entitled to assign the Contract (or any part thereof) without the prior written consent of the other Party.

**e.** Failure or delay by either Party in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver of its rights under the Contract.

**f.** The Parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a Party to it.

**g.** The Contract and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in accordance with English Law, and subject to Clause 15 and without prejudice to the dispute resolution procedure set out therein, the Parties submit to the exclusive jurisdiction of the English courts. Other jurisdictions may apply solely for the purpose of giving effect to this **Clause 2.g** and for enforcement of any judgement, order or award given under English jurisdiction.

**3 Application of Conditions**

**a.** These terms and conditions, schedules and the specification govern the Contract to the entire exclusion of all other terms and conditions. No other terms or conditions are implied.

**b.** The Contract constitutes the entire agreement and understanding and supersedes any previous agreement between the Parties relating to the subject matter of the Contract.

**4 Disclosure of Information**

Information received or in connection with the Contract shall be managed in accordance with **DEFCON 531 (SC1) and Clause 5.**

**5 Transparency**

**a**. Notwithstanding another condition of this Contract, including 531 (SC1), the Contractor understands that the Authority may publish the Transparency Information to the general public.

**b**. Subject to Clause 5.c, the Authority shall publish and maintain an up-to-date version of the Transparency Information in a format readily accessible and reusable by the general public under an open licence where applicable.

**c.** If, in the Authority's reasonable opinion, publication of any element of the Transparency Information would be contrary to the public interest, the Authority shall be entitled to exclude such information from publication. The Authority acknowledges that it would expect the public interest by default to be best served by publication of the Transparency Information in its entirety. Accordingly, the Authority acknowledges that it shall only exclude Transparency Information from publication in exceptional circumstances and agrees that where it decides to exclude information from publication on that basis, it will provide a clear statement to the general public explaining the categories of information that have been excluded from publication and reasons for withholding that information.

**d.** The Contractor shall assist and co-operate with the Authority as reasonably required to enable the Authority to publish the Transparency Information, in accordance with the principles set out above. Where the Authority publishes Transparency Information, it shall:

(1) before publishing redact any information that would be exempt from disclosure if it was the subject of a request for information under the FOIA and/or the EIR, for the avoidance of doubt, including the Sensitive Information.

(2) taking into account the Sensitive Information set out in Schedule 4, consult with the Contractor where the Authority intends to publish information which has been identified as Sensitive Information. For the avoidance of doubt the Authority, acting reasonably, shall have absolute discretion to decide what information shall be published or be exempt from disclosure in accordance with the FOIA and/or the EIR; and

(3) present information in a format that assists the general public in understanding the relevance and completeness of the information being published to ensure the public obtain a fair view on how this Contract is being performed.

**6 Notices**

**a.** A Notice served under the Contract shall be:

(1) in writing in the English Language;

(2) authenticated by signature or such other method as may be agreed between the Parties;

(3) sent for the attention of the other Party’s representative, and to the address set out in the Contract;

(4) marked with the number of the Contract; and

(5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in the Contract, by electronic mail.

**b**. Notices shall be deemed to have been received:

(1) if delivered by hand, on the day of delivery if it is a Business Day in the place of receipt, and otherwise on the first Business Day in the place of receipt following the day of delivery;

(2) if sent by prepaid post, on the fourth Business Day (or the tenth Business Day in the case of airmail) after the day of posting;

(3) if sent by facsimile or electronic means:

**(a)** if transmitted between 09:00 and 17:00 hours on a Business Day (recipient’s time) on completion of receipt by the sender of verification of the transmission from the receiving instrument; or

**(b)** if transmitted at any other time, at 09:00 on the first Business Day (recipient’s time) following the completion of receipt by the sender of verification of transmission from the receiving instrument.

**7 Intellectual Property**

**a.** The Contractor shall as its sole liability keep the Authority fully indemnified against an infringement or alleged infringement of any intellectual property rights or a claim for Crown use of a UK patent or registered design caused by the use, manufacture or supply of the Contractor Deliverables.

**b.** The Authority shall promptly notify the Contractor of any infringement claim made against it relating to any Contractor Deliverable and, subject to any statutory obligation requiring the Authority to respond, shall permit the Contractor to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. The Authority shall give the Contractor such assistance as it may reasonably require to dispose of the claim and will not make any statement which might be prejudicial to the settlement or defence of the claim**.**

**c.** Notwithstanding any other provisions of the Contract and for the avoidance of doubt, award of the Contract by the Authority and placement of any contract task under it does not constitute an authorisation by the Crown under **Sections 55 and 56 of the Patents Act 1977** **or Section 12 of the Registered Designs Act 1949**. The Contractor acknowledges that any such authorisation by the Authority under its statutory powers must be expressly provided in writing, with reference to the acts authorised and the specific intellectual property involved.

**Notification of Intellectual Property Rights (IPR) Restrictions**

**d.** Where any of the Conditions listed below (1 to 3) have been added to these Conditions of the Contract as Project Specific DEFCONs at Clause 21, the Contractor warrants and confirms that all Intellectual Property Rights restrictions and associated export restrictions relating to the use or disclosure of the Contractor Deliverables that are notifiable under those Conditions, or of which the Contractor is or should reasonably be aware as at Effective Date of Contract, are disclosed in Schedule 5 (Notification of Intellectual Property Rights (IPR) Restrictions):

(1) DEFCON 15 - including notification of any self-standing background Intellectual Property;

(2) DEFCON 90 - including copyright material supplied under clause 5;

(3) DEFCON 91 - limitations of Deliverable Software under clause 3b;

e. The Contractor shall promptly notify the Authority in writing if they become aware during the performance of the Contract of any required additions, inaccuracies or omissions in Schedule 5.

f. Any amendment to Schedule 5 shall be made in accordance with DEFCON 503 (SC1).

