

# **Contract Terms and Conditions**

## **Contract No: LSBU7/0191**

# **BABCOCK**

## **For The Repairs, Calibration, Maintenance and Spares Supply For Aircraft Component Test Equipment**

<b>Between Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland</b> <b>Team Name and address:</b> <b>Babcock DSG*</b> <b>E/OPS 1 Procurement</b> <b>Building B15</b> <b>MOD Donnington</b> <b>Telford, TF2 8JT</b>  <b>E-mail Address:</b> <b>Telephone Number:</b>	<b>And</b> <b>Contractor Name and address:</b>  <b>E-mail Address:</b>
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*\* Where the document refers to the Authority, this shall represent Babcock DSG who are acting as the Procurement Agent on behalf of the Authority*

<u>Clause</u>	<u>Title</u>	<u>Page</u>
<b>A.</b>	<b>GENERAL CONTRACT PROVISIONS</b>	5 - 15
A1.	Interpretation	5
A2.	Amendments to Contract	5
A3.	Variations to Specification	5
A4.	Precedence	6
A5.	Severability	6
A6.	Assignment of Contract	6
A7.	Waiver 5	6
A8.	Third Party Rights	6
A9.	Governing Law	6
A10.	Entire Agreement	7
A11.	Disclosure of Information	8
A12.	Publicity and Communications with the Media	9
A13.	Protection of Personal Data	9
A14.	Transparency	9
A15.	Equality	10
A16.	Child Labour and Employment Law	10
A17.	Subcontracting	10
A18.	Change of Control of Contractor	11
A19.	Termination for Insolvency or Corrupt Gifts	11
A20.	Consequences of Termination	14
A21.	Dispute Resolution	14
A22.	Termination for Convenience	14
A23.	Contractor's Records	14
A24.	Duration of Contract	15
A25.	Contractor's Warranties	15
<b>B.</b>	<b>THE CONTRACTOR DELIVERABLES</b>	15-16
B1.	Supply of Contractor Deliverables and Quality Assurance	15
B2.	Environmental Requirements	16
B3.	Disruption	16
<b>C.</b>	<b>PRICE</b>	16
C1.	Contract Price	16
<b>D.</b>	<b>INTELLECTUAL PROPERTY</b>	16
D1.	Third Party Intellectual Property – Rights and Restrictions	16
<b>E.</b>	<b>FACILITIES AND ASSETS</b>	19
E1.	Access to Contractor's Premises	19
<b>F.</b>	<b>DELIVERY</b>	19
F1.	Authority's Remedies for Breach of Contract	19
<b>G.</b>	<b>PAYMENT AND RECEIPTS</b>	20 - 21
G1.	Payment	20
G2.	Value Added Tax	21
G3.	Debt Factoring	21
<b>H.</b>	<b>CONTRACT ADMINISTRATION</b>	22
H1.	Progress Monitoring, Meetings and Reports	22
H2.	Authority Representatives	22
H3.	Notices	22
<b>J.</b>	<b>THE PROJECT SPECIFIC DEFCONS AND DEFCON SC VARIANTS THAT APPLY TO THIS CONTRACT ARE:</b>	23
<b>K.</b>	<b>THE SPECIAL CONDITIONS THAT APPLY TO THIS</b>	

	<b>CONTRACT ARE:</b>	23 - 35
K1.	Certificate of Conformity	23
K2.	Marking of contractor deliverables	23
K3.	Supply of Hazardous Materials or Substances in Contractor Deliverables	24
K4.	Timber and Wood-Derived Products	25
K5.	Rejection	27
K6.	Delivery/Collection	27
K7.	Self to Self Delivery	28
K8.	Acceptance	28
K9.	Packaging and Labelling (Excluding Contractor Deliverables Containing Munitions)	28
K10.	Overseas Expenditure	31
K11.	Import Licence	31
K12.	Export Licence	31
K13.	Key Performance Indicators and Performance Management	33
K14.	Diversion Orders	33
K15.	Copyright	33
K16.	Disposal of Redundant Parts, Materials Etc	35
<b>L.</b>	<b>THE PROCESSES THAT APPLY TO THIS CONTRACT ARE:</b>	<b>35 - 45</b>
L1.	Scope of Contract	35
L2.	Authority for work	35
L3.	Quality/Specification	37
L4.	Duration	38
L5.	Responsibility of the Contractor	38
L6.	Pricing	39
L7.	Open Book Accounting	40
L8.	Notification of Discontinuation of Products	40
L9.	Security of MoD Property	40
L10.	Deficiencies and Damages in Articles Issued For Remanufacture	40
L11.	Contractor Deliverables Considered Beyond Economical Repair	40
L12.	Warranty	41
L13.	Turnaround Time	41
L14.	Remedies in the Event of Failure to Achieve Repair Turnaround Times	41
L15.	Key Performance Indicators and Performance Management	42
L16.	Delivery Instructions	43
L17.	Non-Conforming Deliveries	44
L18.	Payment and Invoicing Procedure	44
L19.	Surge	45

**The Schedules that apply to this Contract are:**

<b>Schedule 1.</b>	Definitions of contract
<b>Schedule 2.</b>	Schedule of requirement Annex A to Schedule 2
<b>Schedule 3.</b>	Contract Data Sheet
<b>Schedule 4.</b>	Addresses and Other Information
<b>Schedule 5.</b>	Contract Change Process
<b>Schedule 6.</b>	Statement of Work
<b>Schedule 7.</b>	Tenders commercially sensitive information
<b>Schedule 8.</b>	Purchase order Template
<b>Schedule 9.</b>	Discrepancy report
<b>Schedule 10.</b>	Strip survey report
<b>Schedule 11.</b>	Task Data Sheet
<b>Schedule 12.</b>	On-site maintenance form
<b>Schedule 13.</b>	BR/BER Form
<b>Schedule 14.</b>	Contract Status Report
<b>Schedule 15.</b>	Firm pricing
<b>Schedule 16.</b>	Export Licence
<b>Schedule 17.</b>	Acceptance Procedures
<b>Schedule 18.</b>	Hazardous Articles, Materials or Substances Supplied under the Contract
<b>Schedule 19.</b>	Timber and Wood Derived Products

# Contract Conditions for the Repairs, Calibration, Maintenance and Spares Supply for Aircraft Component Test Equipment.

**Contract No: LSBU7/0191**

## **A General Contract Provisions**

### **A1. Interpretation**

- a. The defined terms in the Contract shall be as set out in **Schedule 1 - Definitions**.
- b. Unless the context otherwise requires:
  - (1) The singular includes the plural and vice versa, and the masculine includes the feminine and vice versa.
  - (2) The words “include”, “includes”, “including” and “included” are to be construed as if they were immediately followed by the words “without limitation”, except where explicitly stated otherwise.
  - (3) The expression “person” means any individual, firm, body corporate, unincorporated association or partnership, government, state or agency of a state or joint venture.
  - (4) References to any statute, enactment, order, regulation, or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation, or instrument as amended, supplemented, replaced or consolidated by any subsequent statute, enactment, order, regulation, or instrument.
  - (5) The heading to any Contract provision shall not affect the interpretation of that provision.
  - (6) Any decision, act or thing which the Authority is required or authorised to take or do under the Contract may be taken or done only by the person (or their nominated deputy) authorised in Schedule 3 (Contract Data Sheet) to take or do that decision, act, or thing on behalf of the Authority.
  - (7) Unless excluded within the terms of the Contract or required by law, references to submission of documents in writing shall include electronic submission.

### **A2. Amendments to Contract**

- a. All amendments to this Contract shall be serially numbered, in writing, issued only by the Authority’s Representative (Commercial), and agreed by both Parties.
- b. Where the Authority or the Contractor wishes to introduce a change which is not minor or which is likely to involve a change to the Contract Price, the provisions of **Schedule 5 (Contract Change Process)** shall apply. The Contractor shall not carry out any work until any necessary change to the Contract Price has been agreed and a written amendment in accordance with **clause A2.a** above has been issued.

### **A3. Variations to Specification**

- a. The Authority’s Representative may, by Notice (following consultation with the Contractor as necessary), alter the Specification as from a date agreed by both Parties and to the extent specified by the Authority, provided that any such variations shall be limited to the extent that they do not alter the fit, form, function or characteristics of the Contractor Deliverables to be supplied under the Contract. The Contractor shall ensure that the Contractor Deliverables take account of any such variations. Such variations shall not require formal amendment of the Contract in accordance with the process set out in **condition A2 (Amendments to Contract)** and shall be implemented upon receipt, or at the date specified in the Authority’s Notice, unless otherwise specified.

- b. Any variations that cause a change to:
- (1) fit, form, function or characteristics of the Contractor Deliverables;
  - (2) the cost;
  - (3) Delivery Dates;
  - (4) the period required for the production or completion; or
  - (5) other work caused by the alteration,

shall be the subject to **clause A2 (Amendments to Contract)**. Each amendment under **clause A2** shall be classed as a formal change.

#### **A4. Precedence**

- a. If there is any inconsistency between the different provisions of the Contract the inconsistency shall be resolved according to the following descending order of precedence:
- (1) Sections A - H (and J - L, if sections J - L are included in this Contract) of the Conditions of the Contract shall be given equal precedence with **Schedule 1 (Definitions of Contract)** and **Schedule 3 (Contract Data Sheet)**;
  - (2) **Schedule 2 (Schedule of Requirements)** and, where included, (Acceptance Procedure);
  - (3) the remaining Schedules; and
  - (4) any other documents expressly referred to in the Contract.
- b. If either Party becomes aware of any inconsistency, within or between the documents referred to in **clause A4.a** such Party shall notify the other Party forthwith and the Parties will seek to resolve that inconsistency on the basis of the order of precedence set out in **clause A4.a**. Where the Parties fail to reach agreement, and if either Party considers the inconsistency to be material to its rights and obligations under the Contract, then the matter will be referred to the dispute resolution procedure in accordance with **clause A21 (Dispute Resolution)**.

#### **A5. Severability**

If any provision of the Contract is held to be invalid, illegal or unenforceable to any extent then:

- a. such provision shall (to the extent that it is invalid, illegal or unenforceable) be given no effect and shall be deemed not to be included in the Contract but without invalidating any of the remaining provisions of the Contract; and
- b. the Parties shall use all reasonable endeavours to replace the invalid, illegal or unenforceable provision by a valid, legal and enforceable substitute provision the effect of which is as close as possible to the intended effect of the invalid, illegal or unenforceable provision.

#### **A6. Assignment of Contract**

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

#### **A7. Waiver**

- a. No act or omission of either Party shall by itself amount to a waiver of any right or remedy unless expressly stated by that Party in writing. In particular, no reasonable delay in exercising any right or remedy shall by itself constitute a waiver of that right or remedy.
- b. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.

#### **A8. Third Party Rights**

Notwithstanding anything to the contrary elsewhere in the Contract, no right is granted to any person who is not a Party to the Contract to enforce any term of the Contract in its own right and the Parties to the Contract declare that they have no intention to grant any such right.

#### **A9. Governing Law**

- a. Subject to **clause A9.d**, the Contract shall be considered as a contract made in England and subject to English Law.
- b. Subject to **clause A9.d and A21 (Dispute Resolution)** and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive

jurisdiction of the Courts of England to resolve, and the laws of England to govern, any actions proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.

c. Subject to **clause A.9.d** any dispute arising out of or in connection with the Contract shall be determined within the English jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this clause A9 and for the enforcement of any judgment, order or award given under English jurisdiction.

d. If the Parties agree pursuant to the Contract that Scots Law should apply then the following amendments shall apply to the Contract:

(1) **Clause A9.a, A9.b and A9.c** shall be amended to read:

“a. The Contract shall be considered as a contract made in Scotland and subject to Scots Law.

b. Subject to **clause A21** (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of Scotland to resolve, and the laws of Scotland to govern, any actions, proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.

c. Any dispute arising out of or in connection with the Contract shall be determined within the Scottish jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this **clause A9** and for the enforcement of any judgment, order or award given under Scottish jurisdiction.”

(2) **Clause A21.b** shall be amended to read:

“In the event that the dispute or claim is not resolved pursuant to **clause A21.a** the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause **A21.b** shall be governed by the Arbitration (Scotland) Act 2010. The seat of the arbitration shall be Scotland. For the avoidance of doubt, for the purpose of arbitration the tribunal shall have the power to make provisional awards pursuant to Rule 53 of the Scottish Arbitration Rules, as set out in Schedule 1 to the Arbitration (Scotland) Act 2010.”

e. Each Party warrants to each other that entry into the Contract does not, and the performance of the Contract will not, in any way violate or conflict with any provision of law, statute, rule, regulation, judgement, writ, injunction, decree or order applicable to it. Each Party also warrants that the Contract does not conflict with or result in a breach or termination of any provision of, or constitute a default under, any mortgage, contract or other liability, charge or encumbrance upon any of its properties or other assets.

f. Each Party agrees with each other Party that the provisions of this **clause A9** shall survive any termination of the Contract for any reason whatsoever and shall remain fully enforceable as between the Parties notwithstanding such a termination.

g. Where the Contractor's place of business is not in England or Wales (or Scotland where the Parties agree pursuant to this Contract that Scots Law should apply), the Contractor irrevocably appoints the solicitors or other persons in England and Wales (or Scotland where the Parties agree pursuant to the Contract that Scots Law should apply) detailed in **Schedule 3 (Contract Data Sheet)** as its agents to accept on its behalf service of all process and other documents of whatever description to be served on the Contractor in connection with any litigation or arbitration within the English jurisdiction (or Scottish jurisdiction where the Parties agree pursuant to this Contract that Scots Law should apply) arising out of or relating to the Contract or any issue connected therewith.

## **A10. Entire Agreement**

This Contract constitutes the entire agreement between the Parties relating to the subject matter of the Contract. The Contract supersedes, and neither Party has relied upon, any prior negotiations, representations and undertakings, whether written or oral, except that this condition shall not exclude liability in respect of any fraudulent misrepresentation.

## **A11. Disclosure of Information**

- a. Subject to **clauses A11.d, A11.e, A11.h and A14** each Party:
- (1) shall treat in confidence all Information it receives from the other;
  - (2) shall not disclose any of that Information to any third party without the prior written consent of the other Party, which consent shall not unreasonably be withheld, except that the Contractor may disclose Information in confidence, without prior consent, to such persons and to such extent as may be necessary for the performance of the Contract;
  - (3) shall not use any of that Information otherwise than for the purpose of the Contract; and
  - (4) shall not copy any of that Information except to the extent necessary for the purpose of exercising its rights of use and disclosure under the Contract.
- b. The Contractor shall take all reasonable precautions necessary to ensure that all Information disclosed to the Contractor by or on behalf of the Authority under or in connection with the Contract:
- (1) is disclosed to its employees and Subcontractors, only to the extent necessary for the performance of the Contract; and
  - (2) is treated in confidence by them and not disclosed except with the prior written consent of the Authority or used otherwise than for the purpose of performing work or having work performed for the Authority under the Contract or any subcontract.
- c. The Contractor shall ensure that its employees are aware of the Contractor's arrangements for discharging the obligations at **clauses A11.a and A11.b** before receiving Information and shall take such steps as may be reasonably practical to enforce such arrangements.
- d. **Clauses A11.a and A11.b** shall not apply to any Information to the extent that either Party:
- (1) exercises rights of use or disclosure granted otherwise than in consequence of, or under, the Contract;
  - (2) has the right to use or disclose the Information in accordance with other Conditions of the Contract; or
  - (3) can show:
    - (a) that the Information was or has become published or publicly available for use otherwise than in breach of any provision of the Contract or any other agreement between the Parties;
    - (b) that the Information was already known to it (without restrictions on disclosure or use) prior to receiving the Information under or in connection with the Contract;
    - (c) that the Information was received without restriction on further disclosure from a third party which lawfully acquired the Information without any restriction on disclosure; or
    - (d) from its records that the same Information was derived independently of that received under or in connection with the Contract;
- provided that the relationship to any other Information is not revealed.
- e. Neither Party shall be in breach of this condition where it can show that any disclosure of Information was made solely and to the extent necessary to comply with a statutory, judicial or parliamentary obligation. Where such a disclosure is made, the Party making the disclosure shall ensure that the recipient of the Information is made aware of and asked to respect its confidentiality. Such disclosure shall in no way diminish the obligations of the Parties under this condition.
- f. The Authority may disclose the Information:
- (1) on a confidential basis to any central government body for any proper purpose of the Authority or of the relevant central government body, which shall include: disclosure to the Cabinet Office and / or HM Treasury for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes;
  - (2) to Parliament and Parliamentary Committees or if required by any Parliamentary

reporting requirement;

(3) to the extent that the Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;

(4) on a confidential basis to a professional adviser, consultant or other person engaged by any of the entities defined in **Schedule 1** (including benchmarking organisations) for any purpose relating to or connected with this Contract;

(5) on a confidential basis for the purpose of the exercise of its rights under the Contract; or

(6) on a confidential basis to a proposed body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under the Contract;

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Authority under this condition.

g. Before sharing any Information in accordance with **sub-clause A11.f** above, the Authority may redact the Information. Any decision to redact Information made by the Authority shall be final.

h. The Authority shall not be in breach of the Contract where disclosure of Information is made solely and to the extent necessary to comply with the Freedom of Information Act 2000 (the "Act") or the Environmental Information Regulations 2004 (the "Regulations"). To the extent permitted by the time for compliance under the Act or the Regulations, the Authority shall consult the Contractor where the Authority is considering the disclosure of Information under the Act or the Regulations and, in any event, shall provide prior notification to the Contractor of any decision to disclose the Information. The Contractor acknowledges and accepts that its representations on disclosure during consultation may not be determinative and that the decision whether to disclose Information in order to comply with the Act or the Regulations is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Act or the Regulations.

i. Nothing in this condition shall affect the Parties' obligations of confidentiality where Information is disclosed orally in confidence.

## **A12. Publicity and Communications with the Media**

The Contractor shall not, and shall ensure that any employee or Subcontractor shall not, communicate with representatives of the press, television, radio or other media on any matter concerning the Contract unless the Authority has given its prior written consent.

## **A13. Protection of Personal Data**

In the performance of the Contract, both Parties shall comply with their obligations as a data controller, as defined in the Data Protection Act 1998.

## **A14. Transparency**

a. Subject to **clause A14.b** but notwithstanding **clause A11**, the Contractor understands that the Authority may publish the Transparency Information to the general public. The Contractor shall assist and cooperate with the Authority to enable the Authority to publish the Transparency Information.

b. Before publishing the Transparency Information to the general public in accordance with **clause A14.a**, the Authority shall redact any Information that would be exempt from disclosure if it was the subject of a request for Information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, and any Information which has been acknowledged by the Authority at **Schedule 7 (Contractor's Commercially Sensitive Information)**.

c. The Authority may consult with the Contractor before redacting any Information from the Transparency Information in accordance with **clause A14.b**. The Contractor acknowledges and accepts that its representations on redactions during consultation may not be determinative and that the decision whether to redact Information is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

d. For the avoidance of doubt, nothing in this **clause A14** shall affect the Contractor's rights at law.

## **A15. Equality**

- a. The Contractor shall not unlawfully discriminate either directly or indirectly on the grounds of age, disability, gender (including re-assignment), sex or sexual orientation, marital status (including civil partnerships), pregnancy and maternity, race, or religion or belief.
- b. Without prejudice to the generality of the obligation in **clause A15.a**, the Contractor shall not unlawfully discriminate within the meaning and scope of the Equality Act 2010 (or any statutory modification or re-enactment thereof) or other relevant or equivalent Legislation in the country where the Contract is being performed.
- c. The Contractor agrees to take reasonable efforts to secure the observance of the provisions of this **clause A15** by any of its employees, agents, or other persons acting under its direction or Control who are engaged in the performance of the Contract.
- d. The Contractor agrees to take reasonable efforts to reflect this **clause A15** in any subcontract that it enters into to satisfy the requirements of the Contract and to require its Subcontractors to reflect this **clause A15** in their subcontracts that they enter into to satisfy the requirements of the Contract.

## **A16. Child Labour and Employment Law**

- a. In performing the Contract, the Contractor shall comply in all material respects with Child Labour Legislation and applicable employment legislation of those jurisdiction(s) where the Contract is being performed.
- b. The Contractor agrees to use reasonable efforts to reflect this Condition in any subcontract that it enters into to satisfy the requirements of the Contract and to require its Subcontractors to reflect this Condition in their subcontracts that they enter into to satisfy the requirements of the Contract.

