



# Ministry of Defence

## PURCHASE ORDER

**Contract No:** DSTL0000005782

**Contract Name:** Chemical Analysis of Rubber Samples

**Dated:** 20<sup>th</sup> July 2022

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (up to the applicable procurement threshold).

Contractor	Quality Assurance Requirement (Clause 8)
<b>Name:</b> [Redacted] Under FOI Exemption  <b>Registered Address:</b> [Redacted] Under FOI Exemption [Redacted]	

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
<b>Name:</b>  <b>Address:</b>	Select method of transport of Deliverables  To be Delivered by the Contactor <input checked="" type="checkbox"/> [Special Instructions]  To be Collected by the Authority <input type="checkbox"/> [Special Instructions]  Each consignment of the Deliverables shall be accompanied by a delivery note.

Progress Meetings (Clause 13)	Progress Reports (Clause 13)
The Contractor shall be required to attend the following meetings:  <b>Subject:</b> Start Meeting/Final Meeting <b>Frequency:</b> T0 + 2 weeks/T0 + 4 weeks <b>Location:</b> Virtual Meetings	The Contractor is required to submit the following Reports:  <b>Subject:</b> Output of analysis <b>Frequency:</b> T0 + 4 weeks <b>Method of Delivery:</b> <b>Delivery Address:</b>

Payment (Clause 14)
[Redacted] Under FOI Exemption

Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
<p>Forms can be obtained from the following websites:</p> <p>[Redacted] Under FOI Exemption</p> <p>[Redacted] Under FOI Exemption</p> <p>[Redacted] Under FOI Exemption</p> <p>The MOD Forms and Documentation referred to in the Conditions are available free of charge from:</p> <p>[Redacted] Under FOI Exemption</p> <p>Applications via email:</p> <p>[Redacted] Under FOI Exemption</p> <p>If you require this document in a different format (i.e. in a larger font) please contact the Authority's Representative (Commercial Officer), detailed below.</p>	<p>A completed DEFFORM 68 and, if applicable, Safety Data Sheet(s) are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:</p> <p>a. The Commercial Officer detailed in the Purchase Order, and</p> <p>b. [Redacted] Under FOI Exemption</p> <p>by the following date:</p> <p>or if only hardcopy is available to the addresses below:</p> <p>[Redacted] Under FOI Exemption</p>

Appendix - Addresses and Other Information

<p><b>1. Commercial Officer</b></p> <p>Name: [Redacted] Under FOI Exemption</p> <p>Address: [Redacted] Under FOI Exemption</p> <p>Email: [Redacted] Under FOI Exemption</p> <p>☎ [Redacted] Under FOI Exemption</p>	<p><b>8. Public Accounting Authority</b></p> <p>[Redacted] Under FOI Exemption</p> <p>[Redacted] Under FOI Exemption</p>
<p><b>2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)</b></p> <p>Name: [Redacted] Under FOI Exemption</p> <p>Address: [Redacted] Under FOI Exemption</p> <p>Email: [Redacted] Under FOI Exemption</p> <p>☎ [Redacted] Under FOI Exemption</p>	<p><b>9. Consignment Instructions</b></p> <p>The items are to be consigned as follows:</p> <p>[Redacted] Under FOI Exemption</p>
<p><b>3. Packaging Design Authority</b></p> <p>Organisation &amp; point of contact:</p> <p>(Where no address is shown please contact the Project Team in Box 2)</p> <p>☎</p>	<p><b>10. Transport.</b> The appropriate Ministry of Defence Transport Offices are:</p> <p>[Redacted] Under FOI Exemption</p>
<p><b>4. (a) Supply / Support Management Branch or Order Manager:</b></p> <p>Branch/Name:</p> <p>☎</p> <p><b>(b) U.I.N.</b></p>	<p><b>B. JSCS</b></p> <p>[Redacted] Under FOI Exemption</p>
<p><b>5. Drawings/Specifications are available from</b></p>	<p><b>11. The Invoice Paying Authority</b></p> <p>[Redacted] Under FOI Exemption</p>
<p><b>6. Intentionally Blank</b></p>	<p><b>12. Forms and Documentation are available through*:</b></p> <p>[Redacted] Under FOI Exemption</p>
<p><b>7. Quality Assurance Representative:</b></p> <p>Name:</p> <p>Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.</p> <p>AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit</p>	<p><b>* NOTE</b></p> <p>1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site: [Redacted] Under FOI Exemption</p> <p>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.</p>

[Redacted] Under FOI Exemption

**Contractor Sensitive Information (Clause 5). Not to be published.**

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 publication of any information.