**8 Supply of Contractor Deliverables and Quality Assurance**

**a.** This Contract comes into effect on the Effective Date of Contract.

**b.** The Contractor shall supply the Contractor Deliverables to the Authority at the Firm Price stated in the Contract.

**c.** The Contractor shall ensure that the Contractor Deliverables:

(1) correspond with the specification;

(2) are of satisfactory quality **(within the meaning of the Sale of Goods Act 1979, as amended)** except that fitness for purpose shall be limited to the goods being fit for the particular purpose held out expressly by or made known expressly to the Contractor and in this respect the Authority relies on the Contractor’s skill and judgement; and

(3) comply with any applicable Quality Assurance Requirements specified in the Contract.

**d.** The Contractor shall apply for and obtain any licences required to import any material required for the performance of the Contract in the UK. The Authority shall provide to the Contractor reasonable assistance with regard to any relevant defence or security matter arising in the application for any such licence.

**9 Supply of Hazardous Substances, Mixtures and Articles in Contractor Deliverables**

**a.** Nothing in this Clause 9 shall reduce or limit any statutory duty or legal obligation of the Authority or the Contractor.

**b**. As soon as possible and in any event within the period specified in the Contract (or if no such period is specified no later than one month prior to the delivery date), the Contractor shall provide to the Authority’s representatives in the manner and format prescribed in the Contract:

(1) confirmation as to whether or not to the best of its knowledge any of the Contractor Deliverables contain hazardous Substances, Mixtures or Articles; and

(2) for each Substance, Mixture or Article supplied in meeting the criteria of classification as hazardous in accordance with the GB Classification, Labelling and Packaging (GB CLP) a UK REACH compliant Safety Data Sheet (SDS);

(3) where Mixtures supplied do not meet the criteria for classification as hazardous according to GB CLP but contain a hazardous Substance an SDS is to be made available on request; and

(4)for each Article whether supplied on its own or part of an assembly that contains a Substance on the UK REACH Authorisation List, Restriction List and / or the Candidate List of Substances of Very High Concern (SVHC) in a proportion greater than 0.1% w/w of the Article, sufficient information, available to the supplier, to allow safe use of the Article including, as a minimum, the name of that Substance.

**c.** For substances, Mixtures or Articles that meet the criteria list in clause 9.b above:

(1)         if the Contractor becomes aware of new information which may affect the risk management measures or new information on the hazard, the Contractor shall update the SDS/safety Information and forward it to the Authority and to the address listed in Schedule 3; and

(2)        if the Authority becomes aware of new information that might call into question the appropriateness of the risk management measures identified in the safety information supplied, shall report this information in writing to the Contractor.

**d.** If the Substances, Mixtures or Articles in Contractor Deliverables are Ordnance, Munitions or Explosives (OME), in addition to the requirements of the GB CLP and UK REACH the Contractor shall comply with hazard reporting requirements of DEF STAN 07-085 Design Requirements for Weapons and Associated Systems.

**e**. If the Substances, Mixtures or Articles in Contractor Deliverables, are or contain or embody a radioactive substance as defined in the Ionising Radiation Regulations SI 2017/1075, the Contractor shall additionally provide details on DEFFORM 68 of:

(1)        activity; and

(2)        the substance and form (including any isotope).

**f.** If the Substances, Mixtures and Articles in Contractor Deliverables have magnetic properties which emit a magnetic field, the Contractor shall additionally provide details on DEFFORM 68 of the magnetic flux density at a defined distance, for the condition in which it is packed.

**g.** Failure by the Contractor to comply with the requirements of this Condition shall be grounds for rejecting the affected Substances, Mixtures and Articles in Contractor Deliverables. Any withholding of information concerning hazardous Substance, Mixtures or Articles in Contractor Deliverables shall be regarded as a material breach of Contract under Condition 18 (Material Breach) for which the Authority reserves the right to require the Contractor to rectify the breach immediately at no additional cost to the Authority or to terminate the Contract in accordance with Condition 18.

**h.** Where delivery is made to the Defence Fulfilment Centre (DFC) and / or other Team Leidos location / building, the Contractor must comply with the Logistic Commodities and Services Transformation (LCST) Supplier Manual.

**10 Delivery / Collection**

**a.** The Contract shall specify whether the Contractor Deliverables are to be delivered to the consignee by the Contractor or collected from the consignor by the Authority.

**b.** Title and risk in the Contractor Deliverables shall pass from the Contractor to the Authority on delivery or on collection in accordance with Clause 10.a.

**c.** The Authority shall be deemed to have accepted the Contractor Deliverables thirty (30) days after title and risk has passed to the Authority unless it has rejected the Contractor Deliverables within the same period.

**11 Marking of Contractor Deliverables**

**a.** Each Contractor Deliverable shall be marked in accordance with the requirements specified in Contract, or if no such requirement is specified, the Contractor shall mark each Contractor Deliverable clearly and indelibly in accordance with the requirements of the relevant DEF-STAN 05-132 as specified in the contract or specification. In the absence of such requirements, the Contractor Deliverables shall be marked with the MOD stock reference, NATO Stock Number (NSN) or alternative reference number specified in the schedule of requirements.

