*DF47 Edn 09/21*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  | | --- | | **Julia Fox** | | DES FsAST-Comrcl5 | |  | | MOD Abbey Wood  NH1 Atrium#1027  Bristol  BS34 8JH | | Email: [julia.fox141@mod.gov.uk](mailto:julia.fox141@mod.gov.uk) | |

|  |  |
| --- | --- |
|  |  |
|  | Your Reference: |
|  |  |
|  | Our Reference: 701695450 |
|  |  |
|  | Date: 09/02/2022 |
|  |  |
|  |  |

Dear Sir/Madam,

Invitation To: Tender Reference Number: 701695450- RAST - Rotary Avionics and Systems Trainer – UPDATED VERSION 2

1. You are invited to tender for RAST - Rotary Avionics and Systems Trainer in competition in accordance with the attached documentation.
2. The requirement is for Classroom based desktop rotary wing emulation trainer for SAAE - Software Installation, Maintenance and Support
3. The anticipated date for the contract award decision is 11 March 2022, please note that this is an indicative date and may change.
4. You must submit your Tender to the Defence Sourcing Portal by 21 February 2022 17:00(GMT).

Yours faithfully

Julia Fox

**Invited Suppliers**

| **Supplier Name** | **Supplier Address** | **Contact Name** | **Contact Email** |
| --- | --- | --- | --- |
| LEONARDO UK LTD |  | Loader, Kerry |  |
| EDM LTD |  | Whittaker, Lee |  |
| ROCKWELL COLLINS UK LIMITED |  | White, Andrew |  |
| PENNANT INTERNATIONAL LIMITED |  | Hooker, Stuart |  |

**Requirements**

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**Terms and Conditions**

**DEFFORM 47**

**Contents**

This Invitation to Tender sets out the requirements that Tenderers must meet to submit a valid Tender. It also contains the draft Contract, further related documents and forms and sets out the Authority’s position with respect to the competition.

This invitation consists of the following documentation:

· DEFFORM 47 – Invitation To Tender. .The DEFFORM 47 sets out the key requirements that Tenderers must meet to submit a valid Tender. It also sets out the conditions relating to this competition. For ease it is broken into:

§ Section A – Introduction Page 3

§ Section B – Key Tendering Activities Page 8

§ Section C – Instructions on Preparing Tenders Page 10

§ Section D – Tender Evaluation Page 11

§ Section E – Instructions on Submitting Tenders Page 12

§ Section F – Conditions of Tendering Page 14

§ DEFFORM 47 Annex A – Tender Submission Document (Offer) Page A1

§ Appendix 1 to DEFFORM 47 Annex A (Offer) – Information on Mandatory Declarations

· Contract Documents (As per the contents table in the Terms and Conditions)

§ Terms & Conditions which includes the Schedule of Requirements and any additional Schedules, Annexes and/or Appendices

· DEFFORM 111 – Appendix to Contract - Addresses and Other Information

· DEFFORM 539A – Tenderer’s Commercially Sensitive Information Form (or SC1B Schedule 4 or SC2 Schedule 5)

· Any other relevant documentation:

**Section A - Introduction**

**DEFFORM 47 Definitions**

In this ITT the following words and expressions shall have the meanings given to them below:

A1. “The Authority” means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, acting as part of the Crown.

A2. “Compliance Regime” is a legally enforceable set of rules, procedures, physical barriers and controls that, together, act to prevent the flow of sensitive or protected information to parties to whom it may give an unfair advantage.

A3. “Conditions of Tendering” means the conditions set out in this DEFFORM 47 that govern the competition.

A4. A “Consortium Arrangement” means two or more economic operators who have come together specifically for the purpose of bidding for this Contract and who establish a consortium agreement or special purpose vehicle to contract with the Authority.

A5. “Contract” means a Contract entered into between the successful Tenderer or consortium members and the Authority, should the Authority award a Contract as a result of this competition.

A6. “Contract Terms & Conditions” means the attached conditions including any schedules, annexes and appendices that will govern the Contract entered into between the successful Tenderer and the Authority, should the Authority award a Contract as a result of this competition.

A7. “Contractor Deliverables” means the works, goods and/or the services, including packaging (and Certificate(s) of Conformity and supplied in accordance with any Quality Assurance (QA) requirements if specified) which the Contractor is required to provide under the Contract.

A8. “Cyber Security Model” means the model defined in DEFCON 658.

A9. “Defence Sourcing Portal” means the electronic platform in which Tenders are submitted to the Authority.

A10. “Government Furnished Information” means information or data issued or made available to the Tenderer in connection with the Contract by or on behalf of the Authority..

A11. “ITT Documentation” means this ITT and any information in any medium or form (for example drawings, handbooks, manuals, instructions, specifications and notes of pre-tender clarification meetings), issued to you, or to which you have been granted access by the Authority, for the purposes of responding to this ITT

A12. “ITT Material” means any other material (including patterns and samples), equipment or software, in any medium or form issued to you, or to which you have been granted access, by the Authority for the purposes of responding to this ITT.

A13. “Schedule of Requirements” (Section 1 in Terms and Conditions, Schedule 2 in Standardised Contracting Template 1B (SC1B) or Schedule 2 in Standardised Contracting Template 2 (SC2)) means that part of the Contract which identifies, either directly or by reference, the Contractor Deliverables to be supplied or carried out, the quantities involved and the price or pricing terms in relation to each Contractor Deliverable.

A14. The “Statement of Requirement” means the part of the Contract which details the technical requirements and acceptance criteria of the Contractor Deliverables.

A15. A ‘Sub-Contractor’ means any party engaged or intended to be engaged by the Contractor at any level of sub-contracting to provide Contractor Deliverables for the purpose of performing this Contract.

A16. A “Sub-Contracting Arrangement” means a group of economic operators who have come together specifically for the purpose of bidding for this Contract, where one of their number will be the party to the Contract with the Authority, the remaining members of that group being Sub-Contractors to the lead economic operator.

A17. A “Tender” is the offer that you are making to the Authority.

A18. “Tenderer” means the economic operator submitting a response to this Invitation to Tender. Where “you” is used this means an action on you the Tenderer.

A19. A “Third Party” is any person (including a natural person, corporate or unincorporated body (whether or not having separate legal personality)), other than the Authority, the Tenderer or their respective employees.

**Purpose**

A20. The purpose of this ITT is to invite you to submit a Tender, in accordance with the instructions set out in this ITT, to propose a solution and best price to meet the Authority’s requirement. This documentation explains and sets out the:

a.        timetable for the next stages of the procurement;

b.        instructions, conditions and processes that governs this competition;

c.        information you must include in your Tender and the required format;

d.        administrative arrangements for the receipt and evaluation of Tenders;

e.        criteria and methodology for the evaluation of Tenders; and

f. Contract Terms & Conditions

A21.   The sections in this ITT and associated documents are structured in line with a generic tendering process and do not indicate importance / precedence.

A22. This Requirement was fully advertised on DSP on 16 December 2021 under the following reference 701695450.

A23.   This procurement is in accordance with Defence and Security Public Contracts Regulations 2011

A24.   This ITT has either been issued to all potential Tenderers that expressed an interest, or has been issued to all potential Tenders chosen during the Tender selection stage listed on page 2 of this DEFFORM 47.

A25. Potential Tenderers can be found on the Contract Bidders Notice as advertised on the DSP.

A26. Funding has been approved on 9 December 2021.

**ITT Documentation and ITT Material**

A27. ITT Documentation, ITT Material and any Intellectual Property Rights (IPR) in them shall remain the property of the Authority or other Third-Party owners and is released solely for the purposes of enabling you to submit a Tender. You must:

a.     take responsibility for the safe custody of the ITT Documentation and ITT Material and for all loss and damage sustained to it while in your care;

b.    not copy or disclose the ITT Documentation or any part of it to anyone other than the bid team

involved in preparing your Tender, and not use it except for the purpose of responding to this ITT;

c.     seek written approval from the Authority if you need to provide access to any ITT Documentation or ITT Material to any Third Party;

d.     abide by any reasonable conditions imposed by the Authority in giving its approval under sub-paragraph A27.c, which at a minimum will require you to ensure any disclosure to a Third Party is made by you in confidence.  Alternatively, due to IPR issues for example, the disclosure may be made, in confidence, directly by the Authority;

e.     accept that any further disclosure of ITT Documentation or ITT Material (or use beyond the original purpose), or further use of ITT Documentation or ITT Material, without the Authority’s written approval may make you liable for a claim for breach of confidence and / or infringement of IPR, a remedy which may involve a claim for compensation;

f.      inform the named Commercial Officer if you decide not to submit a Tender;

g.     immediately confirm destruction of (or in the case of software, that it is beyond use) all ITT Documentation, ITT Material and derived information of an unmarked nature, should you decide not to respond to this ITT, or you are notified by the Authority that your Tender has been unsuccessful; and

h.     consult the named Commercial Officer to agree the appropriate destruction process if you are in receipt of ITT Documentation and ITT Material marked ‘OFFICIAL-SENSITIVE’ or ‘SECRET’.

A28.  Some or all of the ITT Documentation and ITT Material may be subject to one or more confidentiality agreements made between you and either the Authority or a Third Party, for example a confidentiality agreement established in the form of DEFFORM 94.  The obligations contained in any such agreement will be in addition to, and not derogate from, your obligations under paragraph A27 above.

**Tender Expenses**

A29. You will bear all costs associated with preparing and submitting your Tender. The Authority will not be liable for the costs of any Tender, work or effort incurred by you participating in this tender process, including where the tender process is terminated or amended by the Authority, where the Authority decides not to award a Contract or where you withdraw from the tender process either directly or indirectly as costs under any other Contract with the Authority.

**Consortia and Sub-Contracting Arrangements**

A30. The Authority requires all Tenderers to identify whether any and/or which Consortium Arrangements or Sub-Contracting Arrangements will apply in the case of their Tender, and in particular specify the Consortium Arrangement or Sub-Contracting Arrangement entity or both and their workshare. In the case of a Sub-Contracting Arrangement, the Authority requires all Tenderers to identify the entity that will be the party to the Contract with the Authority.