Description of Contractor's Sensitive Information:

Cross reference to location of Sensitive Information:

Explanation of Sensitivity:

Details of potential harm resulting from disclosure:

Period of Confidence (if Applicable):

Contact Details for Transparency / Freedom of Information matters:

Name:

Position:

Address:

Telephone Number:

E-mail Address:

Offer and Acceptance	
<p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for      days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (Up to the applicable procurement threshold).</p> <p>Name (Block Capitals): [Redacted] Under FOI Exemption</p> <p>Position: [Redacted] Under FOI Exemption</p> <p>For and on behalf of the Contractor [Redacted] Under FOI Exemption</p> <p>Authorised Signatory ..... [Redacted] Under FOI Exemption</p> <p>Date: 21/07/22</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): [Redacted] Under FOI Exemption</p> <p>Position: [Redacted] Under FOI Exemption</p> <p>For and on behalf of the Authority Dstl</p> <p>Authorised Signatory [Redacted] Under FOI Exemption .....</p> <p>Date: 21/07/2022</p>
<p>C) Effective Date of Contract: 18<sup>th</sup> July 2022</p>	

**SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF CHEMICAL ANALYSIS OF RUBBER SAMPLES (IN ACCORDANCE WITH THE STATEMENT OF REQUIREMENT)**

Item Number	Description	Delivery Date	Total Qty	Firm Price (£) Ex VAT	
				Per Item	Total inc. packaging (and delivery if specified in the Purchase Order)
D1	Virtual Start-Up Meeting <ul style="list-style-type: none"> <li>Confirmation/discussion of requirement</li> <li>Confirmation of analytical method</li> </ul>	T0+2 weeks	1		
D2	Output of Analysis Report (word document)	T0+4 weeks	1		[Redacted] Under FOI Exemption
D3	Virtual Final Meeting	T0+4 weeks	1		
				<b>Total Firm Price</b>	<b>£19,640.00</b>

Item Number	Consignee Address (XY code only)
D2	[Redacted] Under FOI Exemption



## **Statement of Requirement**

### **Chemical Analysis of Rubber Samples**

#### **Summary**

The Authority requires analysis of odours arising from a range of synthetic rubber and plastic membrane materials (e.g. neoprene, PVC) and selected adhesives.

#### **Requirement**

- Headspace analysis of a selection of different synthetic rubber and plastic membrane materials (e.g. neoprene, PVC) and selected adhesives, to identify compounds in the odour profile.
- The method used must be established and capable of separating typical odour compounds found in synthetic rubber and plastic membrane materials and selected adhesives and have suitable sensitivity for identifying these compounds (e.g. at ppb levels).
- The contractor should have previous experience of vapour analysis and experience of rubber/ plastic odour analysis and controlling contamination between samples.
- The Contractor will be required to analyse approximately 25 different samples of synthetic rubber and plastic membrane materials and rubber adhesives provided by [redacted] (replicates of each sample will be supplied as specified by the contractor). The samples are to be returned to [redacted] at the end of the contract.
- Work will need to be completed within 4 weeks of contract award. Sub-contracting is not permitted.

#### **Mandatory Requirements**

The Authority requires Freedom of Action so that the contract deliverables contain all of the necessary information, and adequate sharing rights, to permit the Authority to modify or improve on the project outputs, publicise and to adopt them in other uses at an appropriate level.

Subcontracting is not permitted without express permission of the Authority.

The suppliers must be available to answer questions from the Authority which arise up to four weeks after the delivery of the final report. The suppliers must amend and clarify the final report after delivery, if required by the Authority. The Authority will provide feedback within 30 days of delivery.

If the supplier is working as part of a team, it is essential that they personally:

- have daily oversight of the work
- control the quality of the work
- provide input to determine and run the testing protocols

interpret the findings of the testing protocols

- provide a summary of the key findings
- attend meetings and presentations to determine the protocol and discuss findings with the Authority
- be available to answer questions from the Authority that arise as an outcome of reading the report and therefore must be available for at least four weeks following delivery of the final report.

The supplier may not discuss or share any information gained in the course of this contract with any other third party [Redacted] Under FOI Exemption without the written agreement of [Redacted]. All written reporting shall be reviewed by [Redacted] before release to third parties.

#### **Standard Deliverable Acceptance Criteria**

The final report shall fully describe the details of the analytical method used, including method conditions. The final report shall also describe the chemical analysis data obtained including significant vapour compounds tabulated together with a vapour concentration (or a semi-quantitative estimate) and a visual output (e.g. an annotated chromatogram).

Failure to comply with the above or delivery of a report which is not of the expected standard may result in the Authority rejecting the deliverables and requesting re-work before final acceptance. Notification of acceptance by the Authority will be delivered via an email which expressly states that the report has been accepted, within 30 days of delivery.

#### **Government Furnished Assets (GFA)**

GFA No	Description	Available Date	Issued By	Return or Disposal Date
GFA-1	Samples of synthetic rubber and plastic membrane materials (e.g. neoprene, PVC) and selected adhesives.	01/07/2022	The Authority.  The Authority will arrange delivery to the supplier.	T0+1 month  The supplier is responsible for arranging the return at the end of the contract.