Ministry of Defence

PURCHASE ORDER

Contract No: SPSCM/01079

Contract Name: The Provision of SEEK II Repair Services

Dated: 30/03/2017

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 £106,047) (Edn 12/16)

Contractor	**Quality Assurance Requirement (Clause 8)**
Name: **Cross Match Technology GmbH** Registered Address: **[***Redacted***]**	**ISO 9001:2015**

Consignor (if different from Contractor's registered address)	**Transport Instructions (Clause 10)**
Name: Address:	Select method of transport of Deliverables To be Delivered by the Contactor 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: **Not used**	The Contractor is required to submit the following Reports: Subject: Assessment and Repair Report. Frequency: No later than twenty (20) Business Days post each repair completion. Method of Delivery: Electronic Delivery Address: **[***Redacted***]**

Payment (Clause 14)
Payment is to be enabled by CP&F.

Forms and Documentation	**Supply of Hazardous Deliverables (Clause 9)**
Forms can be obtained from the following websites: https://www.aof.mod.uk/aofcontent/tactical/toolkit (Registration is required). https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing https://www.dstan.mod.uk/ (Registration is required). The MOD Forms and Documentation referred to in the Conditions are available free of charge from: Ministry of Defence, Forms and Pubs Commodity Management **[***Redacted***]** Applications via email: **[***Redacted***]** 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.	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: a. The Commercial Officer detailed in the Purchase Order, and b. **[***Redacted***]** by the following date: or if only hardcopy is available to the addresses below: Hazardous Stores Information System (HSIS) Defence Safety Authority (DSA) **[***Redacted***]**

DEFFORM 111
(Edn 11/16)

Appendix - Addresses and Other Information

1. Commercial Officer

Name: **[***Redacted***]**

Address: **[***Redacted***]**

Email: **[***Redacted***]**

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

Name: **[***Redacted***]**

Address: **[***Redacted***]**

Email: **[***Redacted***]**

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:

See Box 2.
☎

(b) U.I.N.

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT **[***Redacted***]**

☎ **[***Redacted***]**

2. For all other enquiries contact DES Fin FA-AMET Policy, **[***Redacted***]**

☎ **[***Redacted***]**

9. Consignment Instructions
This address shall be used by the Contractor when repaired equipment is returned to MoD Donnington:

Trade Receipts, [*Redacted***]**

This address shall be used when the Contractor sends back the Returns Issue Voucher to the UK to confirm that they are in receipt of equipment to be repaired:

Logistic Services RSG
[*Redacted***]**

Note: Logistic Services is in the process of moving buildings so always check the Returns Issue Voucher for the correct Address.

10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM, **[***Redacted***]**

Air Freight Centre
IMPORTS ☎ **[***Redacted***]**
EXPORTS ☎ **[***Redacted***]**

Surface Freight Centre
IMPORTS ☎ **[***Redacted***]**
EXPORTS ☎ **[***Redacted***]**

B. JSCS

JSCS Helpdesk No. **[***Redacted***]**

JSCS Fax No. **[***Redacted***]**

www.freightcollection.com

5. Drawings/Specifications are available from

11. The Invoice Paying Authority

Ministry of Defence ☎ **[***Redacted***]**

DBS Finance
[*Redacted***]**

Website is:
https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing

6. Intentionally Blank

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
[*Redacted***]**
Applications via fax or email: [*Redacted***]**

7. Quality Assurance Representative:

Name:

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.uwh.diif.r.mil.uk/ [intranet] or https://www.dstan.mod.uk/ [extranet, registration needed].

