Schedule 6 (Transparency Reports)

* 1. The Supplier recognises that the Buyer is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>). The Supplier shall comply with the provisions of this Schedule in order to assist the Buyer with its compliance with its obligations under that PPN.
  2. Without prejudice to the Supplier's reporting requirements set out in the Contract, within three (3) Months of the Start Date the Supplier shall submit to the Buyer for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
  3. If the Buyer rejects any proposed Transparency Report submitted by the Supplier, the Supplier shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Buyer. If the Parties fail to agree on a draft Transparency Report the Buyer shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
  4. The Supplier shall provide accurate and up-to-date versions of each Transparency Report to the Buyer at the frequency referred to in the Annex of this Schedule.

Annex A: List of Transparency Reports

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Content** | **Format** | **Frequency** |
| Performance | Supply DVSA with a programme schedule for collection & Delivery for both enforcement weighpads & Iva weighpads. (The enforcement schedule must include the TSO visits.) | Microsoft Excel spreadsheet | 6 weeks prior to calibration dates. |
| Performance | Issue of all original test certificate in completion of calibration of enforcement & IVA weigh pads | Original copies required | Within 2 weeks of calibration |
| Performance | Suite of MI data reports | Microsoft Excel Spreadsheet | 6 monthly enforcement weighpads 12 monthly for IVA weighpads |
| Invoice (Charges) | invoice of the maintenance and calibration charges shall be invoiced. | PDF Summary sheet with Microsoft Excel back up sheet | 6 monthly for Enforcement Weighpads and annually for the IVA Weighpads on the production/receipt of calibration Certificates at the DVSA. |