**b**. Any marking method used shall not have a detrimental effect on the strength, serviceability, or corrosion resistance of the Contractor Deliverables.

**c.** The marking shall include any serial numbers allocated to the Contractor Deliverable.

**d**. Where because of its size or nature it is not possible to mark a Contractor Deliverable with the required particulars, the required information should be included on the package or carton in which the Contractor Deliverable is packed, in accordance with condition 12 (Packaging and Labelling (excluding Contractor Deliverables containing Ammunition or Explosives))

**12 Packaging and Labelling of Contractor Deliverables.**

**a.** The Contractor shall pack or have packed the Contractor Deliverables in accordance with any requirements specified in the Contract and Def Stan 81-041 (Part 1 and Part 6).

**b.** The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the Regulations set out in this Clause 12. Any that do shall be packaged for UK or worldwide shipment by all modes of transport in accordance with the following unless otherwise specified in the Contract.:

(1) the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO), IATA Dangerous Goods Regulations;

(2) the International Maritime Dangerous Goods (IMDG) Code;

(3) the Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID); and

(4) the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR).

**c.** Certification markings, incorporating the UN logo, the package code and other prescribed information indicating that the package corresponds to the successfully designed type shall be marked on the packaging in accordance with the relevant regulation.

**13 Plastic Packaging Tax**

**a**. The Contractor shall ensure that any PPT due in relation to this Contract is paid in accordance with the PPT Legislation.

**b**. The Contract Price includes any PPT that may be payable by the Contractor in relation to the Contract.

**c.** On reasonable notice being provided by the Authority, the Contractor shall provide and make available to the Authority details of any PPT they have paid that relates to the Contract.

**d.** The Contractor shall notify the Authority, in writing, in the event that there is any adjustment required to the Contract Price in accordance with section 70 of the Finance Act 2021 and, on reasonable notice being provided by the Authority, the Contractor shall provide any such information that the Authority requires in relation to any such adjustment.

**e**. In accordance with **DEFCON 609 (SC1**) the Contractor (and their sub-contractors) shall maintain all records relating to PPT and make them available to the Authority when requested on reasonable notice for reasons related to the Contract.

**f.** Where the Contractor manufactures, purchases or imports into the UK any Plastic Packaging Component in relation to the Contract the Contractor shall, on reasonable notice being given, provide the Authority with such information and documentation that it requires to enable the Authority to carry out due diligence checks and satisfy itself that the Contractor has complied with the requirements of the PPT Legislation. This shall include, but is not limited to the Contractor providing:

(1) confirmation of the tax status of any Plastic Packaging Component;

(2) documents to confirm that PPT has been properly accounted for;

(3) product specifications for the packaging components, including, but not limited to, the weight and composition of the products and any other product specifications that may be required; and

(4) copies of any certifications or audits that have been obtained or conducted in relation to the provision of Plastic Packaging Components.

**g**. The Authority shall have the right, on providing reasonable notice, to physically inspect or conduct an audit on the Contractor, to ensure any information that has been provided in accordance with clause 13.f above is accurate.

**h**. In the event the Contractor is not required to register for PPT they (and to the extent applicable, their sub-contractors) shall provide the Authority with a statement to this effect and, to the extent reasonably required by the Authority on reasonable notice, supporting evidence for that statement.

**i.** The Contractor shall provide, on the Authority providing reasonable notice, any information that the Authority may require from the Contractor for the Authority to comply with any obligations it may have under the PPT Legislation.

**14 Progress Monitoring, Meetings and Reports**

The Contractor shall attend progress meetings and deliver reports at the frequency or times (if any) specified in the Contract and shall ensure that its Contractor’s representatives are suitably qualified to attend such meetings. Any additional meetings reasonably required shall be at no cost to the Authority.

**15 Payment**

**a.** Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 15b the Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.

b. Where the Contractor submits an invoice to the Authority in accordance with clause 15a, the Authority will consider and verify that invoice in a timely fashion.

**c.** The Authority shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the Authority has determined that the invoice is valid and undisputed.

**d.** Where the Authority fails to comply with clause 15b and there is undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purpose of clause 15c after a reasonable time has passed.

**e.** The approval for payment of a valid and undisputed invoice by the Authority shall not be construed as acceptance by the Authority of the performance of the Contractor’s obligations nor as a waiver of its rights and remedies under this Contract.

**f.** Without prejudice to any other right or remedy, the Authority reserves the right to set off any amount owing at any time from the Contractor to the Authority against any amount payable by the Authority to the Contractor under the Contract or under any other contract with the Authority, or with any other Government Department.

**16 Dispute Resolution**

a. The Parties will attempt in good faith to resolve any dispute or claim arising out of or relating to the Contract through negotiations between the respective representatives of the Parties having authority to settle the matter, which attempts may include the use of any alternative dispute resolution procedure on which the Parties may agree.

b. In the event that the dispute or claim is not resolved pursuant to Clause 16.a the dispute shall be referred to arbitration and shall be governed by the Arbitration Act 1996. For the purposes of the arbitration, the arbitrator shall have the power to make provisional awards pursuant to Section 39 of the Arbitration Act 1996.

c. For the avoidance of doubt it is agreed between the Parties that the arbitration process and anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential as between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise. No report relating to anything said, done or produced in or in relation to the arbitration process may be made beyond the tribunal, the Parties, their legal representatives and any person necessary to the conduct of the proceedings, without the concurrence of all the Parties to the arbitration.