## **A17. Subcontracting**

- a. Subcontracting any part of the Contract shall not relieve the Contractor of any obligation, duty or liability attributable to the Contractor under the Contract.
- b. The Contractor shall ensure, to the extent that they are applicable, that the Conditions of the Contract are reflected in any subcontracts for any part of the Contractor Deliverables.
- c. In all circumstances the Contractor shall ensure that all subcontracts in relation to this Contract include:
  - (1) a requirement that either party to the subcontract may release to the Authority any of those parts of the subcontract documentation as are necessary to demonstrate the Contractor's compliance with the provisions of the Contract and that any such release shall not amount to a breach of any provision of confidentiality contained within the subcontract; and
  - (2) a term which requires payment to be made to the Subcontractor within a specified period not exceeding thirty (30) days from receipt of a valid invoice as defined by the subcontract requirements.
- d. Where the Contractor places any subcontract with a value of more than £50,000 in connection with this Contract, it shall ensure that it has the right to terminate that subcontract for convenience in the event that the Authority exercises its right to terminate this Contract under **clause A22 (Termination for Convenience)**, with twenty (20) Business Days notice (or such other notice period as the Authority shall give under this Contract).
- e. When placing subcontracts, the Contractor is asked to give consideration, as far as possible, to placing work on a competitive basis with Subcontractors that are Supported Businesses. The Contractor can find details of Supported Businesses in the United Kingdom on the Supported Business Directory that is British Association for Supported Employment at Unit 4, 200 Bury Road, Tottington, Lancashire BL8 3DX (Telephone : 01204 880733) or <http://business.base-uk.org/procurement>.
- f. The Contractor shall secure from any Subcontractor, the prompt notification to the Authority of the Information required by **clause D1.a (Third Party Intellectual Property – Rights and**

**Restrictions).** On receipt of any such notification the Authority shall issue a written authorisation to the Subcontractor in accordance with **clause D1.g**. Any such authorisation shall always be subject to **clauses D1.j, D1.k and D1.n** as though the Subcontractor was the Contractor. If any claim or action relevant to such authorisation arises, it shall be promptly notified to the Authority. The Contractor is not authorised to enter into any substantive correspondence in such matter nor in any way to act on behalf of the Authority in any such claim or action. Any arrangement between the Contractor and Subcontractor to enable the Contractor to underwrite their indemnities to the Authority under this Condition is a matter between the Contractor and the Subcontractor.

g. Where the Contractor subcontracts work under the Contract, which is likely to be subject to foreign export control, the Contractor shall use reasonable endeavours to incorporate in each subcontract the terms set out in the relevant parts of **SC3 Schedule "Export Licence"**. Where it is not practicable to include the terms set out in **SC3 Schedule "Export Licence"**, the Contractor shall report that fact and the circumstances to the Authority.

#### **A18. Change of Control of Contractor**

a. The Contractor shall inform the Mergers & Acquisitions section, Supplier Relations Team, Poplar Level 1 # 2119, MOD Abbey Wood South, Bristol BS34 8JH as soon as practicable of any intended, planned or actual change of Control. The Contractor shall not be required to submit any notice which is unlawful or is in breach of either any pre-existing non-disclosure agreement or any regulations governing the change of Control of the Contractor in the UK or other jurisdictions. The Authority's Representative shall consider the potential change of Control and advise the Contractor in writing of any concerns that the Authority may have.

b. Each notice of change of Control shall be taken to apply to all contracts with the Authority.

c. The Authority may, acting reasonably, terminate the Contract by giving written notice to the Contractor within six (6) months of the Authority being notified or becoming aware that the Contractor has undergone a change of Control where the Contractor has failed to address the Authority's concerns to the Authority's satisfaction in accordance with **clause A18.a**, or has failed to supply or withheld the Information required under **clause A18.a**.

d. If the Authority exercises its right to terminate in accordance with **clause F1.a.(4)** the Contractor shall be entitled to request the Authority to consider making a payment to represent any commitments, liabilities or expenditure which are reasonable and properly chargeable by the Contractor in connection with the Contract and which would otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract. Any request for payment under this **clause A18.d** must be fully supported by documentary evidence. The decision whether to make such a payment shall be at the Authority's sole discretion.

#### **A19. Termination for Insolvency or 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:

##### **Insolvency:**

a. where the Contractor is an individual:

(1) the application by the Contractor for an interim order pursuant to Section 252 of the Insolvency Act 1986 (the "IA 86") or the court making an interim order pursuant to Section 253 of the IA 86;

(2) any composition, compromise, assignment, assignation or arrangement is made with any of the Contractor's creditors (including, without limitation, an individual voluntary arrangement under IA 86 and a trust deed for the benefit of any of the Contractor's creditors) or a moratorium on any of the Contractor's indebtedness comes into force;

(3) a debt payment programme under the Debt Arrangement and Attachment (Scotland) Act 2002 (the "DAAS Act") is approved in respect of a Contractor, an application is made by a Contractor to the Debt Arrangement Scheme (DAS) Administrator under the DAAS Act for approval of a debt payment programme or a Contractor gives written intimation to the DAS Administrator of their intention to make such an application;

(4) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is

notified of it;

(5) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;

(6) where the Contractor is either unable to pay its debts as they fall due or has no reasonable prospect of being able to pay debts which are not immediately payable. The Authority shall regard the Contractor as being unable to pay its debts if:

(a) it has failed to comply with or to set aside a statutory demand under section 268 of the Insolvency Act 1986 or section 7 of the Bankruptcy (Scotland) Act 1985 within twenty-one (21) Business Days of service of the statutory demand on it;

(b) an execution or other process to enforce a debt due under a judgment or order of the court has been returned unsatisfied in whole or in part;

(c) a charge for payment of a debt has been served on the Contractor and has not been satisfied, returned or avoided within fourteen (14) Business Days of service; or

(d) it is apparently insolvent within the meaning of the Bankruptcy (Scotland) Act 1985; or

(7) any analogous procedure or step is taken in any jurisdiction;

b. where the Contractor is a firm:

(1) the Contractor preparing and submitting documents to a nominee or filing or lodging documents in court, in each case in respect of a moratorium on creditor action under Schedule A1 of IA 86 in respect of the Contractor;

(2) any composition, compromise, assignment, assignation or arrangement is made with any of the Contractor's creditors (including, without limitation, an individual voluntary arrangement under IA 86 and a trust deed for the benefit of any of the Contractor's creditors) or a moratorium on any of the Contractor's indebtedness comes into force;

(3) any event listed in **clause A19.a** occurs in respect of any partner of the Contractor who is an individual in connection with a liability or debt of the Contractor;

(4) any event listed in **clause A19.c** occurs in respect of any partner of the Contractor which is a company or limited liability partnership registered in England and Wales or Scotland in connection with a liability or debt of the Contractor;

(5) an event listed in **clause A19.e** in respect of any partner of the Contractor which is a company or similar entity (including any incorporated entity) registered other than in England and Wales or Scotland in connection with a liability or debt of the Contractor;

(6) any event listed in this **clause A19.b** occurs in respect of any partner of the Contractor which is itself a firm in connection with a liability or debt of the Contractor;

(7) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of it;

(8) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;

(9) any resolution is passed or order made for the winding up, dissolution, administration or reorganisation of (or the institution of any other insolvency proceedings or procedure in relation to) the Contractor;

(10) where the Contractor is either unable to pay its debts as they fall due or has no reasonable prospect of being able to pay debts which are not immediately payable. The Authority shall regard the Contractor as being unable to pay its debts if:

(a) it is apparently insolvent within the meaning of the Bankruptcy (Scotland) Act 1985; or

- (b) it is unable to pay its debts in terms of section 221 of IA 86; or
  - (11) any analogous procedure or step is taken in any jurisdiction;
- c. where the Contractor is a company or limited liability partnership registered in England and Wales or Scotland:
  - (1) the Contractor preparing and submitting documents to a nominee or filing or lodging documents in court in each case in respect of a moratorium on creditor action under Schedule A1 of IA 86;
  - (2) any composition, compromise, assignment, assignation or arrangement is made with any of its creditors (including, without limitation, a company voluntary arrangement under IA 86) or a moratorium on any of the Contractors indebtedness comes into force;
  - (3) the presentation of a petition or other application for the appointment of any liquidator (whether provisional, interim or otherwise), administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets, unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of it;
  - (4) the appointment of any liquidator (whether provisional, interim or otherwise) administrator, receiver, administrative receiver, compulsory manager, trustee (in sequestration or otherwise), insolvency official or other similar officer in respect of the Contractor or any of its assets;
  - (5) any resolution is passed or order made for the winding up, dissolution, administration or reorganisation of (or the institution of any other insolvency proceedings or procedure in relation to) the Contractor;
  - (6) where the Contractor is either unable to pay its debts as they fall due or has no reasonable prospect of being able to pay debts which are not immediately payable. The Authority shall regard the Contractor as being unable to pay its debts if the Contractor is unable to pay its debts in terms of section 123 of IA 86; or
  - (7) any analogous procedure or step is taken in any jurisdiction;
- d. where the Contractor is unable or admits inability to pay its debts as they fall due or is deemed to be or declared to be unable to pay its debts, suspends or threatens to suspend making payments or any of its debts or, by reason of actual or anticipated financial difficulties, or commences negotiations with one or more of its creditors with a view to rescheduling any of its indebtedness;
- e. where the Contractor is a company or similar entity (including any incorporated entity) registered other than in England and Wales or Scotland, events occur or are carried out which, within the jurisdiction to which it is subject, are similar in nature or effect to those specified above;

### **Corrupt Gifts**

- f. where the Authority becomes aware that the Contractor, its employees, agents or any Subcontractor (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:
    - (a) for doing or not doing (or for having done or not having done) any act in relation to the obtaining or execution of this Contract or any other contract with the Crown; or
    - (b) for showing or not showing favour or disfavour to any person in relation to this Contract or any other contract with the Crown;
  - (2) commits or has committed any prohibited act or any offence under the Prevention of Corruption Acts 1889 – 1916, under sub sections 108 – 109 of the Anti-Terrorism or Crime and Security Act 2001 before these Acts or sub sections are revoked or an 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 Contract 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 conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.

g. In exercising its rights or remedies to terminate the Contract under **A19 f.** 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.

h. Where the Contract has been terminated under **clause A19 f.** of this Condition, 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.

## **A20. Consequences of Termination**

The termination of the Contract, however arising, shall be without prejudice to the rights and duties of either Party accrued prior to termination. The Conditions that expressly or by implication have effect after termination shall continue to be enforceable even after termination.

## **A21. 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 A21.a** the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this **clause A21.b** 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, anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

## **A22. Termination for Convenience**

a. The Authority shall have the right at any time to terminate the Contract in whole or in part by giving the Contractor written Notice to expire at the end of the period specified in **Schedule 3 (Contract Data Sheet)** or if no such period is specified at the end of twenty (20) Business Days.

b. In the event that the Authority exercises its rights in accordance with **clause A22.a**, the Authority shall indemnify the Contractor against any commitments, liabilities or expenditure which are reasonably and properly chargeable by the Contractor in connection with the Contract and which would otherwise represent an unavoidable loss by the Contractor by reason of termination of the Contract or the relevant part thereof.

c. The Authority's total liability under **clause A22.b** shall be limited to the total price of the Contractor Deliverables payable under the Contract or the relevant part thereof, including any sums paid, due or becoming due to the Contractor at the date of termination.

## **A23. Contractor's Records**

The Contractor shall maintain all records in connection with the Contract (expressly or otherwise), and without prejudice to **clause A11 (Disclosure of Information)**, make them available to be examined or copied, by or on behalf of the Authority, as the Authority may require. These records shall be retained for a period of at least six (6) years from:

(1) the end of the Contract term;

- (2) termination of the Contract; or
- (3) the final payment,

whichever occurs latest.

#### **A24. Duration of Contract**

This Contract comes into effect on the Effective Date of Contract and will expire automatically on the date identified in **Schedule 3 (Contract Data Sheet)** unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated.

#### **A25. Contractor's Warranties**

- a. The Contractor warrants and represents, that:
  - (1) it has the full capacity and authority to enter into, and to exercise its rights and perform its obligations under, the Contract;
  - (2) from the Effective Date of Contract and for so long as the Contract remains in force it shall give the Authority Notice of any litigation, arbitration (unless expressly prohibited from doing so in accordance with the terms of the arbitration), administrative or adjudication or mediation proceedings before any court, tribunal, arbitrator, administrator or adjudicator or mediator or relevant authority against itself or a Subcontractor which would adversely affect the Contractor's ability to perform its obligations under the Contract;
  - (3) from the Effective Date of Contract no proceedings or other steps have been taken and not discharged (nor, to the best of the knowledge of the Contractor, threatened) for its winding-up or dissolution or for the appointment of a receiver, administrative receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues;
  - (4) for so long as the Contract remains in force it shall give the Authority Notice of any proceedings or other steps that have been taken but not discharged (nor to the best of the knowledge of the Contractor, threatened) for its winding-up or dissolution or for the appointment of a receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues.

### **B The Contractor Deliverables**

#### **B1. Supply of Contractor Deliverables and Quality Assurance**

- a. The Contractor shall provide the Contractor Deliverables to the Authority, in accordance with the Schedule of Requirements and the Specification, and shall allocate sufficient resource to the provision of the Contractor Deliverables to enable it to comply with this obligation.
- b. The Contractor shall:
  - (1) comply with any applicable quality assurance requirements specified in Schedule 3 (Contract Data Sheet) in providing the Contractor Deliverables;
  - (2) comply with all applicable Legislation; and
  - (3) discharge its obligations under the Contract with all due skill, care, diligence and operating practice by appropriately experienced, qualified and trained personnel.
- c. The provisions of **clause B1.b.** shall survive any performance, acceptance or payment pursuant to the Contract and shall extend to any remedial services provided by the Contractor.
- d. The Contractor shall:
  - (1) observe, and ensure that the Contractor's Team observe, all health and safety rules and regulations and any other security requirements that apply at any of the Authority's premises;
  - (2) notify the Authority as soon as it becomes aware of any health and safety hazards or issues which arise in relation to the Contractor Deliverables; and
  - (3) before the date on which the Contractor Deliverables are to start, obtain, and at all times maintain, all necessary licences and consents in relation to the Contractor Deliverables.

## **B2. Environmental Requirements**

The Contractor shall in all its operations to perform the Contract, adopt a sound proactive environmental approach that identifies, considers, and where possible, mitigates the environmental impacts of its supply chain. The Contractor shall provide evidence of so doing to the Authority on demand.

## **B3. Disruption**

a. The Contractor shall take reasonable care to ensure that in the performance of its obligations under this Contract it does not disrupt the operations of the Authority, its employees or any other contractor employed by the Authority.

b. The Contractor shall inform the Authority of any actual or potential industrial action which affects or might affect its ability at any time to perform its obligations under the Contract as soon as it becomes aware of the actual or potential industrial action and certainly no later than seven (7) Business Days before the action is due to take place, whether such action be by its own employees or others.

c. The Contract shall have robust contingency plans in place to ensure that, in the event of industrial action by the Contractor's Team, provision of the Contractor Deliverables is maintained and such contingency plans shall be available for the Authority to inspect and / or comment on at any reasonable time and shall be updated and revised as necessary by the Contractor throughout the contract period.

## **C Price**

### **C1. Contract Price**

a. The Contractor shall provide the Contractor Deliverables to the Authority at the Contract Price. The Contract Price shall be a Firm Price unless otherwise stated in **Schedule 3 (Contract Data Sheet)**.

b. Subject to **clause G2** the Contract Price shall be inclusive of any UK custom and excise or other duty payable. The Contractor shall not make any claim for drawback of UK import duty on any part of the Contract Deliverables supplied which may be for shipment outside of the UK.

## **D Intellectual Property**

### **D1. Third Party Intellectual Property – Rights and Restrictions**

a) The Contractor shall promptly notify the Authority as soon as they become aware of:

(1) any invention or design the subject of patent or registered Design Rights (or application thereof) owned by a third party which appears to be relevant to the performance of the Contract or to use by the Authority of anything required to be done or delivered under the Contract;

(2) any restriction as to disclosure or use, or obligation to make payments in respect of any other intellectual property (including technical Information) required for the purposes of the Contract or subsequent use by the Authority of anything Delivered under the Contract and, where appropriate, the notification shall include such Information as is required by Section 2 of the Defence Contracts Act 1958;

(3) any allegation of infringement of intellectual property rights made against the Contractor and which pertains to the performance of the Contract or subsequent use by the Authority of anything required to be done or delivered under the Contract.

**Clause D1.a** does not apply in respect of Contractor Deliverables normally available from the Contractor as a commercial off the shelf (COTS) item or service.

a) If the Information required under **clause D1.a** has been notified previously, the Contractor may meet its obligations by giving details of the previous notification.

b) For COTS Contractor Deliverables patents and registered designs in the UK, in respect of any question arising (by way of an allegation made to the Authority or Contractor, or otherwise) that the manufacture or provision under the Contract of Contractor Deliverables normally available from the Contractor as a COTS item or service is an infringement of a UK patent or registered design not owned or controlled by the Contractor or the Authority, the Contractor shall, subject to the agreement of the third party owning such patent or registered design, be

given exclusive conduct of any and all negotiations for the settlement of any claim or the conduct of any litigation arising out of such question. The Contractor shall indemnify the Authority, its officers, agents and employees against any liability and cost arising from such allegation. This clause shall not apply if:

- (1) the Authority has made or makes an admission of any sort relevant to such question;
- (2) the Authority has entered or enters into any discussions on such question with any third party without the prior written agreement of the Contractor;
- (3) the Authority has entered or enters into negotiations in respect of any relevant claim for compensation in respect of Crown Use under Section 55 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1977;
- (4) legal proceedings have been commenced against the Authority or the Contractor in respect of Crown Use, but only to the extent of such Crown Use that has been properly authorised.

d. The indemnity in **clause D1.c** does not extend to use by the Authority of anything supplied under the Contract where that use was not reasonably foreseeable at the time of the Contract.

e. In the event that the Authority has entered into negotiation in respect of a claim for compensation, or legal proceedings in respect of the Crown Use have commenced, the Authority shall forthwith authorise the Contractor for the purposes of performing the Contract (but not otherwise) to utilise a relevant invention or design in accordance with Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949 and to use any model, document or information relating to any such invention or design which may be required for that purpose.

f. For all other Contractor Deliverables patents and registered designs in the UK, if a relevant invention or design has been notified to the Authority by the Contractor prior to the Effective Date of the Contract, then unless it has been otherwise agreed, under the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, the Contractor is hereby authorised to utilise that invention or design, notwithstanding the fact that it is the subject of a UK Patent or UK Registered Design, for the purpose of performing the Contract.

g. If, under **clause D.1a**, a relevant invention or design is notified to the Authority by the Contractor after the Effective Date of Contract, then:

- (1) if the owner (or its exclusive licensee) takes or threatens in writing to take any relevant action against the Contractor, the Authority shall issue to the Contractor a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, and
- (2) in any event, unless the Contractor and the Authority can agree an alternative course of action, the Authority shall not unreasonably delay the issue of a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949.

h. The Authority shall assume all liability and shall indemnify the Contractor, its officers, agents and employees against liability, including the Contractor's costs, as a result of infringement by the Contractor or their suppliers of any patent, utility model, registered design or like protection outside the United Kingdom in the performance of the Contract when such infringement arises from or is incurred by reason of the Contractor following any specification, statement of work or instruction in the Contract or using, keeping or disposing of any item given by the Authority for the purpose of the Contract in accordance with the Contract.

i. The Contractor shall assume all liability and shall indemnify the Authority, its officers, agents and employees against liability, including the Authority's costs, as a result of infringement by the Contractor or their suppliers of any patent, utility model, registered design or like protection outside the UK in the performance of the Contract when such infringement arises from or is incurred otherwise than by reason of the Contractor following any specification, statement of work or instruction in the Contract or using, keeping or disposing of any item given by the Authority for the purpose of the Contract in accordance with the Contract.

j. The Contractor shall not be entitled to any reimbursement of any royalty, licence fee or similar expense incurred in respect of anything to be done under the Contract, where:

- (1) a relevant discharge has been given under Section 2 of the Defence Contracts Act 1958, or relevant authorisation in accordance with Sections 55 or 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988 in respect of any intellectual property; or
- (2) any obligation to make payments for intellectual property has not been promptly notified to the Authority under **clause D1.a**.

k. Where authorisation is given by the Authority under **clause D1.e, D1.f or D1.g**, to the extent permitted by Section 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988, the Contractor shall also be:

- (1) released from payment whether by way of royalties, licence fees or similar expenses in respect of the Contractor's use of the relevant invention or design, or the use of any relevant model, document or information for the purpose of performing the Contract; and
- (2) authorised to use any model, document or information relating to any such invention or design which may be required for that purpose.

l. The Contractor shall assume all liability and indemnify the Authority and its officers, agents and employees against liability, including costs as a result of:

- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item to be supplied under the Contract or otherwise in the performance of the Contract;
- (2) misuse of any confidential information, trade secret or the like by the Contractor in performing the Contract;
- (3) provision to the Authority of any information or material which the Contractor does not have the right to provide for the purpose of the Contract.

m. The Authority shall assume all liability and indemnify the Contractor, its officers, agents and employees against liability, including costs as a result of:

- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item provided by the Authority for the purpose of the Contract but only to the extent that the item is used for the purpose of the Contract;
- (2) alleged misuse of any confidential information, trade secret or the like by the Contractor as a result of use of information provided by the Authority for the purposes of the Contract, but only to the extent that Contractor's use of that information is for the purposes intended when it was disclosed by the Authority.

n. The general authorisation and indemnity is:

- (1) **Clauses D1.a – D.1.m** represents the total liability of each Party to the other under the Contract in respect of any infringement or alleged infringement of patent or other Intellectual Property Right (IPR) owned by a third party;
- (2) Neither Party shall be liable, one to the other, for any consequential loss or damage arising as a result, directly or indirectly, of a claim for infringement or alleged infringement of any patent or other IPR owned by a third party;
- (3) A Party against whom a claim is made or action brought, shall promptly notify the other Party in writing if such claim or action appears to relate to an infringement which is the subject of an indemnity or authorisation given under this Condition by such other Party. The notification shall include particulars of the demands, damages and liabilities claimed or made of which the notifying Party has notice;
- (4) The Party benefiting from the indemnity or authorisation shall allow the other Party, at its own expense, to conduct any negotiations for the settlement of the same, and any litigation that may arise therefrom and shall provide such information as the other Party may reasonably require;
- (5) Following a notification under **clause D1.n.(3)**, the Party notified shall advise the other Party in writing within thirty (30) Business Days whether or not it is assuming conduct of the negotiations or litigation. In that case the Party against whom a claim is made or action brought shall not make any statement which might be prejudicial to the settlement or defence of such a claim without the written consent of the other Party;

(6) The Party conducting negotiations for the settlement of a claim or any related litigation shall, if requested, keep the other Party fully informed of the conduct and progress of such negotiations.

o. If at any time a claim or allegation of infringement arises in respect of copyright, database right, Design Right or breach of confidence as a result of the provision of any Contractor Deliverable by the Contractor to the Authority, the Contractor may at its own expense replace the item with an item of equivalent functionality and performance so as to avoid infringement or breach. The Parties will co-operate with one another to mitigate any claim or damage which may arise from use of third party IPR.

p. Nothing in **clause D1** shall be taken as an authorisation or promise of an authorisation under Section 240 of the Copyright, Designs and Patents Act 1988.