**Material Change of Control**

A31. You must inform the Authority in writing as soon as you become aware of:

a. any material changes to any of the information, representations or other matters of fact communicated to the Authority as part of your PQQ response or in connection with the submission of your PQQ response;

b. any material adverse change in your circumstances which may affect the truth, completeness or accuracy of any information provided as part of your PQQ response or in connection with the submission of your PQQ response or in your financial health or that of any Consortium Arrangement member or Sub-Contracting Arrangement member; or

c. any material changes to your financial health or that of a party to the Consortium Arrangement or Sub-Contracting Arrangement; and

d. any material changes to the makeup of the Consortium Arrangement or Sub-Contracting Arrangement, including:

i. the form of legal arrangement by which the Consortium Arrangement or Sub-Contracting Arrangement will be structured;

ii. the identity of Consortium Arrangement or Sub-Contracting Arrangement;

iii. the intended division or allocation of work or responsibilities within or between the Consortium Arrangement or Sub-Contracting Arrangement; and

iv. any change of control of any Consortium Arrangement or Sub-Contracting Arrangement.

A32. If a change described in paragraph A31 occurs, the Authority may reassess you against the PQQ selection criteria. The Authority reserves the right to require you to submit an updated/amended PQQ response (or parts thereof) to reflect the revised circumstances so that the Authority can make a further assessment by applying the published selection criteria to the new information provided. The outcome of this further assessment may affect your suitability to proceed with the procurement.

A33. In relation to a change described in paragraph A31, as far as is reasonably practicable, you must discuss any such proposed changes with the Authority before they occur and you must additionally highlight any changes from your PQQ response relating to any change in the Consortium Arrangement or Sub-Contracting Arrangement or any change relating to conflicts of interest following a change, directly or indirectly in your ownership or control or of any Consortium Arrangement or Sub-Contracting Arrangement

A34. The Authority reserves the right, at its sole discretion to disqualify any Tenderer who makes any material change to any aspects of its responses to the PQQ if:

a. it fails to re-submit to the Authority the updated relevant section of its PQQ response providing details of such change in accordance with paragraph A33 as soon as is reasonably practicable and in any event no later than 5 business days following request from the Authority; or

b. having notified the Authority of such change, the Authority considers that the effect of the change is such that on the basis of the evaluation undertaken by the Authority for the purpose of selecting potential providers to participate in the procurement, the Tenderer would not have pre-qualified.

**Contract Terms &Conditions**

A35. The Contract Terms & Conditions include all attachments listed in the contents of the Terms & Conditions, such as the Schedule of Requirements, any additional Schedules, Annexes and/or Appendices. The full text of Defence Conditions (DEFCONs) and Defence Forms (DEFFORMS) are available electronically via the [Knowledge in Defence (KiD) website.](https://www.gov.uk/guidance/knowledge-in-defence-kid)

A36. The Contract Terms & Conditions are attached.

**Other Information**

A37. **The Armed Forces Covenant**

a. The Armed Forces Covenant is a promise from the nation to those who serve, or who have served, and their families, to ensure that they are treated fairly and are not disadvantaged in their day to day lives, as a result of their service.

b. The Covenant is based on two principles:

i. That the Armed Forces community would not face disadvantages when compared to other citizens in the provision of public and commercial services; and

ii. That special consideration is appropriate in some cases, especially for those who have given most, such as the injured and the bereaved.

The Authority encourages all Tenderers, and their suppliers, to sign the Armed Forces Covenant, declaring their support for the Armed Forces community by displaying the values and behaviours set out therein.

c. The Armed Forces Covenant provides guidance on the various ways you can demonstrate your support through your Covenant pledges and how by engaging with the Covenant and Armed Forces, such as employing Reservists, a company or organisation can also see real benefits in their business.

d. If you wish to register your support you can provide a point of contact for your company on this issue to the Armed Forces Covenant Team at the address below, so that the Authority can alert you to any events or initiatives in which you may wish to participate. The Covenant Team can also provide any information you require in addition to that included on the website.

Email address: employerrelations@rfca.mod.uk

Address: Defence Relationship Management

Ministry of Defence

Holderness House

51-61 Clifton Street

London

EC2A 4EY

e. Paragraph A37 a to d above are not a condition of working with the Authority now or in the future, nor will this issue form any part of the Tender evaluation, Contract award procedure or any resulting Contract. However, the Authority very much hopes you will want to provide your support.

A38.  Cyber Risk Assessment

A Cyber Risk Assessment has been raised for this requirement under Assessment number RAR-675405210. The associated Cyber Risk Profile is ‘Low’’.

Where a Cyber Risk Assessment has been raised, Tenderers must complete a Supplier Assurance Questionnaire and email this to [ISSDes-DCPP@mod.gov.uk](mailto:ISSDes-DCPP@mod.gov.uk), who will confirm cyber risk compliance. A copy of the completed questionnaire and the compliance email should then be included as part of the tender submission.

If a Tenderers Supplier Assurance Questionnaire score does not meet the level set in the Cyber Risk Assessment, this does not prevent submission of a Tender. In those circumstances, a Cyber Implementation Plan should be completed as part of the tender submission, to demonstrate what actions will be taken to meet the required Cyber Risk level. Provided the actions and timescales were considered acceptable to The Authority, the Cyber Implementation Plan would then be included as a requirement in any resulting Contract.

Cyber Implementation Plan Template

MOD contract number:

CSM Risk Acceptance Reference:

CSM Cyber Risk Profile:

Name of Supplier:

Current level of Supplier compliance:

Reasons unable to achieve full compliance:

Measures planned to achieve compliance / mitigate the risk with dates:

Anticipated date of compliance / mitigations in place:

**Section B - Key Tendering Activities**

The key dates for this procurement are currently anticipated to be as follows:

| **Stage** | **Date and Time** | **Initiated By** | **Submit to:** |
| --- | --- | --- | --- |
| Final date for Clarification Questions / Requests for additional information | 14 February 2022 17:00PM | Tenderers | Defence Sourcing Portal |
| The Authority issues Final Clarification Answers | 16 February 2022 17:00 | The Authority | All Tenderers |
| Tender Return | 21 February 2022 17:00 | Tenderers | Defence Sourcing Portal |
| Tender Evaluation | 22 February 2022 – 28 February 2022 | The Authority | N/A |

**Notes**

**Tenderers Conference**

B1.        A Tenderers Conference is not being held.

**Clarification Questions**

B1. The Authority will automatically copy clarification questions and answers to all Tenderers, removing the names of those who have raised the clarification questions. If you wish the Authority to treat the clarification as confidential and not issue the response to all Tenderers, you must state this when submitting the clarification question and provide justification. If in the opinion of the Authority, the clarification is not confidential, the Authority will inform the Tenderer, who will have an opportunity to withdraw the question. If the clarification question is not withdrawn, the response will be issued to all Tenderers.

**Tender Return**

B3. The Authority may, in its own absolute discretion extend the deadline for receipt of tenders and in such circumstances the Authority will notify all Tenderers of any change.

**Negotiations**

B4.        Negotiations do not apply to this tender process.

**Section C - Instructions on Preparing Tenders**

**Construction of Tenders**

C1. Your Tender must be written in English, using Arial font size 11. Prices must be in exVAT. Prices must be . A price breakdown in the Tender.

C2. To assist the Authority’s evaluation, you must set out your Tender response in accordance with Section D (Tender Evaluation).

**Validity**

C3. Your Tender must be valid and open for acceptance for from the Tender return date.In addition, the winning Tender must be open for acceptance for a further thirty (30) calendar days once the Authority announces its decision to award the Contract. In the event that legal proceedings challenging the award of the Contract are instituted, before entry into Contract, you must hold your Tender open for acceptance during this period, and for up to fourteen (14) calendar days after any legal proceedings have concluded.

**Section D - Tender Evaluation**

**Section D - Tender Evaluation**

This section details how your Tender will be evaluated, the tools used to evaluate the Tender and the evaluation criteria.

1.

1.1. The Tender will be evaluated using the Most Economically Advantageous Tender (MEAT) method. The scoring is weighted at 90% for technical and 10% for price. In order to reflect the importance of the various technical elements of the bid, a weighting percentage has also been applied to each section.

1.2. Each Tender received will be individually marked before undergoing moderation by the Tender Evaluation Panel (TEP) who will rely on their professional expertise and skill to assess the Tender against the evaluation criteria for each Subject.

1.3. Negotiations do not apply to this tender process.

1.4. For the purposes of Tender evaluation, the following definitions shall apply:

**“Fail”** – shall mean a tender is considered by the Authority to have fallen below the standard specified in the ITT in one or more areas. Where a Fail occurs, a tender will not be considered any further and will not progress any further in the competition

**“Pass”** – shall be where a tendered response to a question or criteria is considered to meet the standard specified in the ITT and shall progress in the competition

**Tender Evaluation Process**

**2.**

Contract Award Criteria

2.1. Tenders will be assessed by the Authority on a basis of providing the Most Economically Advantageous Tender (MEAT) and the Contract will be awarded based on the highest combined technically and financially scored, commercially compliant Tender.

Evaluation Process

Each Tender will be evaluated using the phased approached detailed below.

2.2.

Tender evaluation may stop at the point when the first non-compliance is found and the Tender may be eliminated regardless of their score.

2.3.

**Phase 1 - Initial Assessment**

**2.4.**   
  
A Tender may be eliminated at Phase 1 if the Tender is receipted late (as defined in paragraph E1 (Submission of your Tender) of the DEFFORM 47). The Authority also reserves the right to eliminate any Tender at Phase 1 if, following timely receipt, the Tender does not contain all of the requirements detailed at Section E - Submission of your Tender of the DEFFORM 47.

**Phase 2 – Commercial and Technical Compliance**

The Authority will examine Annex C – Commercial Compliance Matrix and Annex D Technical Compliance Matrix to the DEFFORM 47. Should a Tenderer declare non-compliance, partial compliance (only for Annex D – Technical) or fail to declare compliance with any Conditions, mandatory commercial or technical requirements against the Annex C – Commercial Compliance Matrix and Annex D Technical Compliance Matrix to the DEFFORM 47, the Tender may be eliminated at Phase 2

**2.5.**

**2.6.** **Phase 3 - Tender Evaluation**

Part A - Commercial Evaluation Questions

All commercial questions at Annex E/Section 2.3 of the DSP ITT are assessed as PASS/FAIL. This assessment will initially be undertaken independently by the Authority’s Commercial staff that hold a Delegation in excess of the predicted contract value. The assessments will then be moderated within a consensus meeting chaired by the lead Commercial Officer.