**17 Termination for Corrupt Gifts**

The Authority may terminate the Contract with immediate effect, without compensation, by giving written notice to the Contractor at any time after any of the following events:

**a**. where the Authority becomes aware that the Contractor, its employees, agents or any sub-contractor (or anyone acting on its behalf or any of its or their employees):

(1) has offered, promised or given to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward;

(2) commits or has committed any prohibited act or any offence under the Bribery Act 2010 with or without the knowledge or authority of the Contractor in relation to this Contract or any other contract with the Crown;

(3) has entered into this or any other contract with the Crown in connection with which commission has been paid or has been agreed to be paid by it or on its behalf, or to its knowledge, unless before the contract is made particulars of any such commission and of the terms and conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.

**b.** In exercising its rights or remedies to terminate the Contract under Clause 17.a. the Authority shall:

(1) act in a reasonable and proportionate manner having regard to such matters as the gravity of, and the identity of the person committing the prohibited act;

(2) give due consideration, where appropriate, to action other than termination of the Contract, including (without being limited to):

(a) requiring the Contractor to procure the termination of a subcontract where the prohibited act is that of a Subcontractor or anyone acting on its or their behalf;

(b) requiring the Contractor to procure the dismissal of an employee (whether its own or that of a Subcontractor or anyone acting on its behalf) where the prohibited act is that of such employee.

**c.** Where the Contract has been terminated under Clause 17.a.the Authority shall be entitled to purchase substitute Contractor Deliverables from elsewhere and recover from the Contractor any costs and expenses incurred by the Authority in obtaining the Contractor Deliverables in substitution from another supplier.

**18 Material Breach**

In addition to any other rights and remedies, the Authority shall have the right to terminate the Contract (in whole or in part) with immediate effect by giving written notice to the Contractor where the Contractor is in material breach of their obligations under the Contract. Where the Authority has terminated the Contract under Clause 18 the Authority shall have the right to claim such damages as may have been sustained as a result of the Contractor’s material breach of the Contract.

**19 Insolvency**

The Authority shall have the right to terminate the contract if the Contractor is declared bankrupt or goes into liquidation or administration. This is without prejudice to any other rights or remedies under this Contract.

**20 Limitation of Contractor’s Liability**

**a**. Subject to Clause 20.b the Contractor's liability to the Authority in connection with this Contract shall be limited to £5m (five million pounds).

**b**. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:

(1) for:

**a**. any liquidated damages (to the extent expressly provided for under this Contract);

**b**. any amount(s) which the Authority is entitled to claim, retain or withhold in relation to the Contractor’s failure to perform or under-perform its obligations under this Contract, including service credits or other deductions (to the extent expressly provided for under this Contract);

**c**. any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;

**d**. any amount payable by the Contractor to the Authority in relation to TUPE or pensions to the extent expressly provided for under this Contract;

(2) under Condition 7 of the Contract (Intellectual Property), and DEFCONs 91 or 638 (SC1) where specified in the contract;

(3) for death or personal injury caused by the Contractor’s negligence or the negligence of any of its personnel, agents, consultants or sub-contractors;

(4) For fraud, fraudulent misrepresentation, wilful misconduct or negligence;

(5) in relation to the termination of this Contract on the basis of abandonment by the Contractor;

(6) for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or

(7) for any other liability which cannot be limited or excluded under general (including statute and common) law.

**c**. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by general (including statute and common) law.

**21 The project specific DEFCONs and DEFCON SC variants that apply to this Contract are:**

DEFCON 76 (SC1) (Edn. 11/22) - Contractor’s Personnel At Government Establishments

DEFCON 503 (SC1) (Edn. 06/22) - Formal Amendments to the Contract

DEFCON 524A (SC1) (Edn. 12/22) -Counterfeit Materials

DEFCON 532A(SC1) (Edn. 05/22) Protection of Personal Data

DEFCON 534 (Edn 06/21) - Subcontracting and Prompt Payment

DEFCON 538 (Edn 06/02) - Severability

DEFCON 566 (Edn 10/20) - Change of Control of Contractor

DEFCON 627 (SC1) (Edn. 11/21) -Quality Assurance- Requirement for a Certificate of Conformity.

DEFCON 658 (SC1) (Edn 10/22) -Cyber -Very Low

DEFCON 691 (SC1) (Edn. 02/17)-Timber and Wood

**22 The special conditions that apply to this Contract are:**

**Russian and Belarusian Exclusion Condition for Inclusion in Contracts**

**22.1.** The Contractor shall, and shall procure that their Sub-contractors shall, notify the Authority in writing as soon as they become aware that:

**a**. the Contract Deliverables and/or Services contain any Russian/Belarussian products and/or services; or

**b**. that the Contractor or any part of the Contractor’s supply chain is linked to entities who are constituted or organised under the law of Russia or Belarus, or under the control (full or partial) of a Russian/Belarusian person or entity. Please note that this does not include companies:

(1) registered in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement; and/or

(2) which have significant business operations in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement.

**22.2**. The Contractor shall, and shall procure that their Sub-contractors shall, include in such notification (or as soon as reasonably practicable following the notification) full details of the Russian products, services and/or entities and shall provide all reasonable assistance to the Authority to understand the nature, scope and impact of any such products, services and/or entities on the provision of the Contract Deliverables and/or Services.