NOTE

Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:
https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm

Contractor Commercially Sensitive Information (Clause 5). Not to be published.
Description of Contractor's Commercially 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	
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 £106,047) (Edn 12/16). Name (Block Capitals): Position: For and on behalf of the Contractor Authorised Signatory …….. Date:	B) Acceptance Name (Block Capitals): Position: For and on behalf of the Authority Authorised Signatory ……. Date:
C) **Effective Date of Contract:**	

SCHEDULE OF REQUIREMENTS FOR THE PROVISION OF SEEK II REPAIR SERVICES

Deliverables								
Item Number	**MOD Stock Reference No.**	**Part No. (where applicable)**	**Specification**	**Consignee Address**	**Packaging Requirements inc. PPQ and DofQ** (as detailed in DEFFORM 96)	**Delivery Date**	**Total Qty**	**Limit of Liability (£) Ex VAT** **Total inc. packaging (and delivery if specified in the Purchase Order)**
1			SEEK II Repair Services (1st April 2017 to 31st March 2018) in accordance with Annex A, Statement of Work.	Box 9 of DEFFORM 111	Packaging Code 9			**[***Redacted***]**
2			SEEK II Repair Services (1st April 2018 to 31st March 2019) in accordance with Annex A, Statement of Work.	Box 9 of DEFFORM 111	Packaging Code 9			**[***Redacted***]**

Item Number	**Consignee Address (XY code only)**
1 & 2	See Box 9 of the DEFFROM 111

STATEMENT OF WORK FOR THE PROVISION OF SEEK II REPAIR SERVICES

The Authority has a requirement to support the current in-service SEEK II biometric enrolment devices through a process of assessment and authorised repair at 4th line (Contractor's premises). This is illustrated in the flow diagram at Appendix 1 to Annex A – Repair Service Process.

Initial Assessment

The Authority representative as stated in Box 2 of the DEFFORM111 shall request an initial repair assessment in writing via email from the Contractor when repair services are required. This request will include failure information to assist the Contractor in the initial assessment. The Contractor shall provide a diagnosis in writing via email to the Authority representative which shall establish failure modes and repair actions.

Complete Assessment

Upon completion of the initial assessment, the Authority will, at its discretion, prepare Part 1 to Tasking Authorisation Form (TAF) at Annex B and issue this to the Contractor in order to request a full quotation of the complete assessment and repair costs. Upon receipt of Part 1 to the TAF, the Contractor shall generate a Return Material Authorisation (RMA) number which shall be sent in writing to the Authority representative as stated in Box 2 of the DEFFORM111. Subject to receipt of the RMA number, the Authority shall arrange for the delivery of the SEEK II equipment to be assessed to the Contractor as stated in Box 9 of the DEFFORM111.