If a single commercial question receives a FAIL, the tender will not be considered any further and will not progress any further in the competition

Part B - Technical Evaluation Questions

Technical Evaluation Questions at Annex F/Section 2.4 of the DSP ITT carry a total weight of 90%.

The Tenderer’s response to each Subject at Annex F within the Technical Evaluation Questions will be evaluated by the Tender Panel and will either be awarded a score against each weighted Technical Evaluation Question and justify the marks given by providing rationale against the scoring guidance provided at *Table 2.* This assessment will initially be undertaken independently by four separate Technical Authority subject matter experts and subsequently moderated within a consensus meeting chaired by the lead Authority Operations Manager.

*Table 2 – Technical Scoring Guidance*

|  |  |  |
| --- | --- | --- |
| **Rated Response** | **Score** | **Scoring Guidance** |
| Major Concerns  = Non-compliant | 0% | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |
| Concerns | 30% | The response provides some confidence that the requirement is understood and that the requirement including compliance with standards will be met, but contains insufficient detail to enable a higher level of confidence to be reached. |
| Good Confidence | 70% | The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides details of how the requirements will be fulfilled. |
| High Confidence | 100% | The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full, including compliance with all standards. |

Each Technical Question at Annex F details the minimum score needed to pass. If a Tenderer’s response does not receive the minimum score required, the tender will not be considered any further and will not progress any further in the competition.

2.7.

The Technical Questions will be assessed and used at Stage 5 in order to reach the Total Tender Score.

2.8.

The Tender that achieves the highest marks at Phase 3 will be given a score of 90. Subsequent bids will be calculated as a percentage (%) of 90 as detailed in the example below.

2.9.

**Phase 4 - Price**

2.10.

The lowest priced bid will automatically receive a mark of 10 at Part B to Annex E to represent the price weighting. Subsequent bids will be measured in proportion to the lowest priced bid and will receive a proportionate score of 10

2.11. The full price on which the Tenders will be evaluated will be calculated by totaling the Firm prices for Items 1 – 3 and 5 and 6, as shown in Table 1 below:

*Table 1 – Evaluated Price*

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Requirement** | **Due Date** | **Price Ex VAT** |
| 1 | Delivery, installation, and acceptance of the software solution onto the User’s Server at MOD Lyneham | 21 March 2022 - 25 March 2022 |  |
| 2 | Provide training to ensure Users are fully competent in the use of the software | 4 April 2022 – 27 May 2022 |  |
| 3 | Maintenance and support in accordance with SOW at Annex A to this Contract. | 21 March 2022 – 30 March 2025 |  |
| 5 | **\*OPTION**  Maintenance and Support in accordance with Statement of Work (SOW) at Annex A to this Contract | 1 April 2025 – 30 March 2026 |  |
| 6 | **\*OPTION**  Maintenance and Support in accordance with Statement of Work (SOW) at Annex A to this Contract | 1 April 2026 – 30 March 2027 |  |

**2.12.** **Phase 5 - Weighted Score and Winning Tenderer**

The scores for each Subject resulting from Phase 3 (Tender Evaluation) will be multiplied by the weighting assigned to that Subject to produce a weighted score.

The commercially and technically Compliant Tenderer with the highest weighted score, which meets the minimum requirement for the Technical Questions at Annex F, shall be the winning Tender.

This Tender evaluation will be on the basis of the Most Economically Advantageous Tender (MEAT).

The weighted mark for each compliant bid will be generated using the formulas detailed in the example below:

**Technical Score**

*‘Total Available Marks x (Tender Technical Mark/Highest Technical Mark)’*

e.g.

Technical Score = 90 x (70/100)

= 90 x 0.7

= 63

**Pricing Score**

*‘Total Available Marks x (Lowest Priced Technically and Commercially Compliant Tender/Tender Price)’*

e.g.

Price score = 10 x (£230,000/£240,000)

= 10 x (0.958)

= 9.58 (9.6 rounded to one decimal place)

**Overall Score**

*‘Technical Score + Pricing Score = Total Score’*

e.g.

Total Score = 63 + 9.58

= 72.58

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Worked Example based on 90/10 weighting: Tender** | **Technical Score** | **Price** | **Pricing Score** | **Total Score** | **Outcome** |
| A | 90 | £240,000 | 9.6 | 99.6 | Successful Tender, technically and commercially compliant, highest total score |
| B | 63 | £230,000 | 10 | 79.3 | Unsuccessful Tender, technically and commercially compliant, lower total score |
| C | 0 | £220,000 | 0 | 0 | Unsuccessful Tender, technically non-compliant so cannot be awarded the Contract |

**Section E - Instructions on Submitting Tenders**

**Submission of your Tender**

E1. Your Tender and any ITT Documentation must be submitted electronically via the Defence Sourcing Portal (DSP) by 21 February 2022. The Authority reserves the right to reject any Tender received after the stated date and time.  Hard copy, paper or delivered digital Tenders (e.g. email, DVD) at OFFICIAL SENSITIVE classification are no longer required and will not be accepted by the Authority. Tenderers are required to submit an electronic online Tender response to Julia Fox.

E2. You must provide via the DSP one priced copy of your Tender and one unpriced copy. Both copies should be clearly labelled and easily identifiable. You must ensure that there are no prices present in your unpriced copy. The Authority has the right to request, at its discretion, that any pricing information found in the unpriced copy is redacted in accordance with paragraph E3.

E3. The Authority may, in its own absolute discretion allow the Tenderer to rectify any irregularities identified in the Tender by the Authority or provide clarification after the Tender return date. For example, this may include, but is not limited to, redacting pricing information in the unpriced copy of the tender, rectifying, or providing clarification in relation to a corrupt or blank document. Tenderers will be provided with instructions via the DSP on how they can correct such irregularities which must be completed by the deadline set. The Authority will cross reference the amended Tender with the original Tender submitted to the DSP before the Tender return date to ensure that no other amendments, other than in relation to the specific irregularity/clarification communicated by the Authority, have been made. Should Tenderers make additional amendments to the Tender other than those relating to the specific irregularity/clarification communicated to the Tenderer by the Authority, this will result in a non-compliant bid.

E4. The DSP is accredited to OFFICIAL SENSITIVE. Material that is protectively marked above this classification must not be uploaded to the DSP. Please contact julia.fox141~mod.gov.uk if you have a requirement to submit documents above OFFICIAL SENSITIVE

E5. You must not upload any ITAR or Export Controlled information as part of your Tender or ITT documentation into the DSP. You must contact julia.fox141~mod.gov.uk to discuss any exchange of ITAR or Export Controlled information. You must ensure that you have the relevant permissions to transfer information to the Authority.

E6. You must ensure that your DEFFORM 47 Annex A is signed, scanned and uploaded to DSP with your Tender as a PDF (it must be a scanned original). The remainder of your Tender must be compatible with MS Word and other MS Office applications.

**Contents of Volumes**

E7. The Tenderer’s Response should contain as a minimum the following information:

|  |  |  |
| --- | --- | --- |
| Serial | Information Required | Reference |
|  | A completed Appendix 1 to DEFFORM 47 Annex A (Offer) | Appendix 1 to DEFFORM 47 Annex A (Offer) |
|  | Completed DEFFORM 539A Tenderer’s Commercially Sensitive Information Form | DEFFORM 47 Annex B - Contractor's Commercial Sensitive Information Form |
|  | Completed Statement Relating To Good Standing | DEFFORM 47 - Annex C to Section E |
|  | Completed Tasking Rates Annex for use in PDS Taskings. The Tasking Rates proposed within the Tasking Rates Annex must be identical to the rates used within the price build/breakdown submitted with the Tender to ensure Value for Money for any resultant Taskings. | SC2 Annexes - Appendix B to Annex C - Tasking Rates |
|  | Completed Payment Plan Annex | SC2 Annexes - Annex B – Payment Plan |

**Annex C to Section E - Statement Relating to Good Standing**

**The Statement Relating To Good Standing**

**Contract Title:** [*insert title of the contract*]

**Contract Number:** [*insert contract number*]

1. We confirm, to the best of our knowledge and belief, that [***insert potential supplier***] including its directors or any other person who has powers of representation, decision or control of [***insert potential supplier***] has not been convicted of any of the following offences:

a. conspiracy within the meaning of section 1 or section 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, or in Scotland the Offence of conspiracy, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;

b. involvement in serious organised crime or directing serious organised crime within the meaning of section28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010;

c. corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906\*;

d. the offence of bribery;

e. bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010;

f. bribery or corruption within the meaning of section 68 and 69 of the Criminal Justice (Scotland) Act 2003;

g. money laundering within the meaning of section 93A, 93B, or 93C of the Criminal Justice Act 1988, section 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 or the Money Laundering Regulations 2003 or money laundering or terrorist financing within the meaning of the Money Laundering Regulations 2007\*;

h. terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Framework Decision 2002/475/JHA\*;

i. an offence in connection with proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or

j. in Scotland, the offence of incitement to commit any of the crimes described in Regulation 23(1);

k. any other offence within the meaning of Article 39(1)(a), (b), (d), or (e) of the Defence and Security Procurement Directive 2009/81/EC as defined by the national law of any part of the United Kingdom or Gibraltar.

\* including amendments to the legislation

**2.** **[*Insert potential supplier*]** further confirms to the best of our knowledge and belief that it:

a. being an individual, is a person in respect of whom a debt relief order has not been made, is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state;

b. being a partnership constituted under Scots law, has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate;

c. being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, nor had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is not the subject of similar procedures under the law of any other state;

d. has not been convicted of a criminal offence relating to the conduct of its business or profession, including, for example, any infringements of any national or foreign law on protecting security of information or the export of defence or security goods;

e. has not committed an act of grave misconduct in the course of its business or profession, including a breach of obligations regarding security of information or security of supply required by the contracting authority in accordance with Regulation 38 or 39 of the DSPCR during a previous contract;

f. has not been told by a contracting authority, that the Potential Provider does not to possess the reliability necessary to exclude risks to the security of the United Kingdom\*;

g. has fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or Gibraltar;

h. has fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or Gibraltar.