**22.3**. The Authority shall consider the notification and information provided by the Contractor and advise the Contractor in writing of any concerns the Authority may have and/or any action which the Authority will require the Contractor to take. The Contractor shall be required to submit a response to the concerns raised by the Authority, including any plans to mitigate those concerns, within 14 business days of receipt of the Authority’s written concerns, for the Authority’s consideration.

**22.4**. The Contractor shall include provisions equivalent to those set out in this clause in all relevant Sub-contracts.

**22.5.**  A Deliverable Quality Plan is not required for the purposes of this Contract. The Contractor shall ensure that the Contract is carried out in accordance with the quality requirements specified in the Contract.

**23 The processes that apply to this Contract are: N/A**

**Offer and Acceptance**

**Contract 709413450 - FOR THE PROVISION OF TWO X MOBILE EXPANDABLE CONTAINER CONFIGURATIONS FOR 7LMBCT HQ (Phase 2 PROJECT HOBART)**

This Contract shall come into effect on the date of signature by both parties.

**For and on behalf of the Contractor: WEATHERHAVEN GLOBAL SOLUTIONS LIMITED**

|  |  |
| --- | --- |
| Name and Title | REDACTED |
| Signature | REDACTED |
| Date | REDACTED |

**For and on behalf of the Secretary of State for Defence:**

|  |  |
| --- | --- |
| Name and Title | REDACTED |
| Signature | REDACTED |
| Date | REDACTED |

**Schedule 1 – Additional Definitions of Contract**

**Schedule 2 – Schedule of Requirements for Contract No:709413450**

Annex A - Statement of Requirement

Appendix 1 to Annex A – Detailed SOR (Table)

Annex B - Pricing Schedule

**Annex A-Statement of Requirement.**

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| --- |
| **Introduction**  **Purpose**   7th Light Mechanised Brigade Combat Team (7 LMBCT) requires the provision of a further 2 vehicle mounted shelters that can be manoeuvred and established to enable high tempo operations to be planned and executed at the speed of relevance. |
| **Objectives**   This SOR aims to set the requirement for the purchase of a further two modular canvas shelters, thereby completing the HQ’s transition to a fully containerised solution.  **Scope**  The requirement is the same as for PJ HOBART Ph 1. The only items included are the sourcing of two shelter solutions for the HQ. The procurement of the final two containers will fulfil the aim of PJ HOBART; to create a more agile, manoeuvrable, and therefore survivable CP that is fit for purpose as NATO’s Very High Readiness Joint Task Force (Land) (VJTFL) HQs.  **Requirements**   A consolidated list of requirements can be found at Appendix 1 to Annex A. These requirements provide the essential details for how the shelter must operate if it is to be compatible with the current platforms and equipment used by the HQ.  Requirements across DLODs are as follows: |
| **Training**   A Train the Trainer (T3) package will be required to enable unit personnel to conduct operator and maintainer training, which can then be cascaded as required. |
| **Equipment**   The vehicle mounted shelter must be capable of accepting in-service tactical and operational CIS equipment into an industry standard racking system, enabling changes in CIS equipment to be made without impact to shelter operations.    The vehicle mounted shelter must be compatible with industry standard ISO container dimensions and locking systems to enable mounting on in-service support vehicles, but also enable portability my military aviation and maritime capabilities.   Hardware and spares are to be included to enable appropriate organic support by the operator (level 1) and Light Aid Detachment (LAD) (Level 2).  Once exhausted, an appropriate escalation for support (level 3) will be made.  **Personnel**   The vehicle mounted shelter must be operated by service personnel within current liability and manning limitations.  **Information**   The vehicle mounted shelter will be provided with detailed technical publications, specifically mechanical and electrical diagrams.  **Infrastructure**   The vehicle mounted shelter will integrate with in-service support vehicles, meaning that no additional infrastructure will be required to support the capability.  **Logistics**   The vehicle mounted shelter will integrate with in-service support vehicles and will use industry standard power distribution, meaning that no additional logistic requirements will be required to support the capability. |
|  |
| **Outputs/deliverables/milestones**    The contractor is required to deliver two separate shelters that:     * Can be operated from the vehicle platform that it is mounted on and from the floor in field conditions. * Is weatherproof and can protect sensitive electronic equipment and personnel. * Can connect to various electrical and mechanical interfaces (for example allows the use of BOWMAN inside the shelter). * Can be outfitted with custom electrical packages. * Can be connected to existing command post shelters. * Can be outfitted with temperature regulators such as air conditioning and/or heating. * Must be delivered by – see schedule 3. * Must fulfil all requirements outlined in Appendix 1 to Annex A to Schedule 2. * Maintenance publications should be provided in both electronic (PDF) and paper copy for reference. * The vendor should be prepared to conduct design reviews monthly post contract to ensure all requirements are being fulfilled.   **Acceptance**  Final acceptance will be made by the receiving unit (214 Sigs Sqn) on collection of the shelters. |
| **Payment**    The Authority will be using CP&F to process payment and the Supplier (external facing portal) will be Exostar. |
| **End of contract/Exit strategy**     * The contract ends on delivery of the two shelters. * Servicing and repairs post-delivery are not covered by this contract and with be subject to separate action. |