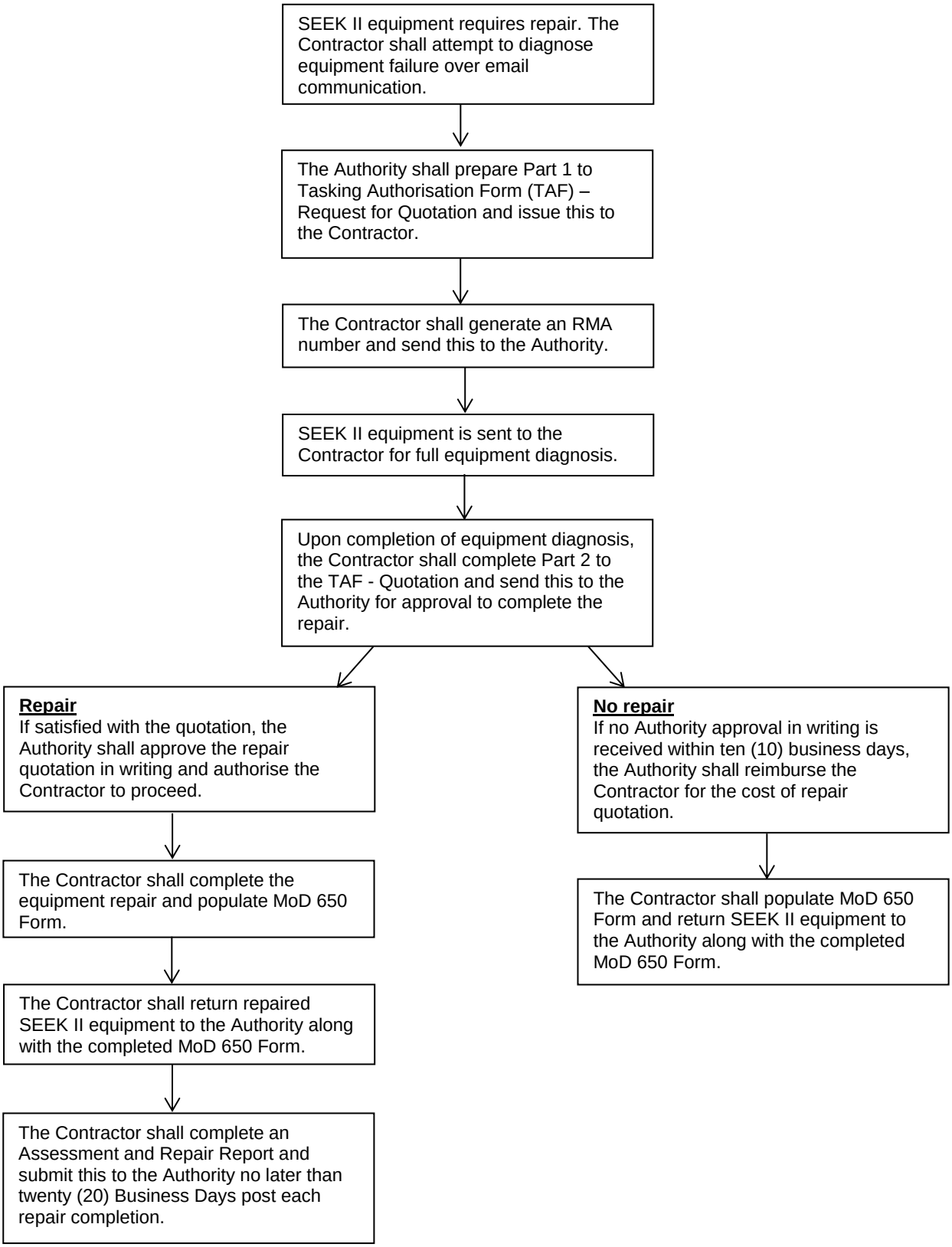
The Contractor shall conduct a complete assessment of the equipment in order to diagnose failure reasons and remedial actions. The Contractor shall populate Part 2 to the TAF at Annex B and send this to the Authority representative as stated in Box 2 of the DEFFORM111 via email in order to request authorisation to proceed with a complete repair and provide the Authority with information on the cost of assessment and repair.

Repair

The Authority will, at its discretion, authorise the Contractor in writing to carry out the equipment repair within ten (10) Business Days from receipt of the repair Quotation. If the Authority does not authorise the Contractor to repair the SEEK II equipment, the Contractor shall populate the MoD 650 Form at Annex C and shall return the equipment to the Authority in accordance with DEFFORM111 Box 9. If the Authority authorises the repair, the Contractor shall carry out a complete repair of the SEEK II equipment and return the equipment with the MoD 650 Form at Annex C to the Authority.

In addition to conducting the repair and delivering the repaired SEEK II equipment to the Authority, the Contractor shall issue a statement of warranty for the repair which shall cover the equipment in case of repair item failure for a period of up to one (1) calendar year from the date of receipt of the repaired equipment by the Authority.

REPAIR SERVICE PROCESS



Annex B

REPAIR AND AD-HOC
TASKING AUTHORISATION FORM (TAF)

PART 1 - REQUEST FOR QUOTATION (To be completed by the Authority)

1.	To:	Cross Match Technology GmbH **[***Redacted***]**	From:	Defence Equipment Support **[***Redacted***]**		
2.	Contract No:	SPSCM/01079	Task No:		Project	SEEK II Repair Services
3.	Title of Task	The Provision of SEEKII Repair Services				
4.	You are requested to provide a firm price quotation for the requirement detailed below: **This Task is Required to be completed by:**					
5.	The Classification of this requirement is: ……. A Security Aspects Letter for this requirement has been provided YES/ NO					
6.	Name; (Equipment Support Manager)	Signed……				
7.	Date					

PART 2 – QUOTATION (To be completed by the Contractor)

1.	To:	Defence Equipment Support **[***Redacted***]**	From:	Cross Match Technology GmbH **[***Redacted***]**
2.	**Firm Price Offer** A Firm quotation is provided in respect of Task Number…… The Firm price offered is …… Ex VAT The start date for this Task is…….. The completion date for this Task shall be no later than (based on start date) …… The firm price offer is valid until …….. **Price Breakdown** Complete Assessment (to include labour rate) …….. Repair (to include labour rate and materials) ……...			
3.	**GFA** The following GFA and timescales required in order to meet the requirement under are requested below:			
4.	Name: (Commercial Manager)	Signed……		
5.	Date			

MoD 650 form

Ministry of Defence
Advice and Receipt Note (Mod Form 650)
(For Movements Only)

Receipt Copy

Send to Consignee by post
consignee to receipt and return to Consignor

BROWN COPY **(Rev 08/08)**

Public Accounting Authority	No. and nature of packages	Carrier Details	Period of Account (financial year)	Serial No.
ASSET ACCOUNTING CENTRE AAC	Various			

From: Name and Full Address of Consignor:

Ex Contract No.....

NCAGE Ref. No.

Fault Investigation (MOD F760 No.)

MOD Contract No. (or other authority)
SPSCM/01079

To: Name and Full Address of Consignee:

NB: If known, quote Consignee Contract no.

Code	TRANSACTIONS (enter Code in Col 6)
A	**Contractor to Contractor (inc. sub-contractors)**
B	**Contractor to Contractor (Consignor Liable)**
C	**Contractor to Contractor (Consignee Liable)**
D	**Contractor to MOD (Contractor Liable)**
E	**Contractor to MOD (MOD Liable)**
F	**Other Movements- Reason specified in remarks.**

Nato Stock No./Part No.	Description	Serial No.	Denom of Qty	Loan Type (CEI/CWI/ CSI/CWA)	Code Letter	Qty	QUANTITIES serv.	QUANTITIES non-serv.	Remarks
1	2	3	4	5	6	7	8	9	10

RECEIPT When Consignee is a Contractor

Received quantities shown above have been brought to account & posted to PSA

Signature: **Date:**

This copy to be receipted and returned to the Consignor without delay

Signature of Recipient Date

Ministry of Defence
Advice and Receipt Note (Mod Form 650)
(For Movements Only)

Packing Copy

Send to Consignee with goods, consigne
to retain as STORE ACCOUNTING COPY

RED COPY **(Rev 08/08)**

Public Accounting Authority	No. and nature of packages	Carrier Details	Period of Account (financial year)	Serial No.
ASSET ACCOUNTING CENTRE AAC				

From: Name and Full Address of Consignor:

NCAGE Ref. No.

Fault Investigation (MOD F760 No.)

MOD Contract No. (or other authority)
SPSCM/01079

Ex Contract No.....

To: Name and Full Address of Consignee:

NB: If known, quote Consignee Contract no.

Code	TRANSACTIONS (enter Code in Col 6)
A	Contractor to Contractor (inc.sub-contractors)
B	Contractor to Contractor (Consignor Liable)
C	Contractor to Contractor (Consignee Liable)
D	Contractor to MOD (Contractor Liable)
E	Contractor to MOD (MOD Liable)
F	Other Movements- Reason specified in remarks.

Nato Stock No./Part No.	Description	Serial No.	Denom of Qty	Loan Type (CEI/CWI/ CSI/CWA)	Code Letter	Qty	QUANTITIES serv.	QUANTITIES non-serv.	Remarks
1	2	3	4	5	6	7	8	9	10

RECEIPT When Consignee is a Contractor

Received quantities shown above have been brought to account & posted to PSA

Signature: **Date:**

RECEIPT Details

Consignment No:
Date Received:

	Initials	Date
Goods unpacked and checked		
BROWN COPY signed & returned		

Signature of Recipient

Date:

Annex C