\* Please note that under the DSPCR the Authority may, on the basis of any evidence, including protected data sources, not select Potential Providers that do not possess the reliability necessary to exclude risks to the security of the United Kingdom.

|  |  |
| --- | --- |
| I confirm that to the best of my knowledge my declaration is correct. I understand that the contracting authority will use the information in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of my organisation. I understand that the Authority may reject my submission if there is a failure to provide a declaration or if I provide false or misleading information. | |
| **Organisation’s name** |  |
| **Signed**  **(By Director of the Organisation or equivalent)** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**Section F - Conditions of Tendering**

F1. The issue of ITT Documentation or ITT Material is not a commitment by the Authority to place a Contract as a result of this competition or at a later stage. Neither does the issue of this ITT or subsequent Tender submission create any implied Contract between the Authority and any Tenderer and any such implied Contract is expressly excluded.

F2. The Authority reserves the right, but is not obliged to:

a. vary the terms of this ITT in accordance with applicable law;

b. seek clarification or additional documents in respect of a Tenderer’s submission during the Tender evaluation where necessary for the purpose of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly;

c. visit your site;

d. disqualify any Tenderer that submits a non-compliant Tender in accordance with the instructions or conditions of this ITT;

e. disqualify any Tenderer that is guilty of misrepresentation in relation to its Tender, expression of interest, the dynamic PQQ or the tender process;

f. re-assess your suitability to remain in the competition, for example where there is a material change in the information submitted in and relating to the PQQ response, see paragraphs A31 to A34;

g. withdraw this ITT at any time, or choose not to award any Contract as a result of this tender process, or re-invite Tenders on the same or any alternative basis;

h. re-issue this ITT on a single source basis, in the event that this procurement does not result in a ‘competitive process’ as defined in the Single Source Contract Regulations 2014, making such adjustments as would be required by the application of the Defence Reform Act 2014 and/or the Single Source Contract Regulations 2014;

i. choose not to award any Contract as a result of the current tender process;

j. where it is considered appropriate, ask for an explanation of the costs or price proposed in the Tender where the Tender appears to be abnormally low;

F3. The Contract will be entered into when the Authority sends written notification of its entry into the Contract, via a DEFFORM 159. Written notification will be issued, to the address you provide, on or before the end of the validity period specified in paragraph C3.

**Conforming to the Law**

F4. You must comply with all applicable UK legislation and any equivalent legislation in a third state.

F5. Your attention is drawn to legislation relating to the canvassing of a public official, collusive behaviour and bribery. If you act in breach of this legislation your Tender may be disqualified from this procurement. Disqualification will be without prejudice to any civil remedy available to the Authority or any criminal liability that your conduct may attract.

**Bid Rigging and Other Illegal Practices**

F6. You must report any bid rigging, fraud, bribery, corruption, or any other dishonest irregularity in connection to this tendering exercise to:

Defence Regulatory Reporting Cell Hotline

0800 161 3665 (UK) or

+44 1371 85 4881 (Overseas)

***Conflicts of Interest***

F7. Any attempt by Tenderers or their advisors to influence the contract award process in any way may result in the Tenderer being disqualified. Specifically, Tenderers shall not directly or indirectly at any time:

· devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance;

· enter into any agreement or arrangement with any other person as to the form or content of any other Tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender;

· enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender;

· canvass the Authority or any employees or agents of the Authority in relation to this procurement; or

· attempt to obtain information from any of the employees or agents of the Authority or their advisors concerning another Tenderer or Tender.

F8. Where you have advised the Authority in relation to this procurement procedure or otherwise have been or are involved in any way in the preparation or conduct of this procurement procedure or where any other actual or potential conflict of interest (COI) exists or arises at any point before the Contract award decision, you must notify the Authority immediately.

F9. Where an actual or potential COI exists or arises, you must provide a proposed Compliance Regime within seven (7) calendar days of notifying the Authority of the actual or potential COI. The proposal must be of a standard which, in the Authority’s sole opinion, appropriately manages the conflict, provides sufficient separation to prevent distortion of competition and provides full details listed in F9 a to g below. Where the Contract is awarded and the COI is still relevant post-Contract award decision, your proposed Compliance Regime will become part of the Contract Terms and Conditions. As a minimum, the Compliance Regime must include:

a. the manner of operation and management;

b. roles and responsibilities;

c. standards for integrity and fair dealing;

d. levels of access to and protection of competitors’ sensitive information and Government Furnished Information;

e. confidentiality and/or non-disclosure agreements (e.g. DEFFORM 702);

f. the Authority’s rights of audit; and

g. physical and managerial separation.

F10. Tenderers are ultimately responsible for ensuring that no COI exist between the Tenderer and its advisers, and the Authority and its advisers. Any Tenderer who fails to comply with this requirement (including where the Authority does not deem the proposed Compliance Regime to be of a standard which appropriately manages the conflict) may be disqualified from the procurement at the discretion of the Authority.

**Government Furnished Assets**

F11. Where the Authority provides Government Furnished Assets (GFA) in support of this competition, you must include details of the GFA in your Public Store Account and treat it in accordance with Def Stan 05-099. If unsuccessful in this competition, you must seek instructions for the GFA from the named Commercial Officer.

**Standstill Period**

F12. The Authority is allowing a space of ten (10) calendar days between the date of dispatch of the electronic notice of its decision to award a Contract to the successful Tenderer before entering into a Contract, known as the standstill period. The standstill period ends at 23:59 on the 10th day after the date the DEFFORM 158s are sent. If the 10th day is not a business day, the standstill period ends at 23:59 of the next business day.

**Publicity Announcements**

F13. If you wish to make an announcement regarding this procurement, you must seek approval from the named Commercial Officer and Press Office and such permission will only be given at the sole discretion of the Authority. Requests must be made in writing to the named Commercial Officer and a copy of the draft announcement provided. This shall then be forwarded to the Press Office and their contact details will be provided for further follow up.

F14. Under no circumstances should you confirm to any Third Party the Authority’s Contract award decision before the Authority’s announcement of the award of Contract.

**Sensitive Information**

F15. All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-governmental role delivering overall Government policy on public procurement, including ensuring value for money, related aspects of good procurement practice and answering Freedom of Information requests.

F16. For these purposes, the Authority may share within Government any of the Tenderers documentation/information (including any that the Tenderer considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Tenderer to the Authority during this procurement. Tenderers taking part in this competition must identify any sensitive material in the DEFFORM 539A (or SC1B Schedule 4 or SC2 Schedule 5) and consent to these terms as part of the competition process. This allows the Authority to share information with other Government Departments while complying with our obligations to maintain confidentiality.

F17. Where required, the Authority will disclose on a confidential basis any information it receives from Tenderers during the tender process (including information identified by the Tenderer as Commercially Sensitive Information in accordance with the provisions of this ITT) to any Third Party engaged by the Authority for the specific purpose of evaluating or assisting the Authority in the evaluation of the Tenderer’s Tender. In providing such information the Tenderer consents to such disclosure.

**Reportable Requirements**

F18. Listed in the DEFFORM 47 Annex A (Offer) are the Mandatory Declarations. It is a Condition of Tendering that you complete and attach the returns listed in the Annex and, where you select yes, you attach the relevant information.

F19. Your Tender will be deemed non-compliant and excluded from the tender process if you fail to complete the Annex in full and attach relevant information where required.

**Specific Conditions of Tendering**

F20. Not Applicable

**DEFFORM 47 Annex A - Edn 09/21**

**Ministry of Defence**

**Tender Submission Document (Offer) – Ref Number**

**To the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland (hereafter called “the Authority”)**

The undersigned Tenderer, having read the ITT Documentation, offers to supply the Contractor Deliverables at the stated price(s), in accordance with any referenced drawings and / or specifications, subject to the Conditions of Tendering. It is agreed that only the Contract Conditions or any amendments issued by the Authority shall apply.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicable Law** | | | | | | |
| I agree that any contract resulting from this competition shall be subject to English Law | | | | | Yes / No | |
| **Total Value of Tender (excluding VAT)** | | | | | | |
| £ ………………………………………………………………………………………………………………………  WORDS ................................................................................................................................................................................ | | | | | | |
| **UK Value Added Tax** | | | | | | |
| If registered for Value Added Tax purposes, please insert:  a. Registration No ..........................................  b. Total amount of Value Added Tax payable on this Tender (at current rate(s)) £........................... | | | | | | |
| **Location of work (town / city) where contract will be performed by Prime:** | | | | | | |
| Where items which are subject of your Tender are not supplied or provided by you, state location in town / city to be performed column (continue on another page if required) | | | | | | |
| Tier 1 Sub-contractor Company Name | Town / city to be  Performed | Contractor Deliverables | | Estimated Value | | SME  Yes / No |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
| **Mandatory Declarations** (further details are contained in Appendix 1 to DEFFORM 47 Annex A (Offer)): | | | | **Tenderer’s Declaration** | | |
| Are the Contractor Deliverables subject to IPR that has been exclusively, or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding? | | | | Yes\* / No | | |
| Are the Contractor Deliverables subject to Foreign Export Control and Security Restrictions? If the answer is Yes, please complete and attach DEFFORM 528. | | | | Yes\* / No | | |
| Have you obtained the foreign export approval necessary to secure IP user rights in the Contractor Deliverables for the Authority, including technical data, as determined in the Contract Terms & Conditions? | | | | Yes\* / No | | |
| Have you provided details of how you willcomply with all regulations relating to the operation of the collection of custom import duties, including the proposed Customs procedure to be used and an estimate of duties to be incurred or suspended? | | | | Yes / No | | |
| Have you completed a Supplier Assurance Questionnaire on the Supplier Cyber Protection Service? | | | | Yes\* / No / N/A | | |
| Have you completed Form 1686 for sub-contracts? | | | | Yes / No | | |
| Have you completed the compliance matrix/ matrices? | | | | Yes / No / Not Required | | |
| Are you a Small Medium Sized Enterprise (SME)? | | | | Yes / No | | |
| Have you and your sub-contractors registered with the Prompt Payment Code with regards to SMEs? | | | | Yes / No | | |
| Have you completed and attached Tenderer’s Commercially Sensitive Information Form? | | | | Yes / No | | |
| If you have not previously submitted a Statement Relating to Good Standing, within the last 12 months, or circumstances have changed have you attached a revised version? | | | | Yes\* / No / N/A | | |
| Do the Contractor Deliverables or any item provided in accordance with the Terms and Conditions of the Contract contain Asbestos, as defined by the control of Asbestos Regulations 2012? | | | | Yes\* / No | | |
| Have you completed and attached a DEFFORM 68 - Hazardous Articles, Deliverables materials or substances statement? | | | | Yes\* / No | | |
| Do the Contractor Deliverables or any item provided in accordance with the Terms and Conditions of the Contract (including Packaging) use Substances that deplete the Ozone Layer,  as defined in Regulation (EC) 1005/2009, as it applies in Great Britain as retained EU law, and as it applies in Northern Ireland directly | | | |  | | |
| Do the Contractor or any item provided in accordance with the Terms and Conditions of the Contract contain Asbestos, as defined by the control of Asbestos Regulations 2012? | | | | Yes\* / No | | |
| Where you have been informed that a Bank or Parent Company Guarantee is required, will you provide one during the standstill period, before Contract award, if you are identified as the winning Tenderer? | | | | Yes / No / Not Required | | |
| Have you complied with the requirements of the Defence Safety Authority Regulatory Articles? | | | | Yes / No / Not Required | | |
| Have you completed the additional Mandatory Requirements (as per paragraph F18) stated in this ITT? | | | | Yes / No / Not Required | | |
| \*If selecting Yes to any of the above questions, attach the information detailed in Appendix 1 to DEFFORM 47 Annex A (Offer). | | | | | | |
| **Tenderer’s Declaration of Compliance with Competition Law** | | | | | | |
| We certify that the offer made is intended to be genuinely competitive. No aspect of the price has been fixed or adjusted by any arrangement with any Third Party. Arrangement in this context includes any transaction, or agreement, private or open, or collusion, formal or informal, and whether or not legally binding. In particular:  a. the offered price has not been divulged to any Third Party,  b. no arrangement has been made with any Third Party that they should refrain from tendering,  c. no arrangement with any Third Party has been made to the effect that we will refrain from bidding on a future occasion,  d. no discussion with any Third Party has taken place concerning the details of either’s proposed price, and  e. no arrangement has been made with any Third Party otherwise to limit genuine competition.  We understand that any instances of illegal cartels or market sharing arrangements, or other anti-competitive practices, suspected by the Authority will be referred to the Competition and Markets Authority for investigation and may be subject to action under the Competition Act 1998 and the Enterprise Act 2002.  We understand that any misrepresentations may also be the subject of criminal investigation or used as the basis for civil action.  We agree that the Authority may share the Contractor’s information / documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. We certify that we have identified any sensitive material in the Tenderer’s Commercially Sensitive Information Form (DEFFORM 539A). | | | | | | |
| **Dated this.................. day of ................................................................... Year ........................** | | | | | | |
| **Signature:**                    **In the capacity of**  **.......................................................................................................**  (Must be scanned original)                    (State official position e.g. Director, Manager, Secretary etc.) | | | | | | |
| **Name:** (in BLOCK CAPITALS)  **duly authorised to sign this Tender for and on behalf of:**  (Tenderer's Name) | | | **Postal Address:**  **Telephone No:**  **Registered Company Number:**  **Dun And Bradstreet number:** | | | |