**Appendix 1 to**

**Annex A to**

**Schedule 2\_SC1B**

**709413450**

**DETAILED STATEMENT OF REQUIREMENTS (SOR) TABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service No** | **Headline Requirement** | **Specific Requirements** | **Additional Information** | **Service Standards** |
| **1. Platform Manoeuvre.** | | | | |
| 1.1 | Compatible with in-service Support Vehicles (SV). | The solution will be compatible with the following SVs:     1. 15 T MAN Support Vehicle flat bed.      1. MAN Enhanced Palletised Loading System (EPLS). | 15 T MAN Support Vehicle will be the primary method of manoeuvre due to the sustainability of driver training and the complexity of EPLS is tactically unsuitable.  EPLS is a requirement for manoeuvring the solution within barracks. |  |
| 1.2 | Compatible with industry standard shipping. | The solution will be compatible is standard shipping requirements. | Manoeuvring the shelter into operating theatre may involve the use of military or civilian shipping.  Shelter must therefore be compatible with shipping container requirements. |  |
| 1.3 | Compatible with military aviation. | The solution will be compatible with military aviation, specifically:    1.3.1  C17.    1.3.2  C130. | Military aviation is the most likely mechanism to manoeuvre the shelter into an operating theatre. |  |
| **2. CIS Integration** | | | | |
| 2.1 | Capable of integrating current in-service CIS equipment. | The Solution will contain an industry standard racking system capable of accepting in-service CIS equipment, specifically:    2.1.1  Bowman Dismounted Local Area System.    2.1.2  Operation Network (OpNET).    2.1.3  Bespoke open source network.    2.1.4  Logistical Information Services (LogIS). | The shelter will be optimised for the operational requirement.  This will include the installation of tactical, operational or bespoke CIS services.  A industry standard racking system is therefore require to enable the Signal Squadron to fit the mission specific equipment. |  |
| 2.2 | Capable of displaying mission critical information. | The solution will contain organic monitors capable of displaying a Common Operating Picture, Common Intelligence Picture and Full Motion Video (FMV) feeds. | Executing operations requires the display of mission critical information to ensure timely decision making. |  |
| 2.3 | Ethernet patch panelling. | The solution will have an ethernet patch panel enabling User Access Devices (UADs) to be connected to the installed CIS system quickly. |  |  |
| 2.4 | Cable access. | The solution will be able to accept antenna coax and fibre cables into the racking system area. | When operating tactically, combat radio network (CNR) communications will be remoted and connected into the shelter through fibre.  The solution must therefore be able to enable the operator to quickly connect the fibre into the system. |  |
| **3. Power** | | | | |
| 3.1 | Power distribution. | The solution will distribute power using industry standing 240v 3-pin plug sockets with USB connectors | 3-pin 240v plug and USB are the most common power interfaces for Command Post equipment. |  |
| 3.2 | Power Intake. | The solution must be capable of accepting power from existing in-service generators, specifically:    3.2.1  40KW Field Electrical Power Supplies (FEPS).    3.2.2  7.5KW Variable Tactical Electrical Generator (V-TEG). |  |  |
| **4. Operating Environment** | | | | |
| 4.1 | Infra-red Shielding. | The solution will offer infra-red shielding equal to or better than the current in-service canvas shelter. |  |  |
| 4.2 | Thermal shielding. | The solution will offer thermal shielding equal to or better than the current in-service canvas shelter. |  |  |
| 4.3 | Waterproof. | The solution must be waterproof. |  |  |
| 4.4 | Light emissions. | The solution will provide tactical green and non-tactical white light operating modes.  This light must not be omitted from the shelter unless intended by the operator. | The solution will be predominately operated from a vehicle mounted position, meaning that light protection must be afford from all angles. |  |
| 4.5 | Climate control. | The solution will not have integrated climate control but must be able to accept ventilated air from a third party solution, specifically in-service Dam Therm heaters. |  |  |
| 4.6 | Working at height. | The solution will provide:    4.6.1  An integrated ladder to access door.    4.6.2  An integrated step solution to access shelter roof.    4.6.3  Optimised mechanism to enable shelter to be expanded whilst vehicle mounted. | The solution will be operated predominately from a vehicle mounted position, approximately 170m off the ground.  The solution therefore needs to be accessible from the ground, capable of being established by operators on the ground, and access to the solution roof will be required to enable camouflage. |  |
| **5. Training** | | | | |
| 5.1 | Operating the solution. | An extensive training package to enable soldiers to operate the solution efficiently and safely is required. | It is envisaged that an initial training package will be delivered, followed by a T3 package, enabling all subsequent training to be cascaded internally, with appropriate JPA competence created. |  |
| 5.2 | Maintaining the solution. | An extensive training package to selected soldiers to maintain the solution efficiently and safely is required. | It is envisaged that an initial training package will be delivered, followed by a T3 package, enabling all subsequent training to be cascaded internally, with appropriate JPA competence created. |  |
| 5.3 | Train the Trainer (T3). | Selected personnel will require a train the trainer package to enable in house training to be delivered.  The T3 package will include training material to enable cascade training. |  |  |
| **6. Through Life Management** | | | | |
| 6.1 | Technical publications. | The solution will be delivered with detailed technical publications. | Detailed publications will enable Level 1 and Level 2 Unit maintenance to be conducted.  Where possible, maintenance should be conducted at Unit level to minimise impact to operational readiness timelines. |  |
| 6.2 | Level 3 support. | A detailed adhoc support wrap will be established. | Level 3 support is not expected to be a regular requirement. This will be subject to a separate contract arrangement. |  |

**Annex B TO**

**Schedule 2\_SC1B**

**PRICING/MILESTONE PAYMENT SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial** | **Description** | **Price each (ex VAT)** | **Quantity** | **Total (ex VAT)** |
| **1** | **MECCS** | **£** | **2** | REDACTED |
|  | | | |  |
| **Milestone 1** | REDACTED on completion of metal core structure (at Weatherhaven Canada facilities) |  |  | REDACTED |
| **Milestone 2** | REDACTED on successful completion of goods (collection by end user) |  |  | REDACTED |

The lead time for manufacture and delivery (ex works) of two completed MECCs is 20 weeks, therefore assuming an order on 1st Dec we will manufacture and deliver in April 2024.