## **E Facilities and Assets**

### **E1. Access to Contractor's Premises**

The Contractor shall provide to the Authority's Representatives following reasonable notice, relevant accommodation / facilities, at no direct cost to the Authority, and all reasonable access to its premises for the purpose of monitoring the Contractor's progress and quality standards in performing the Contract.

## **F Delivery**

### **F1. Authority's Remedies for Breach of Contract**

a. If the Contractor:

- (1) fails to provide the Contractor Deliverables (or any part thereof) by the relevant date specified in Schedule of Requirements and / or the Specification;
- (2) provides Contractor Deliverables (or any part thereof) that are not in accordance with, or the Contractor fails to comply with, any terms of the Contract;
- (3) supplies Contractor Deliverables that do not comply with **clause B1.b**;
- (4) fails to address the Authority's concerns to the Authority's satisfaction in accordance with **clause A18**, or fails to supply or withholds the Information required under **clause A18.a**;
- (5) commits a persistent failure by failing to meet
  - (a) 1 or more KPIs on a rolling 3 month period,

the Authority shall have the right to exercise one or more of the following remedies:

- (7) where the Contractor commits a persistent failure in accordance with **clause F1.a.(5)** or where the breach is material in accordance with **clause F1.a.(6)**, to terminate the Contract or the relevant part thereof, with immediate effect and without liability to the Authority, by giving written Notice to the Contractor;
- (8) refuse to accept the provision of any further Contractor Deliverables by the Contractor and the Contractor shall refund to the Authority any sums paid in respect of the Contractor Deliverables that fail to comply with the terms of the Contract;
- (9) give the Contractor the opportunity at the Contractor's expense to carry out such remedial services as is necessary to correct the Contractor's failure or otherwise to rectify the breach within the Authority-specified time limits;
- (10) purchase substitute services from elsewhere;
- (11) claim such damages as may have been sustained as a result of the Contractor's breach or breaches of the Contract, including but not limited to any costs and expenses incurred by the Authority in:
  - (a) carrying out any work that may be required to make the Contractor Deliverables comply with the Contract; or
  - (b) obtaining the Contractor Deliverables in substitution from another supplier.

b. In addition to the Authority's rights in **clause F1.a**, if the Authority reasonably believes at any time before the Contract Implementation Date that the Contractor will not be able to achieve Full Service Provision by the Contract Implementation Date then the Authority shall be entitled to terminate the Contract in whole or in part with immediate effect and without liability by giving written Notice to the Contractor.

c. In the event that the Authority terminates the Contract in whole or in part pursuant to **clause F1.a.(7) or F1.b.** or for any other lawful reason, the Authority shall also have the right to require the Contractor to transfer any or all of the Assets to the Authority, wherever they are located, upon the payment of a sum representing the market value of those Assets which the Contractor has purchased but not recovered the cost of from the Authority.

d. This **clause F1** shall also apply to any remedial services carried out by the Contractor in accordance with **clause F1.a.(9)**.

e. The Authority's rights and remedies under this **clause F1** are in addition to its rights and remedies implied by statute and common law.

## **G Payment and Receipts**

### **G1. Payment – *This payment clause (G1) does not apply – please see section L11 for further instructions/guidance.***

a. ~~Schedule 3 (Contract Data Sheet) specifies whether payment is to be enabled by P2P, by MOD Form 640, or by AG173. Payment may only be made using electronic payment methods where the Contractor has agreed a DEFFORM 30 with the Authority prior to the Effective Date of Contract and the DEFFORM 30 agreement is referenced in Schedule 3 (Contract Data Sheet).~~

b. ~~Payment will be made by electronic transfer and prior to submitting any claims for payment under clause G1.e the Contractor shall provide to DBS Finance the name and address of the bank, the sort code and account number to which payment should be made and, if requested by DBS Finance, any further Information where payment is to be made outside of the UK.~~

c. ~~In order to obtain approval for payment, the Contractor shall, upon completion of the Contract (or any part of the Contract for which the Contractor is entitled to payment):~~

~~(1) where payment is to be made using P2P, submit a properly completed DEFFORM 129J, in accordance with the instructions shown therein and in the explanatory notes;~~

~~(2) where payment is to be made using a MOD Form 640, submit the appropriate coloured copy of the MOD Form 640 to the Consignee or as otherwise directed in Schedule 3 (Contract Data Sheet) and complete and dispatch the other appropriate coloured copies of the MOD Form 640 in accordance with the instructions shown therein; or~~

~~(3) where payment is to be made using an AG173, submit a properly completed AG173 (or AG210, as appropriate) to the Consignee or as otherwise directed in Schedule 3 (Contract Data Sheet).~~

d. ~~Upon receipt of the AG173 (or AG210, as appropriate), the Authority shall:~~

~~(1) approve payment by entering the relevant details into P2P to indicate receipt of the applicable Contractor Deliverables, or completing and signing the AG173/AG210, and returning it to the Contractor; or~~

~~(2) notify the Contractor in writing, giving reasons why it considers approval of payment may be withheld.~~

e. ~~The Contractor shall submit a claim for payment to DBS Finance by either:~~

~~(1) using a properly prepared message structure and format for invoice payment using P2P in accordance with the arrangements set out, or referenced in DEFFORM 30; or~~

~~(2) forwarding the completed AG173 / AG210 signed by the Authority, together with a properly completed DAB Form 10.~~

f. ~~The Authority shall pay all valid, properly completed claims for payment submitted by the Contractor to DBS Finance in accordance with clause G1.e on or before the day which is thirty (30) days after the later of:~~

~~(1) the day upon which a valid request for approval of payment is received by the Authority in accordance with clause G1.c; and~~

~~(2) the date of completion of the part of the Contract to which the request for approval of payment relates.~~

g. ~~Where using the AG173 (or AG210), the period of thirty (30) days referred to in clause~~

~~G1.f shall be exclusive of the number of days that elapse between the date the Contractor receives a MOD Form 640 or AG173 (or AG210) from the Authority showing payment approval in accordance with clause G1.d and the date DBS Finance receives a valid, properly completed claim for payment in accordance with clause G1.e.~~

~~h. The approval of payment by the Authority under clause G1.d 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 condition F1 or otherwise.~~

~~i. 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 Government Department.~~

## **G2. Value Added Tax**

a. The Contract Price excludes any UK output Value Added Tax (VAT) and any similar EU (or non-EU) taxes chargeable on the provision of any Contractor Deliverables by the Contractor to the Authority.

b. If the Contractor is required by UK VAT law to be registered for UK VAT (or has registered voluntarily) in respect of its business activities at the time of any supply, the Contractor shall include separately in any claim for payment a sum equal to any VAT chargeable at the prevailing rate on the Contract Price claimed and the Authority shall pay it. In the event of any doubt about the applicability of the tax in such cases, the Authority may require the Contractor to obtain and pass to the Authority a formal ruling from HM Revenue and Customs (HMRC).

c. The Contractor is responsible for the determination of VAT liability. In cases of doubt, the Contractor shall consult HMRC and not the Authority's Representative. The Contractor shall notify the Authority's Representative (Commercial) of the Authority's VAT liability under this Contract, when the liability is other than at the standard rate of VAT, and any changes to it.

d. Where the provision of any Contractor Deliverables comes within the scope of UK VAT, but the Contractor is not required by UK VAT law to be registered for UK VAT (and has not registered voluntarily), the Authority shall be responsible for assessing and paying over directly to HMRC any UK output VAT due in respect of the Contractor Deliverables.

e. Where Contractor Deliverables are deemed to be supplied to the Authority outside the UK, the Contractor may be required by the laws of the country where the supply takes place to register there for EU (or non-EU) turnover or similar tax. In that event, the Authority shall pay to the Contractor in addition to the Contract Price (and any other sum due to the Contractor under the Contract) a sum equal to the tax the Contractor is liable to pay to the tax authorities of the country in question in relation to the Contractor Deliverables.

## **G3. Debt Factoring**

a. Subject to the Contractor obtaining the prior written consent of the Authority in accordance with **clause A6 (Assignment of Contract)**, the Contractor may assign to a third Party ("the Assignee") the right to receive payment of the Contract Price or any part thereof due to the Contractor under the Contract (including interest which the Authority incurred through late payment under the Late Payment of Commercial Debts (Interest) Act 1998 ('the Act')). Any assignment of the right to receive payment of the Contract Price (or any part thereof) under this **clause G3** shall be subject to:

(1) reduction of any sums in respect of which the Authority exercises its right of recovery under **clause G1.i**;

(2) all related rights of the Authority under the Contract in relation to the recovery of sums due but unpaid; and

(3) the Authority receiving notification under both **clauses G3.b and G3.c.(2)**.

b. In the event that the Contractor obtains from the Authority the consent to assign the right to receive the Contract Price (or any part thereof) under **clause G3.a**, the Contractor shall notify the Authority in writing of the assignment and the date upon which the assignment becomes effective.

c. The Contractor shall ensure that the Assignee:

(1) is made aware of the Authority's continuing rights under **clauses G3.a.1 and G3.a.2**; and

(2) notifies the Authority of the Assignee's contact information and bank account details to

which the Authority shall make payment, subject to any reduction made by the Authority in accordance with **sub-clauses G3.a.(1) and G3.a.(2)**.

d. The provisions of **clause G1 (Payment)** shall continue to apply in all other respects after the assignment and shall not be amended without the prior approval of the Authority.

### **H1. Progress Monitoring, Meetings and Reports**

a. The Contractor shall attend progress meetings at the frequency or times (if any) specified in **Schedule 3 (Contract Data Sheet)** and shall ensure that its Contractor's Representatives are suitably qualified to attend such meetings.

b. The Contractor shall submit progress reports to the Authority's Representatives at the times and in the format (if any) specified in **Schedule 3 (Contract Data Sheet)**. The reports shall detail as a minimum:

- (1) performance/Delivery of the Contractor Deliverables;
- (2) risks and opportunities;
- (3) any other information specified in **Schedule 3 (Contract Data Sheet)**; and
- (4) any other information reasonably requested by the Authority.

### **H2. Authority Representatives**

a. Any reference to the Authority in respect of:

- (1) the giving of consent;
- (2) the delivering of any Notices; or
- (3) the doing of any other thing that may reasonably be undertaken by an individual acting on behalf of the Authority,

shall be deemed to be references to the Authority's Representatives in accordance with this **clause H2**.

b. The Authority's Representatives detailed in **Schedule 3 (Contract Data Sheet)** (or their nominated deputy) shall have full authority to act on behalf of the Authority for all purposes of the Contract. Unless notified in writing before such act or instruction, the Contractor shall be entitled to treat any act of the Authority's Representatives which is authorised by the Contract as being expressly authorised by the Authority and the Contractor shall not be required to determine whether authority has in fact been given.

c. In the event of any change to the identity of the Authority's Representatives, the Authority shall provide written confirmation to the Contractor, and shall update **Schedule 3 (Contract Data Sheet)** in accordance with **clause A2 (Amendments to Contract)**.

### **H3. 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 **Schedule 3 (Contract Data Sheet)**;
- (4) marked with the number of the Contract; and
- (5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in **Schedule 3 (Contract Data Sheet)**, 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.

**J. The project specific DEFCONS and DEFCON SC variants that apply to this Contract are:**

DEFCON 76 (SC) (Edn 12/14)	Contractor's Personnel at Government Establishments
DEFCON 117 (SC) (Edn 09/15)	Supply of Information for NATO Codification Purposes
DEFCON 595 (Edn 02/16)	General Purpose Automatic Test Equipment Data
DEFCON 611 (SC) (Edn 12/14)	Issued Property
DEFCON 620 (Edn 06/14)	Contract Change Control Procedures

**K. Special Conditions of Contract that apply to this Contract LSBU7/0191 are:**

**K1. Certificate of Conformity**

- a. Where required in **Schedule 3 (Contract Data Sheet)** the Contractor shall provide a Certificate of Conformity (CofC) in accordance with **Schedule 3 (Contract Data Sheet) Schedule 2 (Schedule of Requirements for Associated Goods)** and any applicable Quality Plan. One copy of the CofC shall be sent to the Authority's Representative (Commercial) upon Delivery, and one copy shall be provided to the Consignee upon Delivery.
- b. The Contractor shall consider the CofC to be a record in accordance with **clause A23 (Contractor's Records)**.
- c. 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 from **Schedule 2 (Schedule of Requirements for Associated Goods)**;
  - (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.

**K2. Marking of Contractor Deliverables**

- a. The Contractor shall ensure that each Contractor Deliverable is marked clearly and indelibly:
  - (1) in accordance with the requirements specified in **Schedule 3 (Contract Data Sheet)**, or if no such requirement is specified, with the MOD stock reference number, Nato Stock Number (NSN) or alternative reference number specified in **Schedule 2, (Schedule of**

### **Requirements for Associated Goods);**

(2) where the Contractor Deliverable has a limited shelf life, the marking shall include: the expiry date/date of manufacture, expressed as specified in **Schedule 3 (Contract Data Sheet)**, or in the absence of such requirement, they shall be marked as month (letters) and year (last two figures); and

(3) ensure that any marking method used does not have a detrimental effect on the strength, serviceability or corrosion resistance of the Contractor Deliverables.

b. Where it is not possible to mark a Deliverable with the required particulars, these should be included on the package in which the Deliverable is packed, in accordance with **clause K3, K4 and K9**.

c. After the equipment has been calibrated all old Calibration labels will be removed. A new label should be affixed that details the following information;

For equipment that only required Calibration:

- Serial No of Equipment
- Date of Calibration
- Date of next Calibration

For equipment that has been calibrated And/or repaired:

- Serial No of Equipment
- Date of Calibration
- Date of next calibration
- Completed Electrical Safety Check Label

**Note: NO REFERENCE TO THE CONTRACTOR SHOULD BE INCLUDED ON THE CALIBRATION LABELS (in the form of name, address, or telephone number).**

d. A Certificate of Calibration, for each calibrated item, shall be provided to the Unit holding the asset. This should be made available to the Authority upon request.

### **K3. Supply of Hazardous Material or Substance in Contractor Deliverables**

a. The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the regulations set out in this condition. 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 **Schedule 2 (Schedule of Requirements for Associated Goods)**:

(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).

b. 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.

c. As soon as possible and in any event within the period specified in **Schedule 3 (Contract Data Sheet)** (or if no such period is specified no later than one (1) month prior to the Delivery Date), the Contractor shall provide to the Authority's Representatives in the manner and format prescribed in **Schedule 3 (Contract Data Sheet)** and **SC3 Core Plus Schedule "Hazardous Articles, Materials or Substances Supplied Under the Contract: Data Requirements"**:

(1) a completed **SC3 Core Plus Schedule "Hazardous Articles, Materials or Substances Supplied Under the Contract: Data Requirements"**, confirming whether or not to the best of its knowledge any of the Contractor Deliverables are Hazardous Contractor Deliverables; and

(2) for each Hazardous Contractor Deliverable, a Safety Data Sheet containing the data set out at **clause d**, which shall be updated by the Contractor during the period of the Contract if it becomes aware of any new relevant data.

d. Safety Data Sheets, if required under **clause c.**, shall be provided in accordance with the REACH Regulations (EC) No 1907/2006 and any additional Information required by the Health and Safety at Work etc Act 1974 and shall contain:

(1) Information required by the Chemicals (Hazardous Information and Packaging for Supply) (CHIP) Regulations 2009 and/or the Classification, Labelling and Packaging (CLP) Regulation 1272/2008 (whichever is applicable) or any replacement thereof;

(2) where the Hazardous Contractor Deliverable is, contains or embodies a Radioactive substance as defined in the Ionising Radiation Regulations SI 1999/3232, details of the activity, substance and form (including any isotope);

(3) where the Hazardous Contractor Deliverable has magnetic properties, details of the magnetic flux density at a defined distance, for the condition in which it is packed; and

(4) where the Hazardous Contractor Deliverables are ordnance, munitions or explosives, in addition to the requirements of CHIP and/or the CLP Regulation 1272/2008 and REACH the Contractor shall comply with hazard reporting requirements of DEF STAN 07-085 Design Requirements for Weapons and Associated Systems.

e. The Contractor shall retain its own copies of the Safety Data Sheets provided to the Authority in accordance with **clause d.** for four (4) years after the end of the Contract and shall make them available to the Authority's Representatives on request.

f. Nothing in this Clause reduces or limits any statutory or legal obligation of the Authority or the Contractor.

#### **K4. Timber and Wood-Derived Products**

a. All Timber and Wood-Derived Products supplied by the Contractor under the Contract:

(1) shall comply with the Contract Specification; and

(2) must originate either;

(a) from a Legal and Sustainable source; or

(b) from a FLEGT-licensed or equivalent source.

b. In addition to the requirements of **clause a.**, all Timber and Wood-Derived Products supplied by the Contractor under the Contract shall originate from a forest source where management of the forest has full regard for:

(1) identification, documentation and respect of legal, customary and traditional tenure and use rights related to the forest;

(2) mechanisms for resolving grievances and disputes including those relating to tenure and use rights, to forest management practices and to work conditions; and

(3) safeguarding the basic labour rights and health and safety of forest workers.

- c. If requested by the Authority, the Contractor shall provide to the Authority Evidence that the Timber and Wood-Derived Products supplied to the Authority under the Contract complies with the requirements of **clauses a. or b.** or both.
- d. The Authority reserves the right at any time during the execution of the Contract and for a period of five (5) years from final Delivery under the Contract to require the Contractor to produce the Evidence required for the Authority's inspection within fourteen (14) days of the Authority's request.
- e. If the Contractor has already provided the Authority with the Evidence required under **clause c.**, the Contractor may satisfy these requirements by giving details of the previous notification and confirming the Evidence remains valid and satisfy the provisions of **clauses a. and b.**
- f. The Contractor shall maintain records of all Timber and Wood-Derived Products Delivered to and accepted by the Authority, in accordance with **clause A23.**
- g. Notwithstanding **clause c.**, if exceptional circumstances render it strictly impractical for the Contractor to record Evidence of proof of timber origin for previously used Recycled Timber, the Contractor shall support the use of this Recycled Timber with:
- (1) a record tracing the Recycled Timber to its previous end use as a standalone object or as part of a structure; and
  - (2) an explanation of the circumstances that rendered it impractical to record evidence of proof of timber origin.
- h. The Authority reserves the right to decide, except where in the Authority's opinion the timber supplied is incidental to the requirement and from a low risk source, whether the Evidence submitted to it demonstrates compliance with **clauses a. and b.**, or both. In the event that the Authority is not satisfied, the Contractor shall commission and meet the costs of an "Independent Verification" and resulting report that will:
- (1) verify the forest source of the timber or wood; and
  - (2) assess whether the source meets the relevant criteria of **clause b.**
- i. The statistical reporting requirement at **clause j.** applies to all Timber and Wood-Derived Products delivered under the Contract. The Authority reserves the right to amend the requirement for statistical reporting, in the event that the UK Government changes the requirement for reporting compliance with the Government Timber Procurement Policy. Amendments to the statistical reporting requirement will be made in accordance with **clause A2.**
- j. The Contractor shall provide to the Authority, a completed **SC3 Core Plus Schedule "Timber and Wood-Derived products Supplied under the Contract: Data Requirements"**, the data or Information the Authority requires in respect of Timber and Wood-Derived Products delivered to the Authority under the Contract, or in respect of each order in the case of an Framework Agreement, or at such other frequency as stated in the Contract. The Contractor shall send all completed Schedules (as described in this **clause j.**), including nil returns where appropriate, to the Authority's Representative (Commercial) identified in the Appendix to Contract.
- k. **SC3 Core Plus Schedule "Timber and Wood-Derived products Supplied under the Contract: Data Requirements"** may be amended by the Authority from time to time, in accordance with **clause A2.**
- l. The Contractor shall obtain any wood, other than processed wood, used in Packaging from:
- (1) companies that have a full registered status under the Forestry Commission and Timber Packaging and Pallet Confederation's UK Wood Packaging Material Marking Programme (more detailed Information can be accessed at [www.forestry.gov.uk](http://www.forestry.gov.uk)) and all such wood shall be treated for the elimination of raw wood pests and marked in accordance with that Programme; or
  - (2) sources supplying wood treated and marked so as to conform to Annex I and Annex II of the International Standard for Phytosanitary Measures, "Guidelines for Regulating

Wood Packaging Material in International Trade”, Publication No 15 published by the Food and Agricultural Organisation of the United Nations (ISPM15) (more detailed Information can be accessed at [www.fao.org](http://www.fao.org)).

## K5. Rejection

- a. If any of the Contractor Deliverables Delivered to the Authority do not conform to the Specification or any other terms of this Contract, then (without limiting any other right or remedy that the Authority may have) the Authority may reject the Contractor Deliverables (in whole or in part). The Authority shall return these Contractor Deliverables to the Contractor at the Contractor’s risk and cost.
- b. Rejection of any of the Contractor Deliverables under clause a. shall take place by the time limit for rejection specified in **Schedule 3 (Contract Data Sheet)**, or if no such period is specified within 20 (twenty) Business Days.

## K6. Delivery/Collection

- a. **Schedule 3 (Contract Data Sheet)** 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. Where the Contractor Deliverables are to be Delivered by the Contractor (or a third party acting on behalf of the Contractor), the Contractor shall, unless otherwise stated in writing:
  - (1) contact the Authority’s Representative as detailed in **Schedule 3 (Contract Data Sheet)** in advance of the Delivery Date in order to agree administrative arrangements for Delivery and provide any Information pertinent to Delivery requested;
  - (2) comply with any special instructions for arranging Delivery in **Schedule 3 (Contract Data Sheet)**;
  - (3) ensure that each consignment of the Contractor Deliverables is accompanied by, A Delivery Note (as specified in **Schedule 3 -Contract Data Sheet**).
  - (4) be responsible for all costs of Delivery; and
  - (5) Deliver the Contractor Deliverables to the Consignee as stated in **Table 2 of Schedule 2, (Schedule of Requirements for Associated Goods)** by the Delivery Date between the hours agreed by the Parties;
- c. Where the Contractor Deliverables are to be Collected by the Authority (or a third Party acting on behalf of the Authority), the Contractor shall, unless otherwise stated in writing:
  - (1) contact the Authority’s Representative (Transport) as detailed in box 10 of DEFFORM 111 at **Schedule 4 (DEFFORM 111)** in advance of the Delivery Date in order to agree specific arrangements for Collection and provide any Information pertinent to the Collection requested;
  - (2) comply with any special instructions for arranging Collection in **Schedule 3 (Contract Data Sheet)**;
  - (3) ensure that the Contractor Deliverables are available for Collection by the Authority from the Consignor, as specified in **Schedule 3 (Contract Data Sheet)** by the Delivery Date between the hours agreed by the Parties; and
  - (4) in the case of Overseas consignments, ensure that the Contractor Deliverables are accompanied by the necessary transit documentation. All Customs clearance shall be the responsibility of the Authority’s Representative (Transport).
- d. Title and risk in the Contractor Deliverables shall only pass from the Contractor to the Authority:
  - (1) on the Delivery of the Contractor Deliverables by the Contractor to the Consignee in accordance with **clause b**; or
  - (2) on the Collection of the Contractor Deliverables from the Consignor by the Authority once they have been made available for Collection by the Contractor in accordance with **clause c**.

## **K7. Self to Self Delivery**

Where it is stated in **Schedule 3 (Contract Data Sheet)** that any Contractor Deliverable is to be Delivered by the Contractor to its own premises, or to those of a Subcontractor ('self-to-self Delivery'), the risk in such a Contractor Deliverable shall remain vested in the Contractor until such time as it is handed over to the Authority.

## **K8. Acceptance**

a. Acceptance of the Contractor Deliverables shall occur in accordance with any acceptance procedure. If no acceptance procedure is so specified acceptance shall occur when either:

- (1) the Authority does act in relation to the Contractor Deliverable which is inconsistent with the Contractor's ownership; or
- (2) the time limit in which to reject the Contractor Deliverables defined in **clause K3.b** has elapsed.

## **K9. Packaging and Labelling (excluding Contractor Deliverables containing Munitions)**

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

- (1) in accordance with any requirements specified in **Schedule 2, (Schedule of Requirements for Associated Goods)** (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 as in **Table 2 of Schedule 2 (Schedule of Requirements for Associated Goods)** including:

- (a) the Delivery destination/address if not of the Consignee;
- (b) the transit destination/address (for aggregation/disaggregation, onward shipment etc.);

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

(3) 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 **Schedule 2, (Schedule of Requirements for Associated Goods)**;

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

(5) the Contract number (call off order numbers if enabling or as appropriate);

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

(7) the Packaging level (Military J, N or P, special H, Commercial A etc.) as specified in **Schedule 2, (Schedule of Requirements for Associated Goods)**;

(8) where applicable, any particulars which cannot be marked on each Contractor Deliverable in accordance with **clause K2.b**;

(9) any additional markings specified in **Schedule 2, (Schedule of Requirements for Associated Goods)**;

(10) the Primary Packaged Quantity (PPQ) (if Trade Packaging); and

(11) 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 **clauses K4.a and K4.b**, 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 in **Schedule 2, (Schedule of Requirements for Associated Goods)**. 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. Where there is requirement to design UK Military or NATO level Packaging, the work shall be undertaken by a company which is registered and certified to Military Packaging Accreditation Scheme (MPAS), (ISO 9001 based), or which is able to demonstrate that its quality systems and Military package design expertise are of an equivalent standard. 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).

g. New designs shall not be made where there is an existing SPIS or one that may be easily modified to be in accordance with the contract requirements, (see **clause f.**). Application should be made to the Project Team (PT) or other access point for a search to establish the SPIS status using DEFFORM 129a (Application for Packaging Designs and Authorisation for Package Design Work); media format as per clause j.

h. Where there is a usable Standard Family Specification (SFS), it shall be used in place of a SPIS design.

i. SPIS designs are maintained on a central Master Packaging Database (MPD), the SPIS Index (SPIN), held on the MOD design repository or other authorised secure servers, for monitoring by the MOD and review by MPAS certified contractors and the MOD.

j. All SPIS, new or modified (and associated documentation) shall on completion be provided for uploading on to SPIN in the agreed electronic format which shall be Adobe "PDF" compatible with Adobe Acrobat version 5. Any other format shall be agreed between the Packaging Design Authority (PDA) and MOD and must be compatible with access to SPIN.

k. Production of Military Level Packaging; where it is necessary to use a SPIS design the Packaging manufacturer should also be a registered contractor as stated in **clause g**. The manufacturer is responsible for confirming that the design is suitable.

l. Minor alterations/updates and similar to existing designs may be carried out by MPAS Certificated designers, all major/significant changes and new designs need to be authorised by the Authority's Representative (Project Manager) (unless that power is delegated to a Prime or MPAS Registered company).

m. Intellectual Property Rights (IPR); the MOD shall retain the rights to the SPIS designs or to copy or use any information relating to them, if otherwise specified.

n. Where applicable one of the following procedures for the production of new or modified SPIS designs shall be applied:

(1) If the Contractor is the PDA, they shall:

(a) on receipt of instructions received from the Authority's Representative, (Project Manager), prepare the required package design in accordance with DEF STAN 81- 41;

(b) where the Contractor is certified they shall, on completion of any design work, provide the Authority's Representative (Project Manager) with the following documents electronically:

(i) a list of all SPIS which have been prepared or revised against the Contract; and

(ii) a copy of all new/revised SPIS, complete with all continuation sheets

and associated drawings, where applicable, to be uploaded onto SPIN.

(c) where the PDA is not a certified organisation, they shall obtain approval for their design from a certified organisation before proceeding, then continue with **sub-clause n.(1)(b)** of this condition.

(2) Where the Packaging contractor is not the PDA and is un-certified, they shall not produce, modify, or update etc SPIS Designs. They shall obtain current SPIS design(s) from SPIN or a certified organisation before proceeding with manufacture of Packaging. To allow designs to be provided in ample time, they shall apply for SPIS information as soon as practicable after receipt of Contract or order.

(3) Where the Contractor is un-certified and has been given authority to produce, modify, and update SPIS Designs by contract, they shall obtain approval for their design from a certified organisation before proceeding, then continue with **sub-clause n (1)(b)** of this condition.

(4) Where the Contractor is not a PDA but is certified; follow **sub-clauses n (1) (a) and (b)** of this condition.

The Contractor shall note that all documents supplied as SPIS designs shall be considered as Contract Data Requirement.

o. 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:

DES IMOC SCP Packaging  
MOD Abbey Wood  
Bristol, BS34 8JH  
Tel. +44(0)30679-35353

[DESIMOCSCP-Pkg@mod.uk](mailto:DESIMOCSCP-Pkg@mod.uk)

(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.

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

q. 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.

## **K10. Overseas Expenditure**

a. The Contractor shall report, in writing, to the Authority details of any direct Overseas expenditure valued over £1 million likely to be incurred in the execution of the Contract immediately the possibility is known if such details were not furnished at the time of tendering. The details to be provided are as follows:

- (1) Contract No;
- (2) country in which subcontract placed/to be placed;
- (3) name, division and full postal address of Subcontractor;
- (4) value of subcontract as applicable to main Contract;
- (5) date placed / to be placed.

b. If no overseas orders valued over £1 million are to be placed, or are placed, the Contractor shall advise the Authority to this effect.

c. For the purpose of **clauses a. and b.** Overseas expenditure comprises only those direct payments made by the Contractor to:

- (1) Overseas firms; and
- (2) UK firms, including UK branches or subsidiaries of Overseas firms,

for the supply of finished or semi-finished manufactured products imported directly into the UK by the Contractor or by such UK firms.

d. The Contractor shall submit any Information required by clause a. to the Authority's Representative (Commercial).

## **K11. Import Licence**

If, in the performance of the Contract, the Contractor needs to import materiel into the UK for which an import licence is required, the responsibility for applying for the licence shall rest with the Contractor. The Authority shall provide the Contractor with all reasonable assistance in obtaining any necessary import licence with regard to any defence or security issue that may arise.

## **K12. Export Licence**

a. The Contractor shall notify the Authority promptly if the Contractor becomes aware that all or part of any Contractor Deliverable (including Information and software) to be delivered under the Contract is or will be subject to:

- (1) a non-UK export licence, authorisation or exemption; or
- (2) any other related transfer control,

that imposes or will impose end use, end user, re-transfer, re-export restrictions, or restrictions on disclosure to individuals based upon their nationality. This does not include the Intellectual Property-specific restrictions of the type referred to in **clause D1**.

b. If requested by the Authority, the Contractor shall give the Authority a summary of every existing or expected licence and restriction referred to in **clause a.** and any related obligation or restriction to the extent that they place an obligation or restriction on the Authority with which the Authority must comply, including, to the extent applicable to such obligations or restrictions:

- (1) the exporting nation, including the export licence number (where known);
- (2) the Contractor Deliverables (including Information and software) affected;
- (3) the nature of the restriction and obligation;
- (4) the authorised end use and end users;
- (5) any specific restrictions on access by third parties, or by individuals based upon their nationality, to the Contractor Deliverables or to anything Delivered or used in the performance or fulfilment of the Contractor Deliverables; and
- (6) any specific restrictions on the end user or on re-transfer or re-export to third parties of the Contractor Deliverables or of anything Delivered or used in the performance or fulfilment of the Contractor Deliverables.

The Contractor shall not be required to disclose any of the provisos to a licence (or even the existence of them) to the extent that they do not relate to an obligation or constraint with which the Authority must comply.

c. When an export licence is required from a foreign government for the performance of the Contract, the Contractor shall promptly consult with the Authority on the licence requirements and, where the Contractor is the applicant for the licence:

(1) ensure that when end use or end user restrictions, or both, apply to all or part of any Contractor Deliverable to be Delivered under the Contract, the Contractor, unless otherwise agreed with the Authority, identifies in the licence application:

(a) the end user as: Her Britannic Majesty's Government of the United Kingdom of Great Britain and Northern Ireland (hereinafter "HM Government"); and

(b) the end use as: For the Purposes of HM Government;

(2) include in the submission for the licence a statement that "information on the status of processing this license application may be shared with the Ministry of Defence of the United Kingdom".

d. If the Information required under **clauses a. and b.** has been provided previously to the Authority by the Contractor, the Contractor may satisfy these requirements by giving details of the previous notification and confirming they remain valid and satisfy the provisions of **clauses a. and b.**

e. If the Contractor becomes aware of any changes in the Information notified previously under **clauses a., b. or d.** that would affect the Authority's ability to use, disclose, re-transfer or re-export an item or part of it as is referred to in those clauses, the Contractor shall notify the Authority promptly of the change.

f. If the Contractor or any Subcontractor in the performance of the Contract needs to export materiel for which an export licence from a foreign government is required, the responsibility for instituting expeditious action to apply for and obtain the licence shall rest with the Contractor or that Subcontractor. The Authority shall provide all reasonable assistance in obtaining and maintaining any export licence from the foreign government with regard to any defence or security issue that may arise.

g. Where the Contract performance requires the export of items for which a foreign export licence is required, the Contractor shall include the dependencies for the export licence application, grant and maintenance in the Contract risk register and in the risk management plan for the Contract, with appropriate review points. Where there is no requirement under the Contract for a risk management plan the Contractor shall submit an Export Licence Plan for agreement with the Authority.

h. The Authority may make a written request to the Contractor to seek a variation to the licence conditions to a foreign export licence to enable the Authority to re-export or re-transfer a licensed item or licensed information from the UK to a non-licensed third party. If the Authority makes such a request:

(1) the Contractor shall, or procure that the Contractor's Subcontractor will, expeditiously consider whether or not there is any reason why it should object to making the request and, where it has no objection, file an application to seek a variation of the applicable export licence in accordance with the procedures of the licensing authority;

(2) the Authority shall provide sufficient Information, certification and other documentation necessary to support the application for the requested variation; and

(3) the Authority will pay the Contractor a fair and reasonable charge for this service based on the cost of providing it.

i. Where the Authority provides materiel (Information and items, including software) to enable the Contractor to perform the Contract, and that materiel is subject to a non-UK export licence or other related technology transfer control as described in the provisions of **clause a.:**

(1) the Authority may, or at the request of the Contractor, undertake to give the Contractor a summary of every non-UK export licence or other related technology transfer control of which it is aware that would affect the Contractor's ability to perform the Contract, including, to the extent applicable, to the Contractor's performance of the Contract:

(a) the exporting nation, including the export licence number (where known);

(b) the items or Information affected;

- (c) the nature of the restriction and obligation;
- (d) the authorised end use and end users;
- (e) any specific restrictions on access or use by third parties, or by individuals based upon their nationality, to the items or information affected; and
- (f) any specific restrictions on re-transfer or re-export to third parties of the items or Information affected.

(2) this will not include Intellectual Property specific restrictions of the type mentioned in **clause D1 (Third Party Intellectual Property – Rights and Restrictions)** in relation to the Authority instead of the Contractor;

(3) the Contractor and its Subcontractors, where access by these restrictions is also authorised, shall abide by the lawful restrictions so notified by the Authority;

(4) the Contractor shall notify the Authority immediately if it is unable for whatever reason to abide by any restriction advised by the Authority to the Contractor under **clause j**.

j. Where restrictions are advised by the Authority to the Contractor under **clause i**, the Authority and the Contractor shall act promptly to mitigate their impact. If these restrictions adversely affect performance of the Contract, the restrictions shall be regarded as a change to the Specification and handled under the terms of **clause A3 (Variations to Specification)** and the Contract Price or Delivery schedule or both shall be adjusted as appropriate. If the Contractor is unable to perform the Contract as a result of these restrictions then the Authority shall consult with the Contractor on alternative solutions requiring amendment of the Contract under **clause A2 (Amendments to Contract)** and **A3 (Variations to Specification)** and may terminate the Contract if no alternative solution satisfies the essential terms of the Contract. Termination under these circumstances will be under the terms of **clause A22 (Termination for Convenience)**.

k. Without prejudice to United Kingdom Government's position on the validity of any claim by a foreign government to extra-territoriality, the Authority undertakes to provide the Contractor with all reasonable assistance to facilitate the granting an export licence by a foreign Government in respect of performance of the Contract.

### **K13. Key Performance Indicators and Performance Management**

The Contractor's performance of the Contract shall be monitored and measured using the agreed Key Performance indicators (KPIs) within Section **L15** of this Contract.

### **K14. Diversion Orders**

a. The Authority shall notify the Contractor at the earliest practicable opportunity if it becomes aware that a Contractor Deliverable is likely to be subject to a Diversion Order.

b. Where necessary the Authority may issue (or having issued, cancel) a Diversion Order for urgent Delivery of the Contractor Deliverables identified in it:

(1) where a Diversion Order is issued the Contractor Deliverables are to be Delivered by the quickest means available, unless otherwise directed;

(2) a Diversion Order which is beyond the scope of the Contract is to be returned immediately to the Authority's Representative (Commercial) with an appropriate explanation;

(3) if the terms of the Diversion Order are unclear, the Contractor shall contact the Authority's Representative who issued it immediately for clarification or further instruction, copying the Authority's Representative (Commercial) in on all correspondence;

(4) the Contractor shall be entitled to any additional Delivery and Packaging costs generated in complying with the Diversion Order or cancellation thereof, claims for which are to be submitted by the Contractor to the Authority's Representative (Commercial) together with appropriate receipts and shall be priced and agreed in writing as an amendment to the Contract in accordance with **clause A2**. The Contractor shall not delay complying with the Diversion Order whilst awaiting agreement of any additional Delivery and Packaging costs.

### **K15. Copyright**

a. This Condition shall apply to all copyright works generated under the Contract, or delivered to the Authority under the provisions of the Contract, except that it shall not apply to

copyright works consisting of technical data and software where such rights are granted elsewhere in the Contract.

b. The Contractor shall use all reasonable endeavours to ensure that copyright in any work generated under the Contract shall be the property of and vest in the Contractor, subject to the rights of third parties in pre-existing works.

c. The Contractor agrees not to publish any copyright work generated under the Contract without the consent in writing of the Authority. The Authority will not normally raise objection to publication unless delay or limited publication only is considered necessary in the national interest. The Authority will review, upon request by the Contractor, any such restriction on publication.

d. The Authority shall have, in respect of any copyright work to which this Condition applies, a free licence:

(1) to copy the work and to circulate and use the work or any copy thereof within any United Kingdom Government Department (which term includes the United Kingdom Armed Forces) provided that no part of the work nor any copy thereof shall, except with the prior written permission of the Contractor or pursuant to **clauses b., c. or d.** of this condition, be made available to any third party;

(2) to issue the work or any part of the work or any copy of the work or any part thereof to any contractor or agent for the purpose of use only in connection with a contract for the United Kingdom Government for the study, management, evaluation, and/or assessment of the work, provided that any such contractor or agent shall be placed under an obligation which restricts disclosure and use of such work to the said purpose;

(3) to issue the work or any part of the work or any copy of the work or any part thereof to the government of a nation who is a member of the EU or NATO or bodies forming part of said groupings, to the Governments of Australia, New Zealand and Japan or such other government(s) of nation(s) prescribed in the Contract, for information only, in pursuance of information exchange arrangements for defence purposes, provided that the recipient government is placed under an obligation not to use such work for other than information purposes or disclose it to a third party;

(4) to issue the work or any part of the work or any copy of the work or any part thereof to another supplier or potential supplier to the United Kingdom Government for the purpose of use only under a contract, or tendering for a proposed contract, for a United Kingdom Government purpose, provided that the supplier or potential supplier is placed under an obligation which restricts disclosure and use of such work to the said purposes.

Provided that, subject to any pre-existing rights of the Authority, **clauses c. and d.** shall only apply to the work or any part of the work or any copy of the work or any part thereof if such work or part thereof is generated under the Contract. **Clauses c. and d.** shall apply to all works or part thereof unless otherwise marked by the Contractor in accordance with **clause f.** below.

e. As soon as it becomes aware that any copyright work or part thereof Delivered or proposed to be Delivered is a work subject to special conditions or any third party rights known to the Contractor, or is a work or part thereof not generated under the Contract, the Contractor shall inform the Authority and upon Delivery shall appropriately mark such work or part thereof to identify the same and indicate the relevant conditions or rights.

f. The Contractor may mark or include in any copyright work to which this Condition applies a copyright notice provided that such copyright notice acknowledges the Authority's rights under this Condition. Any such notice shall be perpetuated in any copies of such work made by the Authority or any other United Kingdom Government Department or its agents or contractors.

g. This Condition shall constitute an "agreement to the contrary" for the purposes of Section 48 of the Copyright, Design and Patents Act 1988.

h. In this Condition "copyright work" shall be understood to include any works, data or other materials in which a database right subsists.

The Authority reserves to itself the right at its sole discretion to appoint an agent to manage this Contract, and to give directions to the Contractor, on its behalf. In the event of such an appointment, the Authority will notify the Contractor of the identity of the agent and of the scope of the agent's authority to so act.

## **K17. Disposal of Redundant Parts, Materials Etc.**

a. All parts, materials etc. arising from the Contractor Deliverables issued to the Contractor for repair, whether serviceable or not, shall remain the property of the Authority, and any such parts, materials etc, not used in the repair of the Contractor Deliverables shall be disposed of as follows:

(1) Serviceable and economically repairable parts shall be dealt with in accordance with the instructions of the Authority.

(2) All unserviceable parts, materials etc. certified by the Repair Manager as workshop salvage shall be disposed of by the Contractor on the Authority's behalf on fair and reasonable terms. Where required by the Repair Manager, such parts, materials etc. shall be dismantled and disposed of under his supervision so as to preclude the possibility of re-sale in their existing form.

(3) Unless other arrangements have been agreed with the Authority, a list of the unserviceable parts, materials etc. disposed of under **sub-clause i.** above countersigned by the Repair Manager, shall be furnished to the Procurement Branch together with a statement of the proceeds.

b. If there are no arising's of unserviceable parts, materials etc, the Contractor shall, on the conclusion of the Contract furnish a certificate to that effect, countersigned by the Repair Manager, to the Procurement Branch.

## **L. The processes that apply to this Contract are:**

### **L1. Scope of Contract**

The Contract shall be for a comprehensive support service, for the equipment listed at **Table 1** at **Schedule 6** incorporating the Repair, Calibration, Maintenance and Spares Support for Aircraft Component Test Equipment. The full requirement is detailed at **Schedule 2** (SOR) to the Contract and will be conducted, as required, and in accordance with the specifications detailed with the Statement of Work - **Schedule 6** to the Contract.

Item 1: Repair and Commissioning/Decommissioning of Equipment and or components covering items detailed at **Table 1** (referenced above)

Item 2: On-Site Calibration and Servicing

Item 3: Spares Support Task

Item 4: Maintenance of Technical Documents

The Contractor shall carry out work authorised under Items 1 & 2, as notified by the Authority via Task Data Sheets (TDS) (detailed at **Schedule 11**). Each task will be serially numbered and issued only by the Technical Manager.

### **L2. Authority for Work**

Items 1 & 2 – Calibration, Repairs and Maintenance:

The Contractor shall carry out work authorised under Items 1 & 2, as notified by the Authority, via Task Data Sheets (TDS) (detailed at **Schedule 11**). Each task will be serially numbered and issued only by the Technical Manager.

For ALL repairs, carried out at MOD sites, or at the Contractor's/Subcontractor's premises, the Contractor is required to contact the Authority for authorisation. This shall be done via a Task Data Sheet and must be done **BEFORE** commencing any work. This should be submitted as soon as

practicable, once a task has been identified, but should be no later than 5 working days after such identification.

When submitting a Task Data Sheet, the Contractor shall also provide a quotation for undertaking such work. This should include a comprehensive breakdown of all aspects of the task and the associated cost, and the timescales for completion.

Following receipt of the Contractor's Task Data Sheet the Authority will consider the recommendations and shall either;

- a) Authorise the Contractor to proceed. This will be via the signing of the Task Data Sheet by the Authority's Technical and Procurement representatives; OR
- b) Advise that the work is NOT to proceed.

The Contractor shall respond to requests for repair within 2 working days of notification. Task shall be completed with the timescales agreed with the Technical Manager, and communicated via the Task Data Sheet.

The Contractor shall complete Calibration in accordance with the timeline detailed at **Table 2 of Schedule 6**.

Following completion of any work carried out at an MoD site, the Unit representative shall sign the Engineer's report or On-Site Maintenance Form (Example at **Schedule 12**), or a suitable alternative which shall fully detail

- The date maintenance has been completed.
- The name and signature of the responsible engineer.
- A full description of the work carried out and any further work required.
- Any materials consumed in the completion of the agreed task
- Any recommendation for further work that is highlighted by the engineer while under taking the maintenance activity

NB: ANY SUBSTITUTE FORMS ARE TO BE DESIGNED BY THE TENDERER AND INCLUDED WITHIN THEIR TENDER SUBMISSION.

Following completion of the authorised work the Contractor shall submit a Commercial Invoice with a full price breakdown. This should detail the cost of components, man-hours, travel and subsistence.

A Purchase Order will be sent to the Company at the same time as Contractor Deliverables are fed in for repair/remanufacture. The Authority shall not be liable, in any way, for work undertaken by the Contractor without receipt of this Purchase Order (a sample of which is at **Schedule 8**) each of which shall bear a unique order number and Job No. e.g. PR/16\*\*\*\*\* (DIIN).

The Purchase order will be electronically sent to: [\[THE POINT OF CONTACT STATED IN THE TENDER SUBMISSION UNLESS ADVISED OTHERWISE\]](#).

To ensure that Purchase orders are sent to the correct location please can you identify a single mailbox location where all orders can be sent from Babcock DSG Ltd with your tender submission.

Following receipt of the Purchase Order and Contractor Deliverables for repair/remanufacture the Contractor is to compile a detailed Survey Report (a sample of which is at **Schedule 10**) of the Contractor Deliverables to establish their overall condition. Where standard repair/remanufacture prices fall within the agreed firm pricing as detailed on **Schedule 15** (to be issued upon contract award to the winning Tenderer) of the Contract, the Contractor is to proceed with the repairs.

Where the standard repair/remanufacture prices have not been agreed within the Contract or if the repair/remanufacture will deviate from the standard price, the Contractor is required to submit the Survey Report to the Repair Manager fully identifying the requirement for all work relating to the equipment including costs within 30 business days (unless otherwise agreed) of receipt of the Contractor's Deliverable.

No rebuild work is to be undertaken by the Contractor until the Survey Report and the associated costs have been sanctioned by the Repair Manager as 'fair and reasonable' and Authority is given to proceed.

Upon completion of the repair work, a monthly report shall be generated and submitted to the Technical Manager or his deputy. This will take the format of an On-Site Maintenance Form (example at **Schedule 12**), or a suitable alternative format which shall fully detail;

- The date maintenance has been completed
- The name and signature of the engineer responsible for the work.
- A full description of the work conducted and any further work requirements (as highlighted by the engineer whilst undertaking the maintenance activity).
- Any materials consumed in the completion of the agreed task.

#### Item 3: Spares Support:

The Contractor shall be responsible for providing a spares support service (as required) for the equipment listed at **Table 1 of Schedule 6** and in accordance with the Statement of Work detailed at **Schedule 6**. The cost associated with any repair work to items must be approved by the Technical Manager **prior** to commencement of any work, via a Task Data Sheet (**Schedule 11**).

It shall be the responsibility of the Contractor to maintain all consumable spares and send a report on a quarterly basis detailing the current Spare Support Equipment stockholdings for any resultant Contract.

#### Item 4: Maintenance of Technical Documentation:

The Contractor shall be responsible for the secure maintenance of all technical documents for the equipment, as detailed at **Table 4 of Schedule 6**.

Any updates, including ad-hoc tasking, to the Technical Documentation, either identified as necessary by the Contractor, or required at the instruction of the Authority are to be quoted for and authorised using the Task Data Sheet.

The Contractor shall immediately raise any problems experienced in updating the Technical Documents with the Technical Manager.

Any Technical documents that are supplied to the Contractor are for the sole use of that Contractor, for the duration of the Contract only. They must be returned to the Authority on the expiry date of the Contract.

### **L3. Quality/Specification**

All Articles and/or Services under the Contract shall be supplied/maintained in accordance with the Part Number, Long Item Description, current agreed Equipment Build Standard, and the Statement of Work detailed at **Schedule 6**.

In addition, the Contractor shall ensure that Articles and/or Services are in accordance with the following quality requirements:

- AQAP 2105 Edn 2 – NATO Requirements for Deliverable Quality Plans
- AQAP 2120 Edn 3 – NATO Quality Assurance Requirements for Production
- AQAP 2130 Edn 3 – NATO Quality Assurance Requirements for Inspection and Test
- DEFSTAN 05-61 Part 1 Issue 5 – Concessions
- DEFSTAN 05-61 Part 4 Issue 3 – Contractor Working Parties
- DEFSTAN 05-66 Part 1 – Safety Management Requirements for Defence Systems
- DEFSTAN 05-99 Issue 4 – Amendment 2 – Managing Government Furnished Equipment (GFE)
- DEFSTAN 05-135 Issue 1 – Avoidance of Counterfeit Materiel
- DEFSTAN 81-41 Parts 1-6 – Packing of Defence Materiel (in accordance with K9 (detailed above))
- ISO 9001:2015 or ISO 9001:2008 Quality Management System
- ISO25051:2014 – Software Engineering – Software Product Quality Requirements and Evaluation – Requirements for quality of COTS software product and instructions for testing.

For the purposes of this Contract, and all references pertaining to, the Quality Assurance Representative (QAR) is:

Babcock Technical Manager  
Building B15  
MOD Donnington  
Telford  
Shropshire  
TF2 8JT

FAO: John Evason

Tel: 01952 673876

Email: [John.Evason@babcockinternational.com](mailto:John.Evason@babcockinternational.com)

The Contractor shall immediately inform the Authority of any changes to their Quality Registration/ISO Accreditation, or the scope of activity of the same, that occur during the Contract Period (See **L15** – Key Performance Indicators).

#### **L4. Duration**

The Contract shall have a duration from [date to be inserted at Contract Award] up to and including [48 months from date of Contract Award] and shall cover all activity detailed on the Schedule of Requirements (**Schedule 2**), and any other authorised individual tasks, as required.

After the Contract expires, only instructions relating to existing requirements and covering reduction, cancellation, changes of part numbers and similar alterations shall be issued. Orders covering new requirements or increases to existing requirements will not be issued or accepted after the expiration date.

#### **L5. Responsibility of the Contractor**

1. The Contractor shall be entirely responsible for undertaking the work under the Contract as defined in the Contract Schedule of Requirements (**Schedule 2**).
2. The Contractor shall be responsible for achieving proper completion of the Contract in accordance with its terms and shall be responsible for;
  - Planning, programming and progressing of the work, within its control, to the satisfaction of the Authority. This includes sub-contracts and appropriate documentation.
  - Financial Management of the work, including financial control and monitoring of any sub-contracts;
  - Providing the Authority with the information, on a continuing basis, so as to reasonably assure that work is proceeding to time, cost and performance.
3. If the Contractor fails to complete any part of the work, or supply any of the Articles, as required by this Contract, or to meet any of the acceptance criteria (at **K8**), and such failure is not caused by undue delays by the Authority, it shall be the responsibility of the Contractor to rectify that failure to the reasonable satisfaction of the Authority at no additional cost.
4. The Authority reserves the right to refuse payment for alterations or changes made outside of the scope of the Contract which have not been made in accordance with **A2 – Amendments**, or the provisions of **Schedule 5 – Contract Change Process** (as also detailed in **A2**).
5. The Authority will not be bound to accept or pay for any Articles other than those authorised in accordance with the Contract. If the Contractor considers that any requirements made by the Authority are NOT in accordance with the terms of the Contract, they shall seek the agreement of the Authority's Representative as to the extent of the application of the requirements to that particular order. (See **H2** for definition of the Authority's Representative.)

6. The Contractor shall provide an address, and email and telephone Point of Contact within the Tender Submission. Unless otherwise notified this shall become the Point of Contact for any resultant Contract.
7. The Contractor shall be responsible for notifying the Authority of any change to the Point of Contact details.
8. The Contractor is entirely responsible for the security of all MOD property in his possession for the purpose of the Contract. (Refer to **L9**).
9. The Contractor shall submit quarterly reports detailing the current Spare Support Equipment Stockholdings. **See L15 and L2.**

## **L6. Pricing**

### **Price for Calibration**

Price for Calibration, Annual/3 monthly Maintenance Visits, Custody and Maintenance of Drawings and Software, the Supply of Spares and Storage shall remain firm (non-variable) in accordance with **Schedule 15 – Schedule of Rates**. All Prices shall be exclusive of Value Added Tax (levied at the Standard Rate). For further details refer to **G3**. **[THIS PRICE WILL BE AS PER THE SUCCESSFUL TENDER SUBMISSION)**.

### **Prices for repair:**

Prices for Repair of Articles listed at **Table 1 of Schedule 6**, or for any ad-hoc tasking, shall be authorised on an individual basis. This will be done via the Task Data Sheet being authorised as per **L2 – Authority for Work**. Pricing shall be in accordance with the hourly rates as detailed at **Schedule 15 – Schedule of Rates**.

The price payable shall be that which is effective at the date of the authorisation of the Task Data Sheet.

### **Unlisted Articles:**

Where there is a requirement for a new Article that is not listed on **Table 1 of Schedule 6**, this shall be passed to the Authority's Representative's Procurement Branch. They will request a quotation from and agree pricing with the Contractor for the new Article. The Contractor's quoted price shall remain valid and open for acceptance for 30 days.

### **Any prices for new Articles are to be provided within the following timescales;**

95% - within 10 working days  
 100% within 30 working days

(Refer to **L15 – Key Performance Indicators**)

Any subsequent price agreements shall be added to the agreed Annexes by formal amendment (as per **A2**) to the Contract and shall be valid up to and including the final day of the current pricing year.

The Contractor will be required to complete and return the accompanying DEFFORM 10B, to a formal amendment for the Contract Amendment within 10 working days to the issuer.

No Article can be added to the Contract unless this process is adhered to, and failure to do so may result in non-payment of work.

## **L7. Open Book Accounting**

The Authority reserves the right to verify the prices paid by the Contractor for spare parts claimed under this Contract. To enable this, the Contractor shall make the facility available to check prices actually paid to third parties, for the purposes of this Contract, at all reasonable times and subject to prior notice and at no cost to the Authority,

## **L8. Notification of discontinuation of products**

The Contractor shall inform the Authority, within 3 working days, of any possible difficulty in maintaining the future support of any of the Articles covered within the scope of the Contract. (as per **L15 – Key Performance Indicators**).

The Contractor shall inform the Authority, within 3 working days, if they intend to cease production completely of any Article covered by the Contract (as per **L15 – Key Performance Indicators**)

## **L9. Security of MOD Property**

Refer to DEFCON 611 at **clause J** above.

## **L10. Deficiencies and Damage in Articles Issued for Repair/Remanufacture**

Aircraft Component Test Equipment issued for repair is to be checked on receipt for damage and correct nomenclature. Where there appears to be transit damage or deficiencies e.g. major components missing, or incorrect equipment, the Contractor shall, in the first instance, contact the Repair Manager who will decide on an appropriate course of action.

Following confirmation from the Repair Manager on the appropriate course of the action, the Contractor is to complete MOD Form 445 (**Discrepancy Report - Schedule 9**) which should then be sent to:

- (1) One Copy to MAC Branch Donnington - DESLCSLS-LogMACDRTeam@mod.uk
- (2) One Copy to the Babcock DSG Repair Manager

## **L11. Contractor Deliverables Considered Beyond Economical Repair**

When the Contractor considers the Contractor Deliverables to be Beyond Economical Repair (BER) he shall immediately advise the Repair Manager (as identified in box 2 of DEFFORM 111) of his findings on an Application for Disposal of BER Form DSD-OP-FO-84, a sample of which is at **Schedule 13**.

BER is defined as when the repair/remanufacturing cost exceeds 80% of the replacement cost of the Contractor Deliverable. If approved, the Repair Manager shall issue an Army Form G1043 (AF G1043) which shall detail the disposal instructions.

All Contractor Deliverables subject to BER investigation shall be placed in quarantine by the Contractor and retained as such until further instructions are given by the Repair Manager. The Authority reserves the right to inspect/audit BER stock holdings at the Contractors premises at any time throughout the duration of the Contract.

No work shall be carried out on any Contractor Deliverable which, after superficial examination, is considered to be BER.

Where the Repair Manager considers that a Contractor Deliverable is BER, the Contractor may be instructed to dismantle the Contractor Deliverable if serviceable or repairable parts can be recovered and such action is economical. Details of any parts recovered are to be brought on charge in the Contractor's Embodiment Loan account where repairable parts are to be segregated and accounted for separately.

Serviceable and repairable parts recovered shall be used as far as possible in the repair/remanufacture of other Contractor Deliverables issued under the Contract, subject to the prior approval of the Procurement Branch to a fair and reasonable price being agreed for the Contractor's purchase of such parts.

In the event that a Contractor Deliverable is considered BER and the Babcock DSG Repair Manager's decision is to proceed with remanufacture/repair, the Contractor shall be paid a 'fair and reasonable' price agreed, with the Technical Manager, for all work properly undertaken.

**L12. Warranty**

The Contractor shall provide a warranty, which should be no less than 12 (twelve) months on any Repair work and from the date of fitting to the vehicle and/or equipment.

If, within 12 (twelve) months of the repair/remanufacture date, upon which a repaired/remanufactured Contractor Deliverable is deployed into service, it fails, develops any defect or is otherwise found to be unsatisfactory other than as a result of an act or omission of the Authority under this Contract, the cost of rectification, including all transport costs shall be borne by the Contractor.

Under no circumstances shall the Contractor or any Sub-Contractor's proceed with repair/remanufacture or any other action which would invalidate the current warranty of the equipment. If any such equipment is received which the Contractor recognises as being under warranty, the Contractor should inform the Authority immediately.

**L13. Turnaround Times**

All Calibration shall be conducted within the timetable detailed at **Table 2 of Schedule 2**. Contractor Deliverables shall be repaired within the agreed turnaround time as detailed in the successful Tender that will be enshrined within any Contract awarded. Turnaround time is a figure in business days, and is the time from when a Contractor Deliverable and a Purchase Order (**Schedule 8**) is received at the Contractor's premises to when the Contractor Deliverables are packaged and LS Donnington has confirmed a delivery slot, or **Schedule 12** returned to the Technical Manager.

If the Contractor is unable to undertake the required task within the turnaround time, the Contractor must notify the Authority within one week of receipt of the Contractor Deliverable with detailed reasons why the Contractor is unable to meet the turnaround time. The Authority shall have absolute discretion to extend the turnaround time.

If the Authority agrees to extend the turnaround time they shall notify the Contractor of the varied turnaround time by updating the Contract Status Report as soon as possible. The varied turnaround time shall be no longer than 25% of the original turnaround time.

For the purposes of this Contract, 'business days' shall refer to Monday – Friday, excluding all Weekends, Bank Holidays and the seven (7) day period encompassing Christmas Day and New Year's Day (25th Dec and 1st Jan respectively).

The Contractor shall monitor performance of each repair against the turnaround time and shall provide a Contract Status Report in accordance with **Clause H1** and **Schedule 3** to the Contract. This information is to be detailed on a monthly basis in accordance with the Contract Status Report at **Schedule 14** of the Contract. The report shall be sent to the Authority's Procurement Manager and Repair Manager as identified at Box 1 and 2 of the DEFFORM 111.

**L14. Remedies in the event of Failure to achieve Repair Turnaround Times**

It is recognised by both parties that should delivery of Contractor Deliverables detailed at **Schedule 2** repaired under the Contract be delayed beyond the agreed Repair turnaround time, the Authority will suffer loss and damage thereby.

Achievement of Repair turnaround time will be measured in accordance with the Key Performance Indicators at **Clause L15**.

In the event that a rebate becomes payable by the Contractor to the Authority, payments will be adjusted upon submission of invoice

Schedule 2	In the event of failure to meet a contracted turn round time	Reduction in Repair cost per Contractor Deliverable (%)
	Up to 30 days exceeded	2.5%
	31-60 days exceeded	5%
	60+ days exceeded	7%

## L15. Key Performance Indicators and Performance Management

The Contractor's performance of the Contract shall be monitored and measured using the agreed Key Performance indicators (KPIs) (below)

KPI Area	Target	Responsibility	Review Dates
<b>Delivery Performance</b>	100% of Articles repaired and delivered within the timescales agreed in the Delivery Plan	Contractor	At quarterly intervals commencing 3 months from contract start date.
<b>Delivery Performance</b>	Report by exception reasons for delivery plan timescale failure and advise what actions have been put in place to prevent reoccurrence.	Contractor	At monthly intervals commencing 1 month from contract start date
<b>Contract Amendments</b>	The Contractor shall complete and return the DEFFORM 10B to the Procurement Branch within 10 Business Days.	Contractor	As required
<b>Obsolescence Issues</b>	Obsolescence issues shall be advised to the Authority within 48 hours (2 working days) of identification	Contractor	At quarterly intervals commencing 3 months from contract start date
<b>Submission of Task Data Sheets (TDS)</b>	Submit TDS following notification of task within 5 working days	Contractor	At quarterly intervals commencing 3 months from contract start date
<b>Progress Reports – Repair</b>	Submit on a monthly basis, a report detailing the progress of the Repair of each Article submitted for repair under the Contract with reference to the agreed timescale on the TDS	Contractor	At monthly intervals commencing 1 month from contract start date
<b>Progress Reports – Calibration</b>	Submit on a monthly basis, a report detailing the progress of the Calibration of each Article submitted for repair under the Contract with reference to the agreed timescale on the TDS	Contractor	At monthly intervals commencing 1 month from contract start date
<b>Deliverable Quality Plan</b>	Formally agree a Deliverable Quality Plan with the Authority's nominated Quality Representative	Contractor/Authority	Within 12 weeks of contract start date
<b>Quality Registration</b>	Maintain QA Registration / ISO Accreditation for the duration of the contract	Contractor	At quarterly intervals commencing 3 months from contract start date

<b>Quality Registration</b>	Advise immediately of any changes to Quality Registration / ISO Accreditation, or the Scope of Activity of the Quality Registration / ISO Accreditation	Contractor	At quarterly intervals commencing 3 months from contract start date
<b>Non-Conformances (Third Party Audit)</b>	Advise immediately if any major non-conformances as a result of a Third Party Audit	Contractor	At quarterly intervals commencing 3 months from contract start date
<b>Notification Of The Discontinuation Of Products</b>	Shall advise the Authority at the earliest opportunity (within 3 working days) of any possible difficulty maintaining future supplies of Articles or the intention to cease production completely of Articles	Contractor	At quarterly intervals commencing 3 months from contract start date
<b>Unlisted Articles</b>	Shall provide prices for unlisted articles within the agreed timescales	Contractor	At quarterly intervals commencing 3 months from contract start date
<b>Unlisted Articles</b>	Shall complete and return the DEFFORM 10B, where appropriate, to the procurement Branch within 10 working days	Contractor	At quarterly intervals commencing 3 months from contract start date
<b>Calibration</b>	A Calibration Test Certificate shall be issued and distributed for all Equipment tested	Contractor	At quarterly intervals commencing 3 months from contract start date
<b>Turnaround Time</b>	Shall report by exception reasons for turn round time failure and advise what actions have been put in place to prevent re-occurrence	Contractor	At monthly intervals commencing 1 month from contract start date
<b>Stock Holding</b>	Shall send to the TM a copy of the current spares stockholdings for the Contract.	Contractor	At quarterly intervals commencing 3 months from contract start date

## L16. Delivery Instructions

All Contract Deliverables shall be shipped in accordance with the requirements stated in the Contract (**K4, K6 and Schedule 3**) and shall be accompanied by one delivery note per order / delivery. In addition, the delivery note shall be clearly marked with the following information in a human readable Barcode 39 font:

**Order Number**

**NSN**

**PR Number (where applicable)**

**Qty**

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

## **L17. Non-Conforming Deliveries**

The Contractor is advised that it is now LS policy to quarantine and reject any consignments that do not conform to the requirements of the Contract. Should any consignments be deemed as non-conforming by LS, the Authority shall notify the Contractor as to the reason(s) for non-conformance.

In accordance with **Clause K3 - Rejection**, it shall be the responsibility of the Contractor to rectify the problem on site at LS or arrange for the items to be collected and rectified at the contractor's premises at no cost to the Crown.

The list attached details the reasons upon which a consignment may be rejected. It is advised however that 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 request LS to undertake the rectification action but will pass on any associated costs to the Contractor as necessary.

### **Reasons for Non Conformance**

Incorrect DMC/NSN  
Incorrect Description  
Part/Batch Nos Incorrect  
Incorrect PPQ  
Incorrect D of Q  
Packaging Level incorrect  
No Bar Code Labelling  
Insufficient/No Test Certificates  
Damaged in Transit  
Incorrectly Labelled  
Incorrect Matcon  
No Logo (ISPM 15) Fail  
Mixed NSN  
Non Codified Item  
No Engineering Record Card  
No Labelling  
No Paperwork  
No weight Label  
Inadequate Shelf Life / Date of Manufacture (DOM)

## **L18. Payment and Invoicing Procedure**

The Contractor shall raise a commercial invoice in the name of Babcock DSG Limited and submit via Email to :

[I&RM-accountspayable@babcockinternational.com](mailto:I&RM-accountspayable@babcockinternational.com)

Cc [John.Evason@babcockinternational.com](mailto:John.Evason@babcockinternational.com)

Or to the following postal address:

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

The Bill Paying Authority shall be as stated above. Any resultant Contract will comply with the Late Payment of Commercial Debts (Interest) Act 1998 and correctly approved invoices will be paid within a 30 day period.

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

## **L19. Surge**

The Contractor shall have a surge capability to cope with times of tension, Transition to War (TTW), other operational needs and war.

The Authority will provide the Contractor with as much notice of surge requirements as possible. However, in particular circumstances, the notice period could be as little as 7 days. The Contractor shall maintain plans to meet future surge requirements.

## Schedule 1 - Definitions of Contract

### Core Definitions

<b>AG173</b>	means the MOD invoice form AG173 that suppliers submit as an invoice to enable payment to be processed;
<b>AG210</b>	means the MOD invoice form AG210 that suppliers submit as an invoice to enable a stage or milestone payment to be processed;
<b>Assets</b>	means items / materials which the Contractor has acquired for the purposes of performing their obligations under the Contract;
<b>Authority</b>	means the Secretary of State for Defence acting on behalf of the Crown;
<b>Authority's Representative(s)</b>	shall be those person(s) defined in <b>Schedule 3 (Contract Data Sheet)</b> who will act as the Authority's Representative(s) in connection with the Contract. Where the term "Authority's Representative(s)" in the Conditions is immediately followed by a functional description in brackets, the appropriate Authority's Representative(s) shall be the designated person(s) for the purposes of <b>clause H2.b</b> ;
<b>Business Day</b>	means any day excluding: <ol style="list-style-type: none"><li>Saturdays, Sundays and public and statutory holidays in the jurisdiction of either Party;</li><li>privilege days notified in writing by the Authority to the Contractor at least ten (10) Business Days in advance; and</li><li>such periods of holiday closure of the Contractor's premises of which the Authority is given written Notice by the Contractor at least ten (10) Business Days in advance;</li></ol>
<b>Central Government Body</b>	a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: <ol style="list-style-type: none"><li>Government Department;</li><li>Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);</li><li>Non-Ministerial Department; or Executive Agency.</li></ol>
<b>Child Labour Legislation</b>	means those International Labour Law Conventions concerning economic exploitation of children through the performance of work which is likely to be hazardous or to interfere with a child's health or development, including but not limited to slavery, trafficking, debt bondage or forced labour, which are ratified and enacted into domestic law and directly applicable to the Contractor in the jurisdiction(s) in which it performs the Contract.
<b>Conditions</b>	means the terms and conditions set out in this document;
<b>Consignee</b>	means that part of the Authority identified in <b>Schedule 3 (Contract Data Sheet)</b> to whom the Contractor Deliverables are to be supplied;
<b>Contract</b>	means the Contract including its Schedules and any amendments agreed by the Parties in accordance with <b>clause A2 (Amendments)</b> ;
<b>Contract Implementation Date</b>	means the day upon which the Contractor is fully responsible for the provision of all of the Contractor Deliverables required;
<b>Contract Price</b>	means the amount set out in <b>Schedule 2 (Schedule of Requirements)</b> to be paid (inclusive of packaging and exclusive of any applicable VAT) by the Authority to the Contractor, for the full and proper performance by the Contractor of its obligations under the Contract;

<b>Contractor</b>	means the person who, by the Contract, undertakes to provide the Contractor Deliverables, for the Authority as is provided by 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, and the expression shall also include any person to whom the benefit of the Contract may be assigned by the Contractor with the consent of the Authority;
<b>Contractor's Personnel</b>	means all employees of the Contractor and Sub-Contractors to the Contractor who are assigned to the Contract. The Contractor shall bear full responsibility for the actions of these personnel for the duration of the Contract.
<b>Contractor Commercially Sensitive Information</b>	means the Information listed in the completed <b>Schedule 7 - Contractor's Commercially Sensitive Information Form</b> , which is Information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive;
<b>Contractor Deliverables</b>	means the services and, where appropriate the documents, which the Contractor is required to provide under the Contract in accordance with the Schedule of Requirements and the Specification;
<b>Contractor's Representative</b>	means a person or persons employed by the Contractor in connection with the provision of the Contractor Deliverables and in connection with this Contract;
<b>Contractor's Team</b>	means all employees, consultants, agents and Subcontractors which the Contractor engages in relation to the Contract;
<b>Control</b>	<p>means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person:</p> <ul style="list-style-type: none"> <li>a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or</li> <li>b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor;</li> </ul> <p>and a change of Control occurs if a person who Controls the Contractor ceases to do so or if another person acquires Control of the Contractor;</p>
<b>Crown Use</b>	in relation to a patent means the doing of anything by virtue of Sections 55 to 57 of the Patents Act 1977 which otherwise would be an infringement of the patent and in relation to a Registered Design has the meaning given in paragraph 2A(6) of the First Schedule to the Registered Designs Act 1949;
<b>DEFFORM</b>	means the MOD DEFFORM series which can be found at <a href="https://www.gov.uk/acquisition-operating-framework">https://www.gov.uk/acquisition-operating-framework</a> ;
<b>DEF STAN</b>	means Defence Standards which can be accessed at <a href="https://www.dstan.mod.uk">https://www.dstan.mod.uk</a> ;
<b>Deliver</b>	means hand over the Contractor Deliverables to the Consignee. This shall include unloading, and any other specific arrangements, agreed in accordance with Contract Condition "Delivery / Collection" and Delivered and Delivery shall be construed accordingly;
<b>Delivery Date</b>	means the date as specified in <b>Schedule 2 (Schedule of Requirements)</b> on which the Contractor Deliverables, or the relevant portion of them are to be Delivered or made available for Collection;
<b>Design Right(s)</b>	has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988;

<b>Effective Date of Contract</b>	means the date specified on the Authority’s acceptance letter. For example the DEFFORM 159, or where the standstill period applies, the relevant Notice of Entry into Contract letter;
<b>Firm Price</b>	means a price (Excl. VAT) which is not subject to variation;
<b>Full Service Provision</b>	means the provision by the Contractor of all of the Contractor Deliverables in accordance with the Conditions of this Contract;
<b>Information</b>	means any Information in any written or other tangible form disclosed to one Party by or on behalf of the other Party under or in connection with the Contract, including information provided in the tender or negotiations which preceded the award of the Contract;
<b>Key Performance Indicators</b>	means the agreed method of monitoring and measuring the Contractor’s performance against the Contract as set out in <b>Section L (Processes)</b> where this Contract <b>includes Core Plus condition “Key Performance Indicators and Performance Management”</b> ;
<b>Legislation</b>	means in relation to the United Kingdom: <ul style="list-style-type: none"> <li>a. any Act of Parliament;</li> <li>b. any subordinate Legislation within the meaning of section 21 of the Interpretation Act 1978;</li> <li>c. any exercise of the Royal Prerogative; or</li> <li>d. any enforceable community right within the meaning of section 2 of the European Communities Act 1972;</li> </ul>
<b>Minor Change</b>	means any change that does not significantly/materially affect the nature of the Contractor Deliverables;
<b>Notices</b>	shall mean all notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;
<b>Overseas Contractor</b>	shall mean a Contractor that is registered and/or based outside of the UK;.
<b>Parties</b>	means the Contractor and the Authority, and Party shall be construed accordingly;
<b>Schedule of Requirements</b>	means <b>Schedule 2 (Schedule of Requirements)</b> which identifies, either directly or by reference, Contractor Deliverables to be provided, the performance dates involved and the price or pricing terms in relation to each Contractor Deliverable;
<b>Specification</b>	means <b>Schedule 6 (Statement of Work)</b> which provides the detailed description of the Contractor Deliverables and sets out any performance dates by which the Contractor shall provide such Contractor Deliverables;
<b>Subcontractor</b>	means any person engaged by the Contractor from time to time as may be permitted by the Contract to provide the Contractor Deliverables (or any part thereof);
<b>Supported Businesses</b>	means establishments or services where more than 50% of the workers are disabled persons who by reason of the nature or severity of their disability are unable to take up work in the open labour market;
<b>Transparency Information</b>	means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, and details of any payments made by the Authority to the Contractor under the Contract.

## Schedule 2

Name and Address of Tenderer:	<b>MINISTRY OF DEFENCE</b> Schedule of Requirements For  <b>Repairs, Calibration,                  Maintenance and Spares                  Supply For Aircraft Component                  Test Equipment</b>	Tender No:  <b>LSBU7/0191</b>  Issued On:  14 <sup>th</sup> December 2016
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**Table 1 – Articles Required**

Item No.	Description	Quantity (Each unless otherwise stated)	Firm Price (£) EX VAT
1	Repair and Commissioning / Decommissioning of Equipment and/or Components covering items at <b>Tables 1 and 2</b> at <b>Schedule 6</b> . All work shall be undertaken in accordance with the Statement of Work (SOW) <b>Schedule 6</b>	As Required	Repairs shall be authorised by Task Data Sheet (TDS) at <b>Schedule 11</b> Pricing shall be in accordance with agreed hourly rates at <b>Schedule 15</b>
2	On-site Calibration and servicing of Test Rigs, Oil Conditioning Units (OCU's) and Variable Speed Constant Frequency (VSCF) Interface Test Boxes located at <b>Table 2</b> of <b>Schedule 6</b> as authorised by the Technical Manager. All work shall be undertaken in accordance with <b>Schedule 6</b> .	As Required	On-Site Calibration and Servicing shall be authorised by Task Data Sheet (TDS) at <b>Schedule 11</b> Pricing shall be in accordance with agreed hourly rates at <b>Schedule 15</b>
3	Spares Support Tasks in accordance with <b>Schedule 6</b>	As Required	Storage of GFA items on contract award to be used in support of the repair element
4	Maintenance of Technical Documentation at <b>Table 4</b> of <b>Schedule 6</b>	As Required	Authorised on submission of TDS at <b>Schedule 11</b>

**Packaging Requirements:**

Commercial Packaging and Labelling in accordance with **K3, K4 and K9** of any resultant Contract. Where applicable Articles requiring Military Level Packaging are to be packaged by a Contractor approved under the Military Packager Accreditation Scheme (MPAS) to the appropriate Packaging Levels (where required) As per individual Order in accordance with **K3, K4 and K9** of any resultant Contract.

**Table 2 – Delivery of Articles**

To be completed in accordance with the timescales and delivery agreed on the individual Task Data Sheets at <b>Schedule 11</b>	<b>CONDITIONS OF CONTRACT</b> This Contract is subject to: Terms and Conditions of Contract
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**Annex A to Schedule 2 - Schedule of Requirements for Services for Contract No: LSBU7/0191**

<b>ITEM LINE NO</b>	<b>CONTRACTOR DELIVERABLES</b>	<b>NOTE TO SUPPLIER</b>	<b>FIRM REPAIR PRICE (EXCLUDING VAT) INCLUDING PACKAGING (SPIS 'J') AND DELIVERY TO LS DONNINGTON</b>
<b>LOCATION OF MK 7 &amp; 8 GENERATOR TEST RIGS – ANNUAL CALIBRATION AND SERVICING VISIT</b>			
<b>Unit</b>	<b>NSN</b>	<b>Qty</b>	<b>Firm Price for the Annual Calibration and Maintenance visit for the total quantity held at each site</b>
RAF Cranwell	W116/6625-99-6207067 (Mk 7 Standard Version)	1	£ <a href="#">Tenderer to insert price here</a>
DSG Sealand	W116/6115-99-4423339 (Mk7 Sealand Version)	2	£ <a href="#">Tenderer to insert price here</a>
DSG Sealand	W116/4920-99-7786110 (Mk 8)	2	£ <a href="#">Tenderer to insert price here</a>
<b>LOCATION OF MK 7 GENERATOR TEST RIGS – ADDITIONAL 3 MONTHLY SERVICING VISIT</b>			
<b>Unit</b>	<b>NSN</b>	<b>Qty</b>	<b>Firm Price for the additional 3 monthly Maintenance visit for the total quantity held at this site</b>
DSG Sealand	W116/6115-99-4423339	2	£ <a href="#">Tenderer to insert price here</a>
<b>LOCATION OF MK 8 GENERATOR TEST RIGS – ADDITIONAL 3 MONTHLY SERVICING VISIT</b>			
<b>Unit</b>	<b>NSN</b>	<b>Qty</b>	<b>Firm Price for the additional 3 monthly Maintenance visit for the total quantity held at this site</b>
DSG Sealand	W116/4920-99-7786110	2	£ <a href="#">Tenderer to insert price here</a>
<b>LOCATION OF TORNADO OCU'S – ANNUAL CALIBRATION AND SERVICING VISIT</b>			
<b>Unit</b>	<b>NSN</b>	<b>Qty</b>	<b>Firm Price for the Annual Calibration and Maintenance site</b>
DSG Sealand	W116/6115-99-6600126	1	£ <a href="#">Tenderer to insert price here</a>
<b>LOCATION OF CHINOOK OCU – ANNUAL CALIBRATION AND SERVICING VISIT</b>			
<b>Unit</b>	<b>NSN</b>	<b>Qty</b>	<b>Firm Price for the Annual Calibration and Maintenance site visit</b>
DSG Sealand	W116/4920-99-7216539	1	£ <a href="#">Tenderer to insert price here</a>

\*THE AUTHORITY RESERVES THE RIGHT TO ADD ITEMS OF A SIMILAR NATURE DURING THE LIFETIME OF THE CONTRACT (INCLUDING OPTION PERIODS). ARTICLES ARE TO BE REPAIRED IN ACCORDANCE WITH THE LATEST AGREED MOD BUILD STANDARD INCLUDING ALL AUTHORISED MODIFICATIONS.

**Schedule 3 - Contract Data Sheet for Contract No: LSBU7/0191**

<p><b>Clause A9 Governing Law</b></p>	<p>Contract to be governed and construed in accordance with: (one must be chosen)</p> <p>English Law <input checked="" type="checkbox"/></p> <p>Scots Law <input type="checkbox"/> <b>clause A9.b</b> shall apply</p> <p>Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Overseas Contractors in accordance with <b>clause A9.f</b> (if applicable) are as follows:</p>
<p><b>Clause A22 Termination for Convenience</b></p>	<p>The Notice period for terminating the Contract shall be 20 Business Days.</p>
<p><b>Clause A24 Contract Period</b></p>	<p>Estimated Dates</p> <p>Year 1 from 28 February 2017 – 27 February 2018  Year 2 from 28 February 2018 – 27 February 2019  Year 3 from 28 February 2019 – 27 February 2020  Year 4 from 28 February 2020 – 27 February 2021</p>
<p><b>Clause B1.b.(1) Contractor's Obligations – Quality Assurance</b></p>	<p>Is a Deliverable Quality Plan required for this Contract?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p><a href="#">A draft version of the deliverable quality plan must be set out as defined in AQAP 2105 and delivered to the Authority with your tender submission.</a> The Agreed Quality Plan will be submitted within 12 weeks of Contract Award and shall be incorporated into the contract (see <b>L15 – Key Performance Indicators</b>). The Contractor at all times shall be the sole responsibility for the accuracy, suitability and applicability of the deliverable quality plan.</p> <p><b>Other Quality Assurance Requirements:</b></p> <p>See <b>L3 – Quality/Specification</b></p> <p>The Contractor shall maintain registration to ISO 9001:2008, and maintain his quality management system in accordance with the latest achieved standard.</p>
<p><b>Condition C1 Contract Price (Excl. Vat)</b></p>	<p>All <b>Schedule 2</b> line items shall be Firm Price.:</p>
<p><b>Clause G1.a Payment</b></p>	<p>DEFFORM 30 Agreement refers (if applicable) N/A</p> <p>Reference: LSBU7/0191 – refer to <b>section L18</b></p> <p>Date:</p>
<p><b>Clause G1.c.(2) and G1.c.(3) Payment (for Schedule 2 items)</b></p>	<p>Payment is to be enabled by: Full payment procedure process is at <b>L18</b></p> <p>The Contractor shall raise an commercial invoice in the name of <u>Babcock DSG Limited</u> and submit via Email to :</p>

	<p><a href="mailto:I&amp;RM-accountspayable@babcockinternational.com">I&amp;RM-accountspayable@babcockinternational.com</a></p> <p>c.c. <a href="mailto:John.Evason@babcockinternational.com">John.Evason@babcockinternational.com</a></p> <p>Or to the following postal address:</p> <p>I&amp;RM Accounts Payable Project Manager, Babcock DSG Ltd, Building B15, Donnington, Telford, Shropshire, TF2 8JT</p>
<p><b>Clause H1.a Progress Monitoring</b></p>	<p>The Contractor shall be required to attend the following meetings:</p> <p>Type: Local Equipment Repair Committee/Contract Review Meetings (LERC)</p> <p>Frequency: Quarterly</p> <p>Location: Alternating between the Supplier and Babcock DSG Limited's premises.</p> <p>The Contractor shall be responsible for the production and distribution of the agreed meeting minutes.</p> <p>No charges shall be attributed to the Authority for the attendance of Contractor Personnel.</p> <p>Meetings will evaluate and discuss (but not be limited to) the following:</p> <ul style="list-style-type: none"> <li>• Contractor achievement of delivery times</li> <li>• Compliance with stated Key Performance Indicators</li> </ul>
<p><b>Clause H1.b Progress Reports</b></p>	<p>The Contractor shall be required to submit the following Reports:</p> <p>Type: Monthly Contract Status Report (<b>Schedule 14</b>) - Monthly contract Status Report- The Contractor shall provide 2 copies of the monthly report on the progress of the repair work against the plan. One to the Babcock Repair Manager (box 2 DEFFORM 111) and one to the Commercial officer (box 1 DEFFORM 111). The Contractor shall also provide quarterly financial accrual information to the Babcock Repair Manager.</p> <p>Frequency: Monthly –by 23<sup>rd</sup> of each month</p> <p>Content: (to include but not be limited to: progress of repair work against the planned repairs / financial information)</p> <p>Type: Monthly Stockholding report (<b>Item 3 of L2</b> in accordance with <b>KPI at L15</b>) Monthly Stockholding Report – The Contractor shall provide 2 copies of the monthly report on the progress of the repair work against the plan. One to the Babcock Repair Manager (box 2 DEFFORM 111) and one to the Commercial officer (box 1 DEFFORM 111).</p> <p>Frequency: Monthly – By 23<sup>rd</sup> of Each month</p> <p>Content: (to include but not be limited to: Currently Stockholdings for all equipment the contractor holds in order to carry out repair work, forecast replenishment of spares used in repair)</p> <p>Method of Delivery: E mail</p> <p>Delivery Address: As detailed at Box 1 and 2 of the DEFFORM 111.</p>

<p><b>Clause H2.b Authority's Representatives</b></p>	<p>The Authority's Representatives for the Contract are as follows:</p> <p>Commercial: as detailed at Box 1 of the DEFFORM 111.</p> <p>Project Manager: as detailed at Box 2 of the DEFFORM 111</p> <p>Payment: I&amp;RM Accounts Payable</p>
<p><b>Clause H3.a.(5) Notices</b></p>	<p>Notices served under the Contract can be transmitted by electronic mail:</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p><b>Condition K1 Certificate of Conformity (Core+ Only)</b></p>	<p>Is a Certificate of Conformity Required for this Contract?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>A blank example of this certificate is to be submitted with this Tender Submission.</p> <p>Line Items: all</p> <p>If Yes does the Contractor Deliverables require Traceability throughout the supply chain?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Line Items: all</p>
<p><b>Condition K2 Marking of Contractor Deliverables (Core+ Only)</b></p>	<p>Special Marking Requirements:</p> <p>See <b>Schedule 6</b></p>
<p><b>Clause K3b Rejection (Core+ Only)</b></p>	<p>Time limit for rejection of the Contractor Deliverables shall be 20 Business Days.</p>
<p><b>Clause K4.a Delivery (for Schedule 2) (Core+ Only)</b></p>	<p>The transport requirements shown below are applicable:</p> <p>Line Items ALL</p> <p>To be Delivered by the Contractor (See <b>box K4.b and L9</b>)</p>
<p><b>Clause K4.b Delivery by the Contractor (for Schedule 2) (Core+ Only)</b></p>	<p>(Where applicable, see <b>box K4.a.</b>)</p> <p>Special Delivery Instructions (<b>clause K4.b.(2)</b>) :</p> <p><b><u>DELIVERIES TO LS DONNINGTON</u></b>  <b><u>DELIVERY- LS DONNINGTON</u></b>  <b><u>PARCEL DELIVERIES</u></b></p> <p>In the event that the Contractor intends to deliver Articles using Parcel Deliveries, the following criteria will apply:</p> <p>Maximum weight per article: 25KG</p>

Maximum length per item: 80CM  
Maximum Width per item: 80CM  
Maximum Height per item: 40CM

**Note:** The maximum quantity of Parcels in any one delivery should not exceed Qty 5.

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

- Not accept a delivery/collection outside of the hours 08:00 to 16:00 (Monday to Thursday) and 08:00 to 15:30 (Friday)
- Allow up to 5 parcels per supplier per day
- Defer a delivery to the Authority Docks Area if there is a Health and Safety Concern
- Redirect the driver to an approved area/ alternative building for Offloading.
- Offer the next available space within the Vehicle Delivery Service if the delivery does not meet the criteria detailed above.

LS Donnington will not take responsibility for undelivered goods in the event that the Contractor chooses not to be re-directed.

#### **PALLET DELIVERIES – LS Donnington**

Articles requiring delivery to LS Donnington that fall outside the scope of Parcel Deliveries, should be declared through the Logistics Commodities and Services Vehicle Booking Service (Booking slots) situated in Trade Receipts, Building B5 FMW Donnington using the following e-mail address: **DESDSA-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.

The following information must be supplied:

- 13 Digit NATO Stock Number (NSN) for deliveries of 10 NSN's or under (Multiple pallet deliveries of a single NSN will not be accepted without it).
- Type of Item (Description).
- Requirement Change Form (RFC) Number as advised by Project Team.
- Number of packages/pallets to be delivered.
- Any Specialist MHE aids required.
- Any specific information e.g. Urgent Operational Requirement or Valuable and Attractive/Oversized Articles
- Supplier/Carrier Details
- A contact number for use in the event of communication failure.
- Preferable Date and Time for delivery.
- A Safety Data Sheet is needed for hazardous items.

At the point of pallet delivery LS Donnington reserve the right to:

- Refuse delivery of the goods should there be evidence of damage or missing packages.
- Refuse access to the site, if after investigation the Company is

	<p>identified as not having a Booking Reference.</p> <ul style="list-style-type: none"> <li>• Refuse delivery of the goods if after investigation the driver is not in possession of, or has knowledge of the Booking reference.</li> <li>• Refuse delivery is there is a Health and Safety concern.</li> </ul> <p>It is a Condition of this Contract that in the event 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/collect on the due date at the appointed time.</p> <p><b><u>NCR Collection</u></b></p> <p>If the booking request is for Non Compliant Trade Receipt requiring <u>collection</u> from the Donnington site, the NCR Number (NCR 0*****), NSN and any covering documentation is required at email stage.</p> <p>It is a Condition of this Contract that in the event 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/collect on the due date at the appointed time.</p> <p>Each consignment of the Contractor Deliverables to be accompanied by (<b>clause K4.b.3</b>):</p> <p><b>Line Items:</b> All - 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:</p> <p><b>Order Number</b>  <b>NSN</b>  <b>PR Number (where applicable)</b>  <b>Qty</b></p> <p><b>The delivery note shall make no reference to Terms and Conditions other than those stated in the Contract</b></p>
<p><b>Other Addresses and Other Information</b>  (Covers forms and publications addresses and official use information)</p>	<p><b>See Schedule 4 (DEFFORM 111)</b></p>

Schedule 4

**1. Commercial Officer**

Jonathan Bamford, Bldg B15, MoD Donnington, Telford, Shropshire TF2 8JT

Email: Jonathan.Bamford@babcockinternational.com

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

John Evason, Technical Officer, Bldg B15, MoD Donnington, Telford, Shropshire TF2 8JT

Email: John.Evason@babcockinternational.com

**3. Packaging Design Authority**

Organisation & point of contact:

N/A

(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**

See Box 2

**6. Intentionally blank.**

**7. 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.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:

As per individual orders in accordance with condition 20 at the terms and conditions

**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](http://www.freightcollection.com)

**11. The Invoice Paying Authority (see Note 1)**

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

E-mail: I&RM-accountspayable@babcockinternational.com

**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-OpFormsandPubs@mod.uk](mailto:DESLCSLS-OpFormsandPubs@mod.uk)

**NOTES**

1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

**Schedule 5 - Contract Change Process (i.a.w. clause A2.b) for Contract No: LSBU7/0191**

**1. Authority Changes**

a. Subject always to **clause A2 (Amendments to Contract)**, the Authority shall be entitled, acting reasonably, to require changes to the Contractor Deliverables (a "Change") in accordance with this **Schedule 5**.

**2. Notice of Change**

a. If the Authority requires a Change, it shall serve a Notice (an "Authority Notice of Change") on the Contractor.

b. The Authority Notice of Change shall set out the change required to the Contractor Deliverables in sufficient detail to enable the Contractor to provide a written proposal (a "Contractor Change Proposal") in accordance with **clause 3** below.

**3. Contractor Change Proposal**

a. As soon as practicable, and in any event within fifteen (15) Business Days (or such other period as the Parties may agree) after having received the Authority Notice of Change, the Contractor shall deliver to the Authority a Contractor Change Proposal.

b. The Contractor Change Proposal shall include:

- (1) the effect of the Change on the Contractor's obligations under the Contract;
- (2) a detailed breakdown of any costs which result from the Change;
- (3) the programme for implementing the Change;
- (4) any amendment required to this Contract as a result of the Change, including, where appropriate, to the Contract Price; and
- (5) such other information as the Authority may reasonably require.

c. The price for any Change shall be based on the prices (including all rates) already agreed for the Contract and shall include, without double recovery, only such charges that are fairly and properly attributable to the Change.

**4. Contractor Change Proposal – Process and Implementation**

a. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:

- (1) evaluate the Contractor Change Proposal;
- (2) where necessary, discuss with the Contractor any issues arising and, following such discussions, the Authority may modify the Authority Notice of Change and the Contractor shall, as soon as practicable, and in any event not more than ten (10) Business Days (or such other period as the Parties may agree) after receipt of such modification, submit an amended Contractor Change Proposal.

b. As soon as practicable after the Authority has evaluated the Contractor Change Proposal (amended as necessary) the Authority shall:

- (1) indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with **clause A2 (Amendments to Contract)**; or
- (2) serve a Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued) the Authority Notice of Change.

c. If the Authority rejects the Change Proposal it shall not be obliged to give its reasons for such rejection.

d. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred unless a Contractor Change Proposal has been accepted in accordance with **clause 4.b.(1)**.

**5. Contractor Changes**

a. If the Contractor wishes to propose a Change, it shall serve a Contractor Change Proposal on the Authority, which shall include all of the information required by **clause 3.b**, and the process at **clause 4** shall apply.

## STATEMENT OF WORK

# BABCOCK

### SPECIFICATION FOR REPAIR, CALIBRATION, MAINTENANCE AND SPARES SUPPORT

**the contents of this specification are not to be communicated to a third party without the written agreement of Babcock DSG Repair Manager.**

Prepared By

Mr Jack Jones  
Repair Manager  
Babcock DSG Limited  
Building B15  
MoD Donnington  
Telford  
TF2 8JT

**Table 1– Equipment Covered by this Specification**

ITEM No	NSN	DESCRIPTION	PART No
1	W116/6625-99-6207067	Mk 7 Rig Test Generator (Standard Version)	GM-C-50572
2	W116/6115-99-4423339	Mk 7 Rig Test Generator (Sealand Version)	GM-C-68700
3	W116/6115-99-6600126	Oil Conditioning Unit (Tornado 40 KvA)	GM-D-88390
4	W116/4920-99-7216539	Oil Conditioning Unit (Chinook)	GM-E-101129
5	W116/4920-99-4669680	Unit Control Load Bank 50 KvA	GM-E-56955
6	W116/6115-99-4669717	Load Bank 50 KvA	GM-C-56958
7	W116/3920-99-6600892	Truck Hydraulic Universal Component Lifting	GM-A-50667
8	W116/4920-99-4420833	Rig Test Rotary Actuator	NTS 8446-R3
9	W116/4920-99-4420479	Rig Test Linear Actuator Mk 1	GM 10338
10	W116/6115-99-3708767	Rig Test Inverter	EL 1777
11	W116/6625-99-3867233	Rig Test Inverter & Frequency Changer	EL 1777 (Mod S9)
12	W116/6625-99-6208322	Set Test Contactor	AE 7074-102
13	W116/4920-99-7346930	Mk 8B Rig Test Generator	GM-E-280025 B - R
14	W116/1660-99-6604984	AEA Test Cabinet	MM2007
15	W116/4820-99-7597891	B2 Oxygen Regulator Test Stand	818610
16	W116/4920-99-7786110	MK8C GTR (Sealand)	GM-E-100209C
17	W116/4920-99-2159973	Linear Actuator Rig Test Mk 2	83904863

**Table 2 - For On-Site Calibration and Maintenance Tasking**

LOCATION OF MK 7 & 8 GENERATOR TEST RIGS – ANNUAL CALIBRATION AND MAINTENANCE VISIT		
Unit	NSN	Qty
RAF Cranwell	W116/6625-99-6207067 (Mk 7 Standard Version)	1
DSG Sealand	W116/6115-99-4423339 (Mk7 Sealand Version)	2
DSG Sealand	W116/4920-99-7786110 (Mk 8)	2
LOCATION OF MK 7 GENERATOR TEST RIGS – ADDITIONAL 3 MONTHLY MAINTENANCE VISIT		
Unit	NSN	Qty
DSG Sealand	W116/6115-99-4423339	2
LOCATION OF MK 8 GENERATOR TEST RIGS – ADDITIONAL 3 MONTHLY MAINTENANCE VISIT		
Unit	NSN	Qty
DSG Sealand	W116/4920-99-7786110	2
LOCATION OF TORNADO OCU'S – ANNUAL CALIBRATION AND MAINTENANCE VISIT		
Unit	NSN	Qty
DSG Sealand	W116/6115-99-6600126	1
LOCATION OF CHINOOK OCU – ANNUAL CALIBRATION AND MAINTENANCE VISIT		
Unit	NSN	Qty
DSG Sealand	W116/4920-99-7216539	1

**Table 3 – Pressure Test Equipment**

LOCATIONS OF PRESSURE TEST EQUIPMENT	
AEA Test Cabinet NSN - 1660-99-660-4984 MPN - MM2007	B2 Test Stand NSN - 4920-99-759-7891, MPN - 818610
Aldergrove	Brize Norton
Brize Norton	Culdrose
Coningsby	Henlow
Cosford	Marham
Cranwell	Stafford
Culdrose	Waddington
Henlow	Valley
Leeming	
Linton on Ouse	
Lossiemouth	
Marham	
Scampton	
Stafford	
Valley	
Waddington	
Yeovilton	

**Table 4 – Technical Documents**

EQUIPMENT PUBLICATIONS TO BE HELD AND MAINTAINED	
Publication Reference	Title
120B-0101-1	Generator Test Rig MK 7 GM 50572 & GMC 67800
120B-0101-2	Generator Test Rig MK 7 GM 50572 & GMC 67800
120B-0101-3	Generator Test Rig MK 7 Illustrated Parts Catalogue
120B-0101-5F	Generator Test Rig MK 7 Associated Equipment
120B-0115-12	Generator Test Rig MK 8 Series
120B-0115-3	Generator Test Rig MK 8 Series
120B-0115-5F	Generator Test Rig MK 8 Series
120E-0101-5F	Rotary Actuator Test Rig (4G/4920-99-4420833)
120E-0101-12	Rotary Actuator Test Rig (4G 4420833)
120E-0103-1	Linear Actuator Test Rig GM 10338
120E-0103-2	Linear Actuator Test Rig GM 10338
120E-0112-123	Linear Actuator Test Rig MK 2 Part Number: GM-D-123434
120E-0112-3	Linear Actuator Test Rig MK 2
120E-0401-1	Inverter and Frequency Changer Tester
108T-0109-123	AEA (Aircrew Equipment Assemblies) Test Cabinet
108T-0109-5F	AEA (Aircrew Equipment Assemblies) Test Cabinet
112T-01135-12	B2 Oxygen Regulator Test Stand
12T-01135-5F	B2 Oxygen Regulator Test Stand

# **SPECIFICATION FOR THE CALIBRATION, REPAIR, MAINTENANCE AND SPARES SUPPORT FOR AIRCRAFT COMPONENT TEST EQUIPMENT**

## **1. INTRODUCTION**

1.1. This specification details the technical requirements to enable the Contractor to assess the work to be carried out against items listed in **Table 1. A1 – Schedule 6**.

## **2. STANDARD OF CALIBRATION, REPAIRS & MAINTANACE**

2.1. All Articles covered under the Contract are to be repaired, tested, calibrated & maintained so that the completed equipment meets:

- Original Equipment Manufacturers (OEM) Specification
- Requirements for use, as specified and agreed by the User Authority (Platform Project Team) and in agreement with the Babcock Technical Manager.

2.2. Unless otherwise stated all Specifications shall be to the latest issue at the time the work is carried out. All Maintenance, Test, Calibration & Repair procedures shall be made available to the Technical Manager, upon request, to enable validity of testing to be assessed for Quality Assurance purposes.

2.3. Where drawings call for obsolete materials/parts or process specifications, details are to be submitted prior to the continuation of work. The approval of the Technical Manager will be required to proceed in this instance.

## **3. MAINTENANCE PROCEDURES**

3.1. The Contractor shall be required to conduct On-Site Calibration and Maintenance Tasking for all equipment listed below. The Contractor is to conduct maintenance in accordance with the frequency stated at **Table 2**. All maintenance procedures are listed at **Section 6** of this **Statement of Work (SOW)**.

3.2. Upon completion of the repair work, a monthly report shall be generated and submitted to the Technical Manager or his deputy. This will be in the format of an On-Site Maintenance Form (Example at **Schedule 12**), or a suitable alternative which shall fully detail

- The date maintenance has been completed.
- The name and signature of the responsible engineer.
- A full description of the work carried out and any further work required.
- Any materials consumed in the completion of the agreed task
- Any recommendation for further work that is highlighted by the engineer while under taking the maintenance activity

3.3. Maintenance activities are also to be presented in summary format at the Quarterly Supplier Review Meetings.

#### 4. REPAIR PROCEDURES

4.1. Repairs shall be requested via a Task Data Sheet (TDS) as detailed at **Schedule 11**.

4.2. Prior to visiting any establishment, the Contractor shall liaise with the point of contact (POC), where the equipment is held, to ensure that all applicable access permissions and staff clearances have been obtained. POC details can be obtained from the Technical Manager.

4.3. The Authority shall only be responsible for the supply of material and for work carried out on repairs that are expressly detailed within the Task Data sheet (TDS). Repairable assemblies and spares held by the Authority may be issued prior to work commencing, to replace the unserviceable repairable items. All items that are expected to be replaced during the repair activity should be highlighted on the TDS or on an additional document accompanying the TDS. This information should include NATO Stock Number (NSN) (where applicable), Part Number and quantity required.

4.4. Any material issued to the Contractor, by the Authority shall be held in a secure storage area. The Contractor shall be accountable for any material, in the form of an auditable record, until such a time as it is utilised in an authorised repair or returned to the Authority.

4.5. The Contractor shall repair items (as required) taken from equipment listed as listed at Table 1.A1. The Cost associated with any repair of items must be approved by the Technical Manager prior to commencement of work.

4.6. Any repairs carried out without prior authority will be at the Contractor's risk and may result in non-payment of work.

4.7. All repairs shall be completed in line with the turnaround times as stated by the Contractor in the tender process or, by exception, as agreed by the Technical Manager, by exception. If the Contractor is unable to meet the completion dates expected, the contractor shall notify the Technical Manager within 3 working days of the Task Data Sheet being raised.

4.8. If a survey of the equipment is required, prior to repair activity taking place, the Contractor shall raise a Task Data Sheet detailing the reasons for the visit, associated costs, timeframes and any other detail required regarding the need of the survey/site visit. Costs for survey/site visits should be separate to that of the repair activity. No survey cost shall be claimed if the repair activity is highlighted whilst the contractor is already at the equipment location for alternative works.

#### 5. CALIBRATION PROCEDURES

5.1. Regarding the items listed at **Item 2** of the **Schedule 2 (SOR)**, there are a number of instruments and components fitted to equipment that require individual calibration. Calibration for each component is to be carried out as per the frequency stated on a label attached to that individual Article. These specified periods are not to be exceeded or anticipated by more than 10 working days without the agreement of the Technical Manager.

5.2. Each Item Under Calibration (IUC) shall comply with the published performance specification and shall be calibrated over the ranges and Cardinal points as specified in the following documents:

- MoD Calibration Statement of Work (In-Service CSOR)

- Legacy MoD Sponsored Calibration Procedure.

5.3. In the absence of both of the above the Contractor shall develop a Calibration Method, including a Cardinal point specification/checklist, that will attain the required tolerance of the feature under test which meets the needs of the client. This shall be based upon the appropriate;

- ISO or British Standard.
- Manufacturer's recommended calibration procedure. Where this does not cover the full calibration requirements of the customer or application, and additional calibration is required to meet a specific measurement, the contractor must supply a full calibration procedure prior to undertaking the work. The Technical Manager should agree any such procedure.

5.4. Any difficulties in selecting the most appropriate procedure/specification may be referred to the Technical Manager for formal agreement/resolution.

## **6. LIMITATIONS OF REPAIR AND RECOVERY OF PARTS OR ARTICLES REJECTED DURING REPAIR**

6.1. When the Contractor considers an Article to be Beyond Economical Repair (BER) (defined as when the repair exceeds 80% of the replacement cost) the Contractor shall immediately document this and advise the Technical Manager, who, if in agreement, will issue disposal instructions, using the Form located at **Schedule 13**.

6.2. No work shall be carried out on any Article which, after superficial examination, is considered to be BER, unless expressly specified.

6.3. When an Article is considered BER, the Contractor may be instructed to dismantle the article to recover serviceable or repairable parts. If such action is deemed economical, a fixed price quote via a Task Data Sheet is to be provided by the Contractor to the Technical Manager. The costs will then be evaluated, and if approved, a Purchase order will be raised to allow the work to commence.

6.4. The Technical Manager should be notified of details of any parts. Such serviceable parts are to be recorded in the Contractor's Equipment Loan account where repairable parts are to be segregated and accounted for separately. If the parts/items are codified with an NSN, they are to be returned to MoD stores with the appropriate packaging as detailed in **Annex B – K9**.

6.5 If an Article is to be scrapped in its entirety the Contractor will be paid a fair and reasonable price, agreed with the Technical Manager, for all work properly authorised and undertaken up to the stage that the Technical Manager declares the Article scrapped.

6.6 Points 6.1 – 6.6 also apply to items that are deemed Beyond Repair (BR) (defined as articles that cannot be physically repaired). At the point an article is found to be BR, the Technical Manager must be informed so a decision can be made as to how to proceed.

## 7. MARKING OF EQUIPMENT

7.1 After the equipment has been calibrated all old Calibration labels will be removed. A new label should be affixed that details the following information;

For equipment that only required Calibration:

- Serial No of Equipment
- Date of Calibration
- Date of next Calibration

For equipment that has been calibrated and/or repaired:

- Serial No of Equipment
- Date of Calibration
- Date of next calibration
- Completed Electrical Safety Check Label

Note: NO REFERENCE TO THE CONTRACTOR SHOULD BE INCLUDED ON THE CALIBRATION LABELS (in the form of name, address, or telephone number).

7.2 A Certificate of Calibration, for each calibrated item, shall be provided to the Unit holding the asset. This should be made available to the Authority upon request.

7.3 The Contractor shall retain information for all articles calibrated for the duration of the Contract and for six years after Contract expiry.

## 8. TEST CERTIFICATION / DOCUMENTATION

8.1. Each scheduled maintenance activity or repair shall be subject to the tests defined in the Original Equipment Manufacturers (OEM) current Specifications, unless otherwise agreed with the Technical Manager. On satisfactory completion a test certificate shall be issued to:

- The Technical Manager
- Manager/Operator of the equipment

A further copy is to be retained by the Contractor.

8.2. The Contractor shall maintain all Calibration results for a minimum period of 6 years from the date of Calibration. Such results shall remain the property of the Authority and may be requested at any time. All data shall be produced and stored electronically and included in the cost of calibration.

8.3. Any additional work required, to perform additional testing as a result of unsatisfactory results, shall be carried out by the Contractor at no extra charge to the Authority.

8.4. The Contractor shall provide and maintain all test equipment required for the delivery of the contracted required as stated in the **Schedule 2 (SOR)**.

## 9. WARRANTY

9.1. The Contractor shall provide a minimum of 12 months warranty on any Repair work carried out.

9.2. If, within period of warranty any of the work carried out under the Contract is found to be unsatisfactory, other than as a result of an act or omission of the Authority under this Contract, the cost of rectification, including all transportation and subsistence costs shall be borne by the Contractor.

9.3. Under no circumstances shall the Contractor proceed with Calibration or any other action that would invalidate the current warranty of the equipment. If any such equipment is received which the Contractor recognises as being under warranty, the Contractor should inform the Technical Manager immediately.

## 10. SPARES SUPPORT

10.1 A pool of Non-Codified Authority owned Spares shall be assigned to the contractor following contract placement. These will be detailed as an Annex to the Contract, which will be updated by formal contract amendment in line with contractor reports at a frequency to be agreed following Contract award.

10.2 The cost to store Non-Codified Authority owned Spares shall be calculated using the storage costs detailed at **Schedule 15**.

10.3 During the Contract period there may be a requirement for codification of items, this will be agreed on an individual basis by the Technical Manager and shall be authorised against a Task Data Sheet.

10.4 The Contractor shall use the Non-Codified Authority owned Spares to support repair activities against this contract and shall use them to exhaustion, thereafter all spares requirements are to be met by the contractor and detailed within individual Task Data Sheet submissions, using the agreed mark-up detailed at **Schedule 15**.

10.5 The Contractor must maintain accurate records of spares components held and used in the execution of the Contract and shall provide this in a report, at a frequency to be agreed following Contract placement.

10.6 The Spares Support provided by the Contractor shall also include:

- Package and Despatch of items for delivery to user Units
- Package and Despatch of items for delivery to MOD Stores in accordance with **K9 of Terms and Conditions**

**Schedule 7 - Tenderer's Commercially Sensitive Information Form**  
**DEFFORM 539A for Tender No: LSBU7/0191**  
**(i.a.w Condition A14)**

Contract No: <b>LSBU7/0191</b>
Description of Contractor's Commercially Sensitive Information:
Cross Reference(s) 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: Email Address:

**Schedule 8 - Purchase Order Template**

**DSG**

PLEASE PROCEED WITH THE SUPPLY  
OF GOODS/SERVICE AS DESCRIBED  
IN THIS ORDER.

**Purchase Order No:**

**Page:**  
**Date:**

**PURCHASE ORDER NUMBER MUST APPEAR ON ALL RELATED DOCUMENTS. FAILURE TO COMPLY MAY RESULT IN DELAYED PAYMENT.**

SHIP TO ADDRESS  <b>DELIVERY ADDRESS HERE</b>  Tel: Fax:	INVOICE TO ADDRESS I&RM Accounts Payable Project Mgr Babcock DSG, Building B15, Donnington, Telford, Shropshire, TF2 8JT, GB  Tel: Fax:
SUPPLIER  <b>SUPPLIERS ADDRESS HERE</b>  Tel: Fax:	Authorised Signature -  Authorised by - <b>ORIGINATORS DETAILS HERE</b> Contact - Fax Number - Email FIRSTNAME.LASTNAME@babcockinternational.com

This Purchase Order shall be subject to the Terms and Conditions detailed in the Contract identified on the PO Line.

Currency:

Line Item No	Item Description	Supplier Item No	Qty	Unit	Req Date	Price	Unit	Discount	Total (EX VAT)
--------------	------------------	------------------	-----	------	----------	-------	------	----------	----------------

**SPECIAL INSTRUCTIONS:-**

Terms of Delivery: ;

Acknowledged by: Signed: ..... Date..... In the capacity of:.....
---

Order Disc Total (Excl VAT) Total Value of Order
--

Terms and Conditions A Delivery Note must accompany each order delivered and must be marked with PO number, NSN and Qty (Ideally in a Human Readable Barcode 39).
--

VAT Registered: 754 810 329





**TASK DATA SHEET**

<b>CONTRACTOR:</b>	<b>EQUIPMENT SUPPORT AUTHORITY/ PROJECT OFFICER:</b>	<b>CONTRACT NO: PROJECT:</b>
	Tel: Fax:	<b>TASK NO.</b>
		<b>ISSUE NO.</b>

**TASK TITLE:**

**1. TASK DEFINITION (Including Dependencies)**

ORIGIN:	DATE RECEIVED:	REF. DOC.:
START DATE:	FINISH DATE:	or DURATION:

**2. FIRM PRICE QUOTATION BY CONTRACTOR**

The Task defined in Part 1 is submitted for authorisation against the following quotation:

	HOURS	RATE(£/Hr)	PRICE(£)
LABOUR			
MATERIALS			
MATERIALS (Including Sub-Contracts)			
<b>TOTAL</b>			

Signature: ..... Name: ..... Appointment: ..... Date: .....

**3. PROJECT MANAGER APPROVAL**

The work described is required to be carried out and the price is commensurate with the work undertaken.

Signature: ..... Name: ..... Appointment: ..... Date:.....

**4. COMMERCIAL BRANCH AUTHORISATION**

The Contractor is duly authorised to carry out the work detailed in Part 1, for the price at Part 2 of this form. Commercial authority is only required where the value exceeds the delegation of the Project Manager.

Signature: ..... Name: ..... Appointment: ..... Date:.....

**5. TASK COMPLETION**

This is to certify that the above task has been completed to the satisfaction of the Equipment Support Manager, and payment may now be claimed.

Signature: ..... Name: ..... Appointment: ..... Date.....

**Copies of approved TDS's are to be sent to: Technical Manager  
(See Box 2 of the Appendix to Contract – DEFFORM 111 )**

## Schedule 12 – On-Site Maintenance Form

### AFG 8992 – ON SITE MAINTENANCE FORM

Copies of the On Site Maintenance Record Form can be obtained  
from the Forms and Publications address  
(as detailed in the DEFFORM 111 – Appendix to Contract)

Forms should be completed and distributed as follows;

Copy 1 – To be forwarded to the Project Manager  
Copy 2 – To be retained by unit  
Copy 3 – To be retained by the Contractor

Alternatively submit a suitable form which included the Key requirements below,

1. Point of Contact (POC) & Address at site location & Date of visit
2. Task Number & Contract number
3. Equipment description & Serial number of equipment(s)
4. Action taken during visit  
( including work carried out, parts/spares used, Findings/problems, hours spent on the task )
5. Advisory/recommendations as a result of the work carried out on site
6. Signature of the contractors engineer carrying out the task
7. Signature of the end user or POC at the site

Additional fields will be taken into consideration upon submission of the Tender following a review from the Technical Manager.

Schedule 13 – (BER) Beyond Economical Repair Form LSBU7/0191

UNCLASSIFIED



trusted to deliver™

Tender LSBU7/0191

Defence & Security Division

Application for Disposal of BR/BER Equipment



Suppliers Name/Address: [Redacted]	Form Ref No: [Redacted]
	Contract/Order No: [Redacted]
	Contract/Order Item No: [Redacted]
	Select as Applicable
Telephone No: [Redacted]	
Project: [Redacted]	
Type of Item/Equipment: [Redacted]	
Serial No: [Redacted]	Part No: [Redacted]
	NSN: [Redacted]
1. The above mentioned item/equipment has been received for Repair and Overhaul in accordance with the Special Conditions of the above Contract/Order. In view of its condition, this item/equipment is considered Beyond Repair/Beyond Economical Repair for the reasons stated below. 2. Please provide instructions for disposal.	
Brief Description of Condition of Item/Equipment: [Redacted]	
Signature: [Redacted]	Position: [Redacted]
	Date: [Redacted]
Contractor Comments: [Redacted]	
Signature: [Redacted]	Position: [Redacted]
	Date: [Redacted]
Babcock Technical Comments: [Redacted]	
Signature: [Redacted]	Position: [Redacted]
	Date: [Redacted]



**Schedule 15 –LSBU7/0191 - Firm Pricing – To be issued on Contract Award (to be completed as part of the Tender Submission)**

1. LABOUR RATES (FIXED)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Grade	£	£	£	£
Project Manager	£	£	£	£
Equipment Manager	£	£	£	£
Field Service Engineer	£	£	£	£
Specialist Engineer	£	£	£	£
Technician	£	£	£	£
Clerical	£	£	£	£

2. PRICING MARK UP - MATERIAL (Replacement Parts)

Mark Up (%) for the Duration of the Contract on parts used during repair of Equipments
%

3. TRAVEL AND SUBSISTENCE FOR YEARS 1 – 4\*

Hourly Travel Rate	Mileage Rate	Accommodation / Subsistence
£	£	£

\*Transport costs incurred shall be quoted / claimed as actuals only

4. CONTRACTED OUT SERVICES / WORKS\*

Any contracted out services / works shall be subject to a profit rate only

Profit rate (%) for the Duration of the Contract on parts used during repair of Equipments
%

5. STORAGE COST PER CUBIC METRE OF INTERNAL RACKING

Cost of securely holding Articles

Cost per year or part thereof for internal racking	£	Cost per month or part thereof for internal racking	£
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6. STORAGE COST PER CUBIC METER OF FLOOR STORAGE

Cost of securely holding Articles

Cost per year or part thereof for floor storage	£	Cost per month or part thereof for floor storage	£
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## Schedule 16 – Export Licence (i.a.w. clause A17.g) for Contract No: LSBU7/0191

### Condition to be included in relevant subcontracts

#### Export Licence

1. In this Condition the following words and expressions shall have the meanings set respectively against them:
    - a. “Agreement” means this subcontract;
    - b. “Authority” means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland;
    - c. “Contract” means Contract No LSBU7/0191 [insert MOD Contract No] between the Authority and the Contractor;
    - d. “Contractor” means [insert name of prime contractor];
    - e. “First Party” means [insert name of purchaser];
    - f. “Second Party” means [insert name of supplier].
  2. In this Condition, “foreign” and “Overseas” shall be understood from the position of the Authority and be regarded as “non-UK”.
  3. The Second Party shall notify the First Party promptly if the Second Party becomes aware that all or part of any article or service (including information and software) to be delivered under the Agreement is or will be subject to a non-UK export licence, authorisation or exemption or any other related transfer control that imposes or will impose end use, end user, re-export or re-transfer or re-export restrictions, or restrictions on disclosure to individuals based upon nationality, affecting the Authority, the Contractor or both. This does not include the Intellectual Property-specific restrictions of the type referred to in **clause D1 (Third Party Intellectual Property – Rights and Restrictions)** of the First Party’s Conditions of Contract.
  4. If requested by the First Party, the Second Party shall give the First Party a summary of every existing or expected licence and restriction referred to in **clause 3** and any related obligation or restriction to the extent that they place an obligation or restriction upon the First Party or the Authority with which the First Party or the Authority must comply, including to the extent applicable to such obligations or restrictions:
    - a. the exporting nation, including the export licence number (where known);
    - b. the article or service (including software and Information) affected;
    - c. the nature of the restriction and obligation;
    - d. the authorised end use and end users and other parties;
    - e. any specific restrictions on access by third parties, or by individuals based upon their nationality, to the articles or to anything Delivered or used in the performance or fulfilment of the services; and
    - f. any specific restrictions on re-transfer or re-export of the articles or of anything Delivered or used in the performance or fulfilment of the services.
- The Second Party shall not be required to disclose any of the provisos to a licence (or even the existence of them) to the extent that they do not relate to an obligation or constraint with which the First Party or the Authority must comply.
5. When an export licence is required from a foreign government for the performance of the Agreement, the Second Party shall promptly consult with the First Party on the licence requirements and, where the Second Party is the applicant for the licence:
    - a. ensure that when end use or end user restrictions, or both, apply to all or part of any Article or Service to be Delivered under the Contract, the Second Party, unless otherwise agreed with the Authority, identifies in the licence application:

(1) the end user as: Her Britannic Majesty's Government of the United Kingdom of Great Britain and Northern Ireland (hereinafter "HM Government"), and

(2) the end use as: For the Purposes of HM Government;

b. include in the submission for the licence a statement that "information on the status of processing this license application may be shared with the [insert name of the Contractor] and the Ministry of Defence of the United Kingdom";

c. include in the submission the information that the First Party (and any intermediary parties in the supply chain, as applicable) and the Contractor will be recipients and users of the items, including information, for the performance of the Contract.

6. If the information required under **clauses 3 and 4** has been provided previously to the First Party by the Second Party, the Second Party may satisfy these requirements by giving details of the previous notification and confirming they remain valid and satisfy the provisions of **clauses 3 and 4**.

7. If the Second Party becomes aware of any changes in the information notified previously under **clause 3, 4 or 6** that would affect the Contractor's or the Authority's ability to use, disclose, re-transfer or re-export an item or part of it as is referred to in those clauses, the Second Party shall notify the First Party promptly of the change.

8. If the Second Party or any subcontractor in the performance of the Agreement needs to export materiel for which an export licence from a foreign government is required, the responsibility for instituting expeditious action to apply for and obtain the licence shall rest with the Second Party or that subcontractor. The First Party will liaise with his purchaser to enable the Authority to provide all reasonable assistance in obtaining and maintaining any export licence from the foreign government with regards to any defence or security issue that may arise.

9. Where the Agreement performance requires the export of items for which a foreign export licence is required, the Second Party shall include the dependencies for the export licence application, grant and maintenance in the Agreement risk register and in the risk management plan for the Agreement, with appropriate review points. Where there is no requirement under the Agreement for a risk management plan the Second Party shall submit an Export Licence Plan for agreement with the First Party.

10. The Authority may make a written request to the Contractor to seek a variation to the licence conditions to a foreign export licence to enable the Authority to re-export or re-transfer a licensed item or licensed information from the UK to a non-licensed third party. If the Authority makes such a request that is transmitted to the Second Party by the First Party, the Second Party shall, or procure that the Second Party's subcontractor will, expeditiously consider whether or not there is a reason why it should object to making the request and, where it has no such objection, file an application to seek a variation of the applicable export licence in accordance with the procedures of the licensing authority. The First Party shall provide information, certification and other documentation necessary to support the application for the requested variation that it has received. A fair and reasonable charge for this service based on the cost of providing it will be borne by the Authority.

11. Where the Second Party subcontracts work under the Agreement, which is likely to be subject to foreign export control, the Second Party shall use reasonable endeavours to incorporate in each subcontract the same terms as set out in these **clauses 1 - 14**. Where it is not practicable to include these said terms, the Second Party shall report that fact and the circumstances to the First Party.

12. Where the First Party provides materiel (information and items, including software) to enable the Second Party to perform the Agreement, and that materiel is subject to a non-UK export licence or other related technology transfer control as described in **clause 3**:

a. the First Party may, or at the request of the Second Party, undertake to, give the Second Party a summary of every non-UK export licence or other related technology transfer control of which it is aware that would affect the Second Party's ability to perform the Agreement including, to the extent applicable to the Second Party's performance of the Agreement:

- (1) the exporting nation, including the export licence number (where known);
- (2) the items or information affected;
- (3) the nature of the restriction and obligation;
- (4) the authorised end use and end users;
- (5) any specific restrictions on access or use by third parties, or by individuals based upon their nationality, to the items or information affected; and
- (6) any specific restrictions on re-transfer or re-export to third parties of the items or information affected.

b. This will not include Intellectual Property specific restrictions of the type mentioned in **clause D1 (Third Party Intellectual Property – Rights and Restrictions)** in relation to the First Party's Conditions of Contract instead of the Contractor.

c. The Second Party and its subcontractors, where access by these restrictions is also authorised, shall abide by the lawful restrictions so notified by the First Party.

d. The Second Party shall notify the First Party immediately if it is unable for whatever reason to abide by any restriction advised by the First Party to the Second Party under clause 12.

13. Where restrictions are advised by the First Party to the Second Party under **clause 12**, the First Party and the Second Party shall act promptly to mitigate their impact. If these restrictions adversely affect performance of the Agreement by the Second Party, then the First Party shall consult with the Second Party on alternative solutions and the terms of the Agreement shall be amended to give effect to the agreed solution. If no alternative solution satisfying the essential terms of the Agreement is agreed by the Parties then the First Party shall have the right to terminate the Agreement. Termination under these circumstances will be in accordance with the principles of **clause A22 (Termination for Convenience)** of the First Party's Conditions of Contract.

14. Without prejudice to United Kingdom Government's position on the validity of any claim by a foreign government to extra-territoriality, the Authority has undertaken to provide the Second Party with all reasonable assistance to facilitate the granting an export licence by a foreign Government in respect of performance of the Agreement.

**Schedule 17 Acceptance Procedure (i.a.w. condition K8) for Contract No: LSBU7/0191**

**Schedule 18 - Hazardous Articles, Materials or Substances Supplied under the  
Contract: Data Requirements**

**Hazardous Articles, Materials or Substances  
Statement by the Contractor**

**Contract No: LSBU7/0191**

Contract Title: Contract Conditions for the Repairs, Calibration, Maintenance and Spares Supply for Aircraft Component Test Equipment.

Contractor:

Date of Contract:

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

\* To the best of our knowledge the hazards associated with materials or substances to be supplied under the Contract are identified in the Safety Data Sheets (Qty: ) attached in accordance with the **SC3 Core Plus condition "Supply of Hazardous Material or Substance in Contractor Deliverables"**.

Contractor's Signature:

Name:

Job Title:

Date:

\* check box () as appropriate

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To be completed by the Authority

Domestic Management Code (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

**Schedule 19 - Timber and Wood - Derived Products Supplied under the Contract: Data Requirements**

**Contract No: LSBU7/0191**

The following information is provided in respect of SC3 Core Plus condition “Timber and Wood-Derived Products”:

<b>Schedule of Requirements item and timber product type</b>	<b>Volume of timber delivered to the Authority with FSC, PEFC or equivalent evidence</b>	<b>Volume of timber delivered to the Authority with other evidence</b>	<b>Volume (as delivered to the Authority) of timber without evidence of compliance with Government Timber Procurement Policy</b>	<b>Total volume of timber delivered to the Authority under the Contract</b>