**Appendix 1 to Annex A (Offer)**

**Edn 08/21**

**Information on Mandatory Declarations**

**IPR Restrictions**

1. Where the Contractor Deliverables are subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding you must select ‘Yes’ in Annex A (Are the Contractor Deliverables subject to IPR that has been exclusively or part funded by Private Venture, Foreign Investment or otherwise than by Authority funding) .

2. If you have answered ‘Yes’ in Annex A (Offer) as directed by paragraph 3 below, you must provide details in your Tender of any Contractor Deliverable which will be, or is likely to be, subject to any IPR restrictions or any other restriction on the Authority’s ability to use or disclose the Contractor Deliverable, including export restrictions. In particular, you must identify:

a. any restriction on the provision of information to the Authority; any restriction on disclosure or the use of information by the Authority; any obligations to make payments in respect of IPR, and any Patent or Registered Design (or application for either) or other IPR (including unregistered Design Right) owned or controlled by you or a Third Party;

b. any allegation made against you, whether by claim or otherwise, of an infringement of Intellectual Property Rights (whether a Patent, Registered Design, unregistered Design Right, Copyright or otherwise) or of a breach of confidence, which relates to the performance of any resultant contract or subsequent use by or for the Authority of any Contractor Deliverables;

c. the nature of any allegation referred to under sub-paragraph 2.b., including any obligation to make payments in respect of the Intellectual Property Right of any confidential information and / or;

d. any action you need to take or the Authority is required to take to deal with the consequences of any allegation referred to under sub-paragraph 2.b.

3. You must, when requested, give the Authority details of every restriction and obligation referred to in paragraph 2. The Authority will not acknowledge any such restriction unless so notified under paragraph 2 or as otherwise agreed under any resultant Contract. You must also provide, on request, any information required for authorisation to be given under Section 2 of the Defence Contracts Act 1958.

4. If you have previously provided information under paragraphs 2 and 3 you can provide details of the previous notification, updated as necessary to confirm their validity.

**Notification of Foreign Export Control Restrictions**

5.   
If, in the performance of the Contract, you need to import into the UK or export out of the UK anything not supplied by or on behalf of the Authority and for which a UK import or export licence is required, you will be responsible for applying for the licence. The Authority will provide you with all reasonable assistance in obtaining any necessary UK import or export licence.

6. In respect of any Contractor Deliverables, likely to be required for the performance of any resultant contract, you must provide the following information in your Tender:

Whether all or part of any Contractor Deliverables are or will be subject to:

a. a non-UK export licence, authorisation or exemption; or

b. any other related transfer control that restricts or will restrict end use, end user, re-transfer or disclosure.

You must complete DEFFORM 528 (or other mutually agreed alternative format) in respect of any Contractor Deliverables identified at paragraph 6 and return it as part of your Tender. If you have previously provided this information you can provide details of the previous notification and confirm the validity.

7. You must use reasonable endeavours to obtain sufficient information from your potential supply chain to enable a full response to paragraph 6. If you are unable to obtain adequate information, you must state this in your Tender. If you become aware at any time during the competition that all or part of any proposed Contractor Deliverable is likely to become subject to a non-UK Government Control through a Government-to-Government sale only, you must inform the Authority immediately by updating your previously submitted DEFFORM 528 or completing a new DEFFORM 528.

8. This does not include any Intellectual Property specific restrictions mentioned in paragraph 2.

9. You must notify the named Commercial Officer immediately if you are unable for whatever reason to abide by any restriction of the type referred to in paragraph 6.

10. Should you propose the supply of Contractor Deliverables of US origin the export of which from the USA is subject to control under the US International Traffic in Arms Regulations (ITAR), you must include details on the DEFFORM 528. This will allow the Authority to make a decision whether the export can or cannot be made under the US-UK Defense Trade Co-operation Treaty. The Authority shall then convey its decision to the Tenderer. If the Authority decides that use of the Treaty for the export is permissible, it is your responsibility to make a final decision whether you want to use that route for the export concerned if you are awarded the contract.

**Import Duty**

11. United Kingdom (UK) legislation permits the use of various procedures to suspend customs duties.

12. For the purpose of this competition, for any deliverables not yet imported into the UK, you are required to provide details of your plans to address customs compliance, including the Customs procedures to be applied (together with the procedure code) and the estimated Import Duty to be incurred and / or suspended.

13. You should note that it is your responsibility to ensure compliance with all regulations relating to the operation of the accounting for import duties. This includes but is not limited to obtaining the appropriate Her Majesty’s Revenue & Customs (HMRC) authorisations.

**Cyber Risk**

14. Cyber risk has been considered and in accordance with the Cyber Security Model resulted in a Cyber Risk Profile of LOW. The Risk Assessment Reference is 675405210. Tenderers are required to complete the Suppliers Assurance Questionnaire on the Supplier Cyber Protection Service and submit this as part of their Tender response, together with a Cyber Security Implementation Plan as appropriate.

**Sub-contracts Form 1686**

14. [Form 1686](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710891/2018_May_Contractual_process.pdf) (also known as Appendix 5) is to be used in all circumstances where contractors wish to place a Sub-Contract at OFFICIAL-SENSITIVE with a contractor outside of the UK, or where the release of SECRET or above information is involved within the UK or overseas. The process will require submission of the single page document either directly to the MOD Project Team or, where specified, to the DE&S Security Advice Centre. Form 1686 and further guidance can be found in the Cabinet Office’s [Contractual Process](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710891/2018_May_Contractual_process.pdf).

**Small and Medium Enterprises**

15. The Authority is committed to supporting the Government’s Small and Medium-sized Enterprise (SME)policy, and we want to encourage wider SME participation throughout our supply chain. Our goal is that 25% of the Authority’s spending should be spent with SMEs by 2022; this applies to the money which the Authority spends directly with SMEs and through the supply chain. The Authority uses the European Commission definition of SME.

16. A key aspect of the Government’s SME Policy is ensuring that its suppliers throughout the supply chain are paid promptly.  All suppliers to the Authority and their sub-contractors are encouraged to make their own commitment and register with the [Prompt Payment Code](http://www.promptpaymentcode.org.uk/).

17. Suppliers are also encouraged to work with the Authority to support the Authority’s SME initiative, however this is not a condition of working with the Authority now or in the future, nor will this issue form any part of the Tender evaluation. Information on the Authority’s purchasing arrangements, our commercial policies and our SME policy can be found at [Gov.UK](https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement). and the DSP.

18. The opportunity also exists for Tenderers to advertise any sub-contract valued at over £10,000 on the Defence Sourcing Portal and further details can be obtained directly from: https://www.gov.uk/guidance/subcontract-advertising. This process is managed by the Strategic Supplier Management team who can be contacted at: DefComrclSSM-Suppliers@mod.gov.uk.

**Transparency, Freedom of Information and Environmental Information Regulations**

19. The Authority shall publish notification of the Contract and publish Contract documents where required following a request under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person or might prejudice fair competition between suppliers.

20. The Authority may publish the contents of any resultant Contract in line with government policy set out in the Government’s Transparency Principles and in accordance with the provisions of either DEFCON 539, SC1B Conditions of Contract Clause 5 or SC2 Conditions of Contract Clause 12.

21. Before publishing the Contract, the Authority will redact any information which is exempt from disclosure under the Freedom of Information Act 2000 (“the FOIA”) or the Environmental Information Regulations 2004 (“the EIR”).

22. You must complete the attached Tenderer’s Commercially Sensitive Information Form (DEFFORM 539A, SC1B Schedule 4 or SC2 Schedule 5) explaining which parts of your Tender you consider to be commercially sensitive. This includes providing a named individual who can be contacted with regard to FOIA and EIR.

23. You should note that while your views will be taken into consideration, the ultimate decision whether to publish or disclose information lies with the Authority. You are advised to provide as much detail as possible on the form. It is highly unlikely that a Tender will be exempt from disclosure in its entirety. Should the Authority decide to publish or disclose information against your wishes, you will be given prior notification.

**Electronic Purchasing**

24. Tenderers must note that use of the [Contracting, Purchasing and Finance (CP&F)](https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system) electronic procurement tool is a mandatory requirement for any resultant contract awarded following this Tender. By submitting this Tender, you agree to electronic payment. You may consult the service provider on connectivity options. Failure to accept electronic payment will result in your Tender being non-compliant and excluded from the tender process.

**Change of Circumstances**

25. In accordance with paragraph A31, if your circumstances have changed, please select ‘Yes’ to the appropriate question on DEFFORM 47 Annex A and submit a Statement Relating to Good Standing with your Tender.

**Asbestos, Hazardous Items and Depletion of the Ozone Layer**

26. The Authority is required to report any items that use asbestos, that are hazardous or where there is an impact on the Ozone. Where any Contractor Deliverables fall into one of these categories select ‘Yes’ to the appropriate question on DEFFORM 47 Annex A and provide further details in your Tender.

**Defence Safety Authority (DSA) Requirements**

28. Tenderers are required to comply with any applicable DSA military regulatory policy and regulation. Tenderers who wish to propose an alternative acceptable means of compliance must obtain agreement in principle from the relevant defence regulator (through the Project Team) in advance of submitting their Tender. Acceptable Means of Compliance (AMC) are strongly recommended practices and a justification will be required if they are not followed. Tenderers must consult the relevant defence regulator where there is more than one AMC. You must confirm how you intend to comply with the regulatory articles, and the date you consulted with the relevant defence regulator.

**Bank or Parent Company Guarantee**

29. You will be informed whether you are required to provide a Bank or Parent Company Guarantee. In the event that you are selected as the winning Tenderer, you must provide your Bank or Parent Company Guarantee (in the form of DEFFORM 24/24A as appropriate) during the standstill period. No Contract will be awarded until a suitable Bank or Parent Company Guarantee, as appropriate, is in place. Failure to provide a Bank or Parent Company Guarantee during the standstill period, will result in you being de-selected as the winning Tenderer. The Authority reserves the right to re-evaluate the Tenders, (if necessary) to take into account the absence of the de-selected Tenderer, enabling the Authority to establish the next winning Tenderer and award a Contract.

**DEFFORM 47 Annex B - Contractor's Commercial Sensitive Information Form**

**DEFFORM 47 Annex B - Contractor's Commercial Sensitive Information Form**

**Contract No: 701695450**

|  |
| --- |
| Contract No: |
| 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: |

**DEFFORM 47 Annex C – Commercial Compliance Matrix**

**Matrix Instructions**

The Tenderer is required to complete the Commercial Compliance Matrix as part of their Tender

The Tenderer is to state whether they are either ‘Compliant’, ‘Partially Compliant’ or ‘Non-Compliant’ at column (c)

The Tenderer is required to provide the reasons, where applicable, at column (d) supporting the response provided at column (c)

Please refer to Section D (Tender Evaluation Process) of the DEFFORM 47 where ‘Non-Compliant’ and ‘Partially Compliant’ has been declared.

|  |  |  |  |
| --- | --- | --- | --- |
| **(a)**  **SECTION / TITLE** | **(b)**  **DESCRIPTION** | **(c)**  **COMPLIANT**  **C/PC/NC** | **(d)**  **SUPPORTING COMPLIANCE STATEMENT AND LOCATION OF EVIDENCE WITHIN TENDER** |
| **DEFFORM 47** | |  |  |
| Section A | Introduction |  |  |
| Section B | Key Tendering Activities |  |  |
| Section C | Instructions on Preparing Tenders |  |  |
| Section D | Tender Evaluation |  |  |
| Section E | Instructions on Submitting Tenders |  |  |
| Annex A to Section E | Lots |  |  |
| Annex B to Section E | Variant Bids |  |  |
| Annex C to Section E | Statement Relating To Good Standing |  |  |
| Section F | Conditions of Tendering |  |  |
| DEFFORM 47 - Annex A | DEFFORM 47 - Edn 09/21 |  |  |
| Appendix 1 to Annex A | Offer |  |  |
| DEFFORM 47 Annex B | Contractor's Commercial Sensitive Information Form |  |  |
| DEFFORM 47 Annex C | Commercial Compliance Matrix |  |  |
| DEFFORM 47 Annex D | Technical Compliance Matrix |  |  |
| DEFFORM 47 Annex E | Commercial Evaluation Questions |  |  |
| DEFFORM 47 Annex F | Technical Evaluation Questions |  |  |
| **SC2 - Standardised Contracting Terms** | |  |  |
| 45 Project specific DEFCONs and DEFCON SC variants that apply to this contract | |  |  |
|  | General Conditions |  |  |
|  | Third Party IPR Authorisation |  |  |
|  | Intellectual Property Rights |  |  |
|  | Intellectual Property Rights |  |  |
|  | DEFCON 035 |  |  |
|  | DEFCON 076 (SC2) |  |  |
|  | DEFCON 624 (SC2) |  |  |
|  | DEFCON 627 |  |  |
|  | DEFCON 637 |  |  |
|  | DEFCON 649 (SC2) |  |  |
|  | DEFCON 658 (SC2) |  |  |
|  | DEFCON 647 (SC2) |  |  |
|  | DEFCON 658 - Cyber Risk Profile - Low |  |  |
|  | DEFCON 524A |  |  |
|  | DEFCON 532A |  |  |
|  | DEFCON 532A (SC2) |  |  |
|  | DEFCON 602B |  |  |
|  | DEFCON 604 |  |  |
|  | DEFCON 625 |  |  |
| 46 Special conditions that apply to this Contract | |  |  |
|  | SC2 - ITT - Annex A - Limitation of Contractors Liability |  |  |
|  | Tasking Procedure |  |  |
|  | Key Performance Indicators |  |  |
|  | Contract Administration |  |  |
|  | Exercise of Options |  |  |
|  | Quality Assurance Conditions |  |  |
| 47 The processes that apply to this Contract are | |  |  |
| **SC2 Schedules** | |  |  |
| Schedule 1 | Definitions of Contract |  |  |
|  | Annex to Schedule 1 |  |  |
| Schedule 2 | Schedule of Requirements |  |  |
| Schedule 3 | Contract Data Sheet |  |  |
| Schedule 4 | Contract Change Control Procedure (i.a.w. Clause 6b) |  |  |
| Schedule 5 | Contractor's Commercial Sensitive Information Form (i.a.w. condition 12) |  |  |
| Schedule 6 | Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract |  |  |
| Schedule 7 | Timber and Wood- Derived Products Supplied under the Contract |  |  |
| **SC2 Annexes** | |  |  |
| Annex A | Statement of Work |  |  |
| Appendix A to Annex A | Training Requirements |  |  |
| Annex B | Payment Plan |  |  |
| Annex C | Tasking Form |  |  |
| Appendix A to Annex C | Tasking Record |  |  |
| Appendix B to Annex C | Tasking Rates |  |  |
| Annex D | DEFFORM 701 |  |  |
| Annex E | Key Performance Indicators |  |  |

**DEFFORM 47 Annex D – Technical Compliance Matrix**

The Tenderer is required to complete the Technical Compliance Matrix as part of their Tender response.

The Tenderer is to state whether they are either ‘Compliant’ or ‘Non-Compliant’ at column (c)

The Tenderer is required to provide the reasons and location of evidence at column (d) supporting the response provided at column (c)

Please refer to Section D (Tender Evaluation) of the DEFFORM 47 where ‘Non-Compliant’ and has been declared.

Please note that areas which are shaded grey, are for information purposes only and Tenderer is not requested to declare compliance against these areas.

| **(a)**  **PARAGRAPHS** | **(b)**  **SOW DESCRIPTION/TITLE** | **(c)**  **COMPLIANCE**  **YES/NO** | **(d)**  **SUPPORTING COMPLIANCE STATEMENT AND LOCATION OF EVIDENCE WITHIN TENDER** |
| --- | --- | --- | --- |
| **STATEMENT OF WORK – ANNEX A** | |  |  |
| 3 | Statement of Work / Activities to be Undertaken |  |  |
| 4 | Statement of Work / Activities to be Undertaken |  |  |
| 5 | Telephone Support & Administration |  |  |
| 6 | Software Support |  |  |
| 7 | Corrective Maintenance |  |  |
| 8 | Service Level Agreement |  |  |
| 9 | Preventative Maintenance |  |  |
| 10 | Obsolescence |  |  |
| 11 | Software Development |  |  |
| 12 | Train the Trainer (TtT) |  |  |
| 13 | Reporting and Management |  |  |
| 14 | PDS Tasking |  |  |
| **APPENDIX A TO ANNEX A - TRAINING REQUIREMENTS** | |  |  |
| TAv 20 | Explain Automatic Flight Control |  |  |
| TAv 21 | Explain the Operating Principles of Communication Systems |  |  |
| TAv 22 | Explain the principles of Radio Navigation Systems |  |  |
| TAv 23 | Explain the principles of Airborne Radar Navigation Systems. |  |  |
| TAv 24 | Explain the principles of Flight Management Systems |  |  |
| TAv 25 | Explain the principles of Surveillance Radar Systems |  |  |
| TAv 26 | Explain the principles of Electrical Power Systems |  |  |
| TAv 27 | Identify Aircraft Equipment and Furnishings |  |  |
| TAv 28 | Explain the principles of flight control systems. |  |  |
| TAv 29 | Explain Instrument principles |  |  |
| TAv 30 | Describe the operation of pitot static instruments |  |  |
| TAv 31 | Describe the operation of monitoring instrument systems |  |  |
| TAv 32 | Describe the operation of flight instrument systems. |  |  |
| TAv 33 | Describe the operation of lighting systems |  |  |
| TAv 34 | Describe the operation of On-Board Maintenance Systems. |  |  |
| TAv 35 | Describe the operation of aircraft air systems. |  |  |
| TAv 36 | Explain the operation of Fire Protection Systems. |  |  |
| TAv 37 | Explain the operation of Fuel Systems. |  |  |
| TAv 38 | Explain the operation of a Hydraulic Power System |  |  |
| TAv 39 | Describe the operation of an Ice and Rain Protection System. |  |  |
| TAv 40 | Describe the operation of Landing Gear Systems. |  |  |
| TAv 41 | Explain the operation of an aircraft pneumatic / vacuum system. |  |  |
| TAv 42 | Describe the function of integrated modular avionics systems. |  |  |
| TAv 44 | Describe the operation of Aircraft Information Systems |  |  |
| TAv 45 | Explain the operation of turbine engines |  |  |
| TAv 46 | Explain the operation of Engine Indicating Systems. |  |  |
| TAv 47 | Describe the operation of engine starting and ignition systems. |  |  |
| TAv 48 | Explain the essential principles of armament |  |  |
| TAv 49 | Describe the principles of weapons stores systems. |  |  |
| TAv 50 | Describe avionics elements of attack system management. |  |  |
| TAv 51 | Describe the operation of Surveillance Systems |  |  |
| TAv 52 | Describe the operation of image recording systems |  |  |
| TAv 53 | Identify the system level operation of electronic warfare systems |  |  |
| TAv 54 | Identify crew escape and safety systems. |  |  |
| TAv 55 | Describe the operation of military communication systems. |  |  |
| TAv 56 | Describe the operation of defensive aid suites. |  |  |
| TAv 57 | Apply aircraft system knowledge in a practical exercise on a suitable training aid. |  |  |
| TAv 58 | Apply aircraft system knowledge in a practical exercise. |  |  |
| TAv 59 | Apply aircraft knowledge in a practical exercise under field conditions |  |  |