**Schedule 3- Contract Data Sheet for Contract No:709413450**

|  |  |
| --- | --- |
| **Contract Period** | Effective date of Contract: **8 DEC 2023**  The Contract expiry date shall be: **3 MAY 2024** |
| **Clause 6 - Notices** | Notices served under the Contract can be transmitted by electronic mail  **Yes**  Notices served under the Contract shall be sent to the following address:  Authority: **Army-Comrcl-Procure-FA-Mailbox@mod.gov.uk**  Contractor: **Weatherhaven Global Solutions Limited** |
| **Clause 8 – Supply of Contractor Deliverables and Quality Assurance** | Is a Deliverable Quality Plan required for this Contract? **reference DEFCON 602B - No**  **Other Quality Requirements:**  Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 - Quality Assurance Procedural Requirements - Concessions.  Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 - Quality Assurance Procedural Requirements - Contractor Working Parties.  Processes and controls for the avoidance of counterfeit materiel shall be established and applied in accordance with Def Stan. 05-135, Issue 2 – Avoidance of Counterfeit Materiel.  For guidance on the application and interpretation of AQAPs refer to the appropriate AQAP Standards Related Document (SRD).  Where GQA is performed against this contract it will be in accordance with AQAP 2070 Edition B Version 4. |
| **Clause 9 – Supply of Data for Hazardous Substance, Mixtures and Articles in Contractor Deliverables** | A completed DEFFORM 68 (Hazardous and Non-Hazardous Substances, Mixtures or Articles Statement), and if applicable, UK REACH Article 31 compliant Safety Data Sheet(s) (SDS) including any related information to be supplied in compliance with the Contractor’s statutory duties under Clauses 9.b, and any information arising from the provisions of Clause 9 are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:  The Authority’s Representative (Commercial)  by the following date:  So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format.  (1) Hard copies to be sent to:  Hazardous Stores Information System (HSIS)  Spruce 2C, #1260  MOD Abbey Wood (South)  Bristol,  BS34 8JH  (2) Emails to be sent to:  DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk  SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for Ordnance, Munitions or Explosives (OME) are not to be sent to HSIS and must be held by the respective Authority Delivery Team. |
| **Clause 10 – Delivery/Collection** | Contract Deliverables are to be:  Delivered by the Contractor : **NO**  Special Instructions:  Not Applicable  Collected by the Authority : **YES**  Special Instructions (including consignor address if different from Contractor’s registered address):  **Collection is from - Weatherhaven Oakley’s Yard, Gatehouse Road, Rotherwas Industrial Estate, Hereford, HR2 6LR, UK** |
| **Clause 12 – Packaging and Labelling of Contractor Deliverables** | Additional packaging requirements:  not applicable |
| **Clause 14 – Progress Meetings** | The Contractor shall be required to attend the following meetings:  Type: Not Applicable  Frequency: Not Applicable  Location: Not Applicable |
| **Clause 14 – Progress Reports** | The Contractor is required to submit the following Reports:  Type: Not Applicable  Frequency: Not Applicable  Method of Delivery: Not Applicable  Delivery Address: Not Applicable |
| **Clause 15-Payment** | Payment for Contractor Deliverables will be made by electronic transfer via the Contracting ,Purchasing and Finance (CPF) tool(internally) and the Supplier facing portal Exostar (externally).Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool. |

**Annex A DEFORM111**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEFFORM 111**  **(Edn 10/22)**  **Appendix - Addresses and Other Information** | | | | |
|  | **1. Commercial Officer**  Name: Commercial Officer  Address: Army Commercial, FA Procure Team, Army Headquarters, Second floor, Blenheim building, Monxton Road, Marlborough Lines, Andover, SP11 8HT  Email: **Army-Comrcl-Procure-FA-Mailbox@mod.gov.uk** |  | **8. Public Accounting Authority**  1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD   44 (0) 161 233 5397  2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD   44 (0) 161 233 5394 |  |
|  | | | | |
|  | **2. Project Manager, Equipment Support Manager or PT Leader** (from whom technical information is available)  Name:      SO2G5  Address  Email:       REDACTED |  | **9. Consignment Instructions**  The items are to be consigned as follows: |  |
|  | | | | |
|  | **3. Packaging Design Authority**  Organisation & point of contact:    (Where no address is shown please contact the Project Team in Box 2)   |  | **10. Transport.** The appropriate Ministry of Defence Transport Offices are:  **A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH  Air Freight Centre  IMPORTS  030 679 81113 / 81114 Fax 0117 913 8943  EXPORTS  030 679 81113 / 81114 Fax 0117 913 8943  Surface Freight Centre  IMPORTS  030 679 81129 / 81133 / 81138 Fax 0117 913 8946  EXPORTS  030 679 81129 / 81133 / 81138 Fax 0117 913 8946 |  |
|  | | |  |
|  | **4. (a) Supply / Support Management Branch or Order Manager :**  **Branch/Name:**    **(b) U.I.N.** |  | **B.** **JSCS**  JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)  JSCS Fax No. 01869 256837  Users requiring an account to use the MOD Freight Collection Service should contact [UKStratCom-DefSp-RAMP@mod.gov.uk](mailto:UKStratCom-DefSp-RAMP@mod.gov.uk) in the first instance  . |  |
|  | | | | |
|  | **5. Drawings/Specifications are available from** |  | **11. The Invoice Paying Authority**  Ministry of Defence  0151-242-2000  DBS Finance  Walker House, Exchange Flags Fax: 0151-242-2809  Liverpool, L2 3YL **Website is:** <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement> |  |
|  | | | | |
|  | **6. Intentionally Blank** |  | **12. Forms and Documentation are available through \*:**  Ministry of Defence, Forms and Pubs Commodity Management  PO Box 2, Building C16, C Site  Lower Arncott  Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  **Applications via fax or email:**  [Leidos-FormsPublications@teamleidos.mod.uk](mailto:Leidos-FormsPublications@teamleidos.mod.uk) |  |
|  | | | | |
|  | 1. **Quality Assurance Representative:**     Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.  **AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]. |  | **\* NOTE**  **1.** Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site: <https://www.kid.mod.uk/maincontent/business/commercial/index.htm>  **2.** If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1. |  |
|  | | | | |
|  | | | | |

# Schedule 4 : Contractor’s Sensitive Information (i.a.w. Clause 5) for Contract No:709413450

This list shall be agreed in consultation with the Authority and the Contractor and may be reviewed and amended by agreement. The Authority shall review the list before the publication of any information.

|  |
| --- |
| Contract No:**709413450** |
| Description of Contractor’s Sensitive Information:  REDACTED |
| Cross Reference(s) to location of Sensitive Information:  REDACTED |
| Explanation of Sensitivity:  REDACTED |
| Details of potential harm resulting from disclosure:  REDACTED |
| Period of Confidence (if applicable): REDACTED |
| Contact Details for Transparency / Freedom of Information matters:  Name: REDACTED  Position: Managing Director  Address: Oakley’s Yard,                 Gatehouse Road,                 Rotherwas Industrial Estate,                 Hereford, HR2 6RQ  Telephone Number: REDACTED  Email Address: REDACTED |

**Schedule 5 – Notification of Intellectual Property Rights (IPR) Restrictions**

**DEFFORM 711 - PART A – Notification of IPR Restrictions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **ITT / Contract Number** | | **709413450** | | |
| **ID #** | **Unique Technical Data Reference Number / Label** | **Unique Article(s) Identification Number / Label** | **Statement**  **Describing IPR Restriction** | **Ownership of the Intellectual Property Rights** |
| 1 | NIL RESPONSE | NIL RESPONSE | NIL RESPONSE | NIL RESPONSE |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Please continue on additional sheets where necessary.

**DEFFORM 711 - PART B – System / Product Breakdown Structure (PBS)**

The Contractor should insert their PBS here. For Software, please provide a Modular Breakdown Structure.

## SCHEDULE 6 TO

## SC1B TO

**709413450**

**Schedule 6 - Insurance**

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

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

3. The Contractor shall produce to the Designated Officer, on request, a broker’s verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies, if required”.

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

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

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

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

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

**SCHEDULE 7**

|  |  |
| --- | --- |
| Personal Data Particulars | **DEFFORM 532**  Edn 10/19 |

This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.**This form intentionally blank as DEFCON 532A applies**.

|  |  |
| --- | --- |
| **Data Controller** | The Data Controller is the Secretary of State for Defence (the Authority).  The Personal Data will be provided by:  *[insert the delivery team name (or equivalent source), address and contact details]* |
| **Data Processor** | The Data Processor is the Contractor.  The Personal Data will be processed at:  *[insert address(es) and contact details]* |
| **Data Subjects** | The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: *[please specify]*  *[Examples include staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc]* |
| **Categories of Data** | The Personal Data to be processed under the Contract concern the following categories of data: *[please specify]*  *[Examples include name, address, telephone number, medical records etc]* |
| **Special Categories of data (if appropriate)** | The Personal Data to be processed under the Contract concern the following Special Categories of data: *[please specify]*  *[A Special Category of Personal Data is anything that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sex life or sexual orientation or genetic or biometric data]* |
| **Subject matter of the processing** | The processing activities to be performed under the contract are as follows: *[please specify]*  *[This should be a high-level, short description of what processing will be taking place and its overall outcome i.e. its subject matter]* |
| **Nature and the purposes of the Processing** | The Personal Data to be processed under the Contract will be processed as follows: *[please specify]*  *[The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether by automated means or not) etc. The purpose might include: employment processing, statutory obligation, recruitment assessment etc]* |
| **Technical and organisational measures** | The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: *[please specify]*  *[Provide an overview of the measures described in the System Requirements, Statement of Work and/or the controls required in accordance with the Cyber Risk Profile relevant to the Contract, as detailed in Annex A to* [*Def Stan 05-138*](http://dstan.gateway.isg-r.r.mil.uk/standards/defstans/05/138/000002000.pdf)*. Examples include anonymisation, authorised access, data processed on closed/restricted systems]* |
| **Instructions for disposal of Personal Data** | The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract): *[please specify]*  *[Describe how long the data will be retained and how it will be returned or destroyed]* |
| **Date from which Personal Data is to be processed** | Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here: *[please specify if applicable]* |

The capitalised terms used in this form shall have the same meanings as in the General Data Protection regulations.