**DEFFORM 47 Annex E – Commercial Evaluation Questions**

Commercial Evaluation Questions are PASS/FAIL and carry no weighting.

If a single commercial question receives a FAIL, the tender will not be considered any further and will not progress any further in the competition.

| **DSP ITT Ref** | **REQUIREMENT** | **WEIGHTING** | **EVIDENCE** | **ASSSESSMENT** | **SCORE** |
| --- | --- | --- | --- | --- | --- |
| 2.3.2. | Total tender price must be below £250,000.00 for all line items detailed at DEFFORM 47 Section D – Table 2. | PASS/FAIL | Completion of Pricing information as required under DEFFORM 47 – Section D – Table 2. | Total Tender Price must be below £250,000 to PASS. Tenders over £250,000 will FAIL. |  |
| 2.3.3. | The Authority requires a licence for any commercial software solution purchased for this Requirement | PASS/FAIL | Confirmation that Potential Provider will accept and provide the Authority with a licence to the Software Solution by completing and signing the DEFFORM 701 and its annexes.  The Potential Provider is also invited to confirm whether a Head Agreement is already in place with the Authority | The Potential Provider will FAIL if it will not agree to provide the Authority with a Licence to the Software Solution by completing DEFFORM 701 and annexes. |  |
| 2.3.4. | The Authority requires the Software Solution to be delivered, installed and accepted at the User Site by 25 March 2022 | PASS/FAIL | Confirmation that the Potential Provider can meet all the timescales detailed in the Schedule of Requirement | The Potential Provider will fail if it cannot meet all the delivery timescales detail in the SOR. |  |
| 2.3.5 | The Authority requires the Software Solution to be Commercial Off the Shelf product which can be installed at the User Site immediately. | PASS/FAIL | Confirmation that the Potential Provider has a COTS software solution which fits the requirement readily available for immediate installation. | The Potential Provider will fail if it does not have a COTS software solution readily available for immediate installation. |  |

**DEFFORM 47 Annex F - Technical Evaluation Questions**

**DEFFORM 47 Annex F - Technical Evaluation Questions**

The intent of the Technical Questions and Evaluation is to focus upon the degree to which the Authority is convinced that the Potential Provider’s solution will deliver the required capability, based solely upon the response and evidence that is provided with the tender.

Technical Evaluation Questions carry a total weight of 90%.

Each Technical Question details the minimum score needed to pass (MIN SCORE). If a Tenderer’s response does not receive the minimum score required, the tender will not be considered any further and will not progress any further in the competition

| **DSP ITT Ref** | **REQUIREMENT** | **WEIGHTING %** | **EVIDENCE** | **ASSSESSMENT** | **MIN SCORE**  **%** | **SCORE** |
| --- | --- | --- | --- | --- | --- | --- |
| 2.4.2 | Tenderers should provide evidence that it can provide a graphical representation of avionics and electrical helicopter systems, a representative helicopter with detailed cockpit, bays, instrumentation and LRUs | 17.5% |  |  | 12.25% |  |
| 2.4.3 | Tenderers should provide evidence that it can provide a full suite of technical publications which can be installed on a server for classroom networking | 17.5% |  |  | 12.25% |  |
| 2.4.4 | Tenderers should provide evidence that the software solution can be integrated with full simulation and emulation with real time responses | 17.5% |  |  | 12.25% |  |
| 2.4.5 | Tenderers should provide evidence that the software solution comes with a full training management system for scenario creation, ability to monitor, plan and deliver real time scenarios | 17.5% |  |  | 12.25% |  |
| 2.4.6 | Tenderers should provide evidence that its software solution can meet the Training Objectives (TO) detailed in the Statement of Work at Annex A. | 17.5% | The Tenderer’s response should provide a short narrative that describes its compliance for each TO at Appendix A to Annex A (SOW), with further supporting evidence with reference to the Standards it can meet |  | 12.25% |  |
| 2.4.7 | Must be capable of automatically generating trainee assessments and reports | 12.5% |  |  | 8.75% |  |

*Table 2 – Technical Scoring Guidance*

|  |  |  |
| --- | --- | --- |
| **Rated Response** | **Score** | **Scoring Guidance** |
| Major Concerns  = Non-compliant | 0 | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |
| Concerns | 30% | The response provides some confidence that the requirement is understood and that the requirement including compliance with standards will be met, but contains insufficient detail to enable a higher level of confidence to be reached. |
| Good Confidence | 70% | The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides details of how the requirements will be fulfilled, including compliance with all standards. |
| High Confidence | 100% | The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full, including compliance with all standards. |

**Deliverables**

**Deliverables Note**

This matrix is intended to provide an overview of the parties’ contractual obligations to assist with contract management. It does not form part of the contract and should not be relied upon to aid interpretation of the contract. In the event of any conflict, inconsistency or discrepancy between this matrix and the contract, the terms of the contract shall take precedence.

**Negotiation Deliverables**

All Negotiation Deliverables

**Supplier Contractual Deliverables**

Supplier Contractual Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Due | Responsible Party |
| Obligation Condition 5.b - Notice of inconsistancy between contract documents | If either Party becomes aware of any inconsistency within or between Contractual documents they shall notify the other Party forthwith |  | Supplier Organization |
| Obligation Condition 18.a - Contractors Records (reminder) | maintain all records in connection with the Contract for a period of at least six (6) years |  | Supplier Organization |
| Obligation DEFCON 21 ( Edn 10/04) Clause - 3a - Maintenance of Deliverables (reminder) | To maintain at least one copy of all deliverable information to which DEFCON 21 applies during the period of the Contract and for at least two years after the Contract, or period as may be specified in the contract. |  | Supplier Organization |
| Obligation DEFCON 91 ( Edn 11/06) Clause - 5b - Software as required | A copy of the Software as is required for performance of obligations to be retained. |  | Supplier Organization |
| Obligation Condition 20.a - Attendance at Progress Meetings | attend progress meetings at the frequency or times specified in the contract |  | Supplier Organization |
| Obligation Condition 20.b - Progress Reports | submit progress reports at the times and in the format specified in the contract |  | Supplier Organization |
| Obligation Condition 16.a - Change of Control of Contractor | Written Notification of any intended, planned or actual change in control of the Contractor, including any Sub-contractors. |  | Supplier Organization |
| Obligation Condition 16.b - Notification of Concern due to Change of Control | advise the Contractor in writing of any concerns due to Change of Control |  | Supplier Organization |
| Obligation Condition 23.e, 24.a, and 24.c - Safety Data Sheet | provide a Safety Data Sheet in respect of each Dangerous/Hazardous Material or substance supplied or deliverable containing such. |  | Supplier Organization |
| Obligation Condition 23.f.(6) And Condition 23.g.(1).(b) - Documents relating to design of new MLP Packaging | "All SPIS, new or modified, shall be uploaded by the on to SPIN. where the Supplier is the PDA and registered a list of all SPIS which have been prepared or revised against the Contract; and a copy of all new / revised SPIS, complete with all continuation sheets and associated drawings shall be provided for upload" |  | Supplier Organization |
| Obligation Condition 24.d - Schedule 6 hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract: Data Requirements | a completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract: Data Requirements) |  | Supplier Organization |
| Obligation Condition - Compliance with hazard reporintg requirements for materials or substances 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. |  | Supplier Organization |
| Obligation Condition 25.c - Source of Timber and Wood | If requested Evidence that the Timber and Wood-Derived Products supplied to the Authority comply with the requirements of clause 25.a or 25.b or both. |  | Supplier Organization |
| Obligation Condition 26.a - Certificate of Conformity | Provide a Certificate of Conformity and any applicable Quality Plan |  | Supplier Organization |
| Obligation Condition 36.c - Payment | no later than 30 days from receipt of valid undisputed invoice |  | Supplier Organization |
| Obligation Condition 37.c - Notification of applicable VAT | Notification of VAT liability or changes to it |  | Supplier Organization |
| Obligation Condition 42.c.(2) - Post notification of Termination | List of Unused and undamaged materiel; contractor deliverables in the course of manufacture. |  | Supplier Organization |
| Obligation Clause Condition 42.f - Subcontract Termination | inclusion of Termination clause in subcontracts over £250,000 |  | Supplier Organization |
| Commercial Exploitation Levy - Reminder that Statements of Sales and Auditor Certificate are required annually | Applicable to contracts with Commercial Exploitation Agreements. A reminder to Suppliers that Statements of Sales along with Auditor Certificate are required annually. | 01-JAN-2020 | Supplier Organization |
| Obligation Condition 1.c.(2) - Notifucation of litigation | Notification of; Litigation, arbitration, administrative, adjudication or mediation proceedings against itself or a Subcontractor |  | Supplier Organization |
| Obligation Condition 1.c.(4) - Notification of Winding-up | Notice of any proceedings or steps taken for its winding-up or dissolution or for the appointment of a receiver, administrator, liquidator, |  | Supplier Organization |

**Buyer Contractual Deliverables**

Buyer Contractual Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Due | Responsible Party |
| Obligation Condition 8.c - Change in Authority Representatives | Written confirmation of any change to the Authorities Representatives |  | Buyer Organization |
| Obligation Condition 14.f.(6) - Use of confidentiality agreement | Disclosure of Information on a confidential basis shall be subject to a confidentiality agreement containing terms no less stringent than those placed on the Authority |  | Buyer Organization |
| Obligation Condition 33.a 33.i - Import Export Licence Information | sufficient information, certification, documentation and other reasonable assistance to obtain necessary UK import/export licence or to facilitate the granting of export/import licences or authorisations by a foreign Government |  | Buyer Organization |
| Obligation Condition 33.l - Notification of restrictions in use due to non-UK licence | If all or any part of the Contractor Deliverables are subject to Clause 33.k(1) or 33.k(2), it shall notify the Authority of this as soon as reasonably practicable |  | Buyer Organization |
| Obligation Condition 36.a - Register on CP&F | provide details for registration on CP&F |  | Buyer Organization |
| Obligation Condition 42.a - Termination | Written notice of Termination of part or whole of contract |  | Buyer Organization |
| Obligation Condition 5.b - Notice of inconsistancy between contract documents | If either Party becomes aware of any inconsistency within or between Contractual documents they shall notify the other Party forthwith |  | Buyer Organization |

**Standardised Contracting Terms**

**SC2**

**GENERAL CONDITIONS**

**General Conditions**

**1.**   
  
  
  
**General**

a. The defined terms in the Contract shall be as set out in Schedule 1.

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

c. The Contractor warrants and represents, that:

(1) they have the full capacity and authority to enter into, and to exercise their rights and perform their 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 themselves or a Subcontractor which would adversely affect the Contractor's ability to perform their obligations under the Contract;

(3) as at 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 the winding-up of the company 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 they 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 the winding-up of the company or dissolution or for the appointment of a receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues.

d. 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 Contractmay be taken or done only by the person (or its 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 Conditions of the Contract or required by law, references to submission of documents in writing shall include electronic submission.

**2.**   
  
  
**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.

**3.**   
  
  
**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.

**4.**   
  
  
  
  
  
**Governing Law**

a.   
Subject to clause 4.d, the Contract shall be considered as a contract made in England and subject to English Law.

b.   
Subject to clause 4.d and Condition 39 (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 4.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 Condition 4 and for the enforcement of any judgment, order or award given under English jurisdiction.

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

(1) Clause 4.a, 4.b and 4.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 Condition 39 (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 Condition 4 and for the enforcement of any judgment, order or award given under Scottish jurisdiction.”

(2) Clause 39.b shall be amended to read:

“In the event that the dispute or claim is not resolved pursuant to clause 39.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause 39.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 Condition 4 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 the 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 their agents to accept on their 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 the Contract that Scots Law should apply) arising out of or relating to the Contract or any issue connected therewith.

**5.**   
  
  
**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) Conditions 1 - 43 (and 44 - 46, if included in the 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 Schedule 8 (Acceptance Procedure);

(3) the remaining Schedules; and

(4) any other documents expressly referred to in the Contract.

b. If either Partybecomes aware of any inconsistency within or between the documents referred to in clause 5.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 5.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 Condition 40 (Dispute Resolution).

**6.**   
  
  
  
  
  
  
  
  
  
  
  
  
  
  
**Formal Amendments to the Contract**

a.   
  
Except as provided in Condition 30 and subject to clause 6.c, the Contract may only be amended by the written agreement of the Parties (or their duly authorised representatives acting on their behalf). Such written agreement shall consist of:

(1) the Authority Notice of Change under Schedule 4 (Contract Change Control Procedure) (where used);

(2) the Authority's offer set out in a serially numbered amendment letter issued by the Authority to the Contractor; and

(3) the Contractor's unqualified acceptance of such offer as evidenced by the Contractor's duly signed DEFFORM 10B.

b. Where required by the Authority in connection with any such amendment, the Contractor shall (as so required) confirm that any existing Parent Company Guarantee is sufficiently comprehensive so as to cover and support all of the Contractor's liabilities and obligations under and in connection with the Contract (as amended by such amendment) or provide a revised Parent Company Guarantee with such DEFFORM 10B to achieve the same purposes.

c. Where the Authority wishes to amend the Contract to incorporate any work that is unpriced at the time of amendment:

(1) if the Contract is not a Qualifying Defence Contract, the Authority shall have the right to settle with the Contractor a price for such work under the terms of DEFCON 643 (SC2) or DEFCON 127. Where DEFCON 643 (SC2) is used, the Contractor shall make all appropriate arrangements with all its Subcontractors affected by the Change or Changes in accordance with clause 5 of DEFCON 643 (SC2); or

(2) if the Contract is a Qualifying Defence Contract, the Contract Price shall be redetermined on amendment in accordance with the Defence Reform Act 2014 and Single Source Contract Regulations 2014 (each as amended from time to time).

**Changes to the Specification**

d. The Specification forms part of the Contract and all Contract Deliverables to be supplied by the Contractor under the Contract shall conform in all respects with the Specification.

e. The Contractor shall use a configuration control system to control all changes to the Specification. The configuration control system shall be compatible with ISO 9001 (latest published version) or as specified in the Contract.

**7.**   
  
  
  
**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 Condition 7.

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 Condition 6 (Formal Amendments to the Contract).

**8.**   
  
  
**Severability**

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

(1) 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

(2) 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.

**9.**   
  
  
**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.

No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.

b.

**10.**   
  
  
  
  
**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.

**11.**   
  
  
**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.

**12.**   
  
  
  
**Transparency**

a.   
Subject to clause 12.b but notwithstanding Condition 13 (Disclosure of Information), 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 12.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 5 ( 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 12.b. The Contractor acknowledges and accepts that their 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 Condition 12 shall affect the Contractor’s rights at law.

**13.**   
  
  
  
  
  
**Disclosure of Information**

a.   
Subject to clauses 13.d to i, and Condition 12 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 their 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 their employees are aware of the Contractor’s arrangements for discharging the obligations at clauses 13.a and 13.b before receiving Information and shall take such steps as may be reasonably practical to enforce such arrangements.

d.   
A Party shall not be in breach of Clauses 13.a, 13.b, 13.f, 13.g and 13.h 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) 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. Where such a disclosure is made the Authority shall ensure that the recipient is made aware of its confidentiality;

(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) subject to clause 13.g below, 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 the Contract;

(5) subject to clause 13.g below, 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. Where the Authority intends to disclose Information to a commercial entity which is not a Central Government Body in accordance with clauses 13.f.(4) or 13.f.(5) above, the Authority will endeavour to provide the Contractor with 3 Business Days' notice in advance of such disclosure. In relation to a disclosure of Information made under clause 13.f.(3) above, if reasonably requested by the Contractor within 2 Business Days of such notice being given, where the Authority has not already done so, it will endeavour to procure from the intended recipient of the Information an agreement containing confidentiality terms the same as, or substantially similar to, those placed on the Authority under this Condition.

h. Before sharing any Information in accordance with clause 13.f, the Authority may redact the Information. Any decision to redact Information made by the Authority shall be final.

i.   
  
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 their 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.

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

**14.**   
  
  
  
**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.

**15.**   
  
  
  
**Change of Control of Contractor**

a.   
The Contractor shall notify the Representative of the Authority at the address given in clause 15.b, as soon as practicable, in writing of any intended, planned or actual change in control of the Contractor, including any Subcontractors. 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 conduct of the Contractor in the UK or other jurisdictions where the Contractor may be subject to legal sanction arising from issuing such a notice.

b.   
Each notice of change of control shall be taken to apply to all contracts with the Authority. Notices shall be submitted to:

Mergers & Acquisitions Section

Strategic Supplier Management Team

Spruce 3b # 1301

MOD Abbey Wood,

Bristol, BS34 8JH

**and** emailed to: DefComrclSSM-MergersandAcq@mod.gov.uk

c. The Representative of the Authority shall consider the notice of change of control and advise the Contractor in writing of any concerns the Authority may have. Such concerns may include but are not limited to potential threats to national security, the ability of the Authority to comply with its statutory obligations or matters covered by the declarations made by the Contractor prior to contract award.

d.   
The Authority may terminate the Contract by giving written notice to the Contractor within six months of the Authority being notified in accordance with clause 15.a. The Authority shall act reasonably in exercising its right of termination under this Condition.

e.   
If the Authority exercises its right to terminate in accordance with clause 15.d the Contractor shall be entitled to request the Authority to consider making a payment representing any commitments, liabilities or expenditure incurred by the Contractor in connection with the Contract up to the point of termination. Such commitments, liabilities or expenditure shall be reasonably and properly chargeable by the Contractor, and shall otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract. Any payment under this clause 15.e must be fully supported by documentary evidence. The decision whether to make such a payment shall be at the Authority’s sole discretion.

f.   
Notification by the Contractor of any intended, planned or actual change of control shall not prejudice the existing rights of the Authority or the Contractor under the Contract nor create or imply any rights of either the Contractor or the Authority additional to the Authority’s rights set out in this Condition.

**16.**   
  
  
**Environmental Requirements**

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

**17.**   
  
  
  
  
  
  
**Contractor’s Records**

a. The Contractor and their Subcontractors shall maintain all records specified in and connected with the Contract (expressly or otherwise) and make them available to the Authority when requested on reasonable notice.

b. The Contractor and their Subcontractors shall also permit access to relevant records that relate to the contractual obligations to supply goods or services under the Contract, held by or controlled by them and reasonably required by the Comptroller and Auditor General, their staff and any appointed representative of the National Audit Office, and provide such explanations and information as reasonably necessary for the following purposes:

(1) to enable the National Audit Office to carry out the Authority’s statutory audits and to examine and/or certify the Authority’s annual and interim report and accounts; and

(2) to enable the National Audit Office to carry out an examination pursuant to Part II of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources.

c. With regard to the records made available to the Authority under clause 17.a of this Condition, and subject to the provisions of Condition 13 (Disclosure of Information), the Contractor shall permit records to be examined and if necessary copied, by the Authority, or Representative of the Authority, as the Authority may require.

d. Unless the Contract specifies otherwise the records referred to in this Condition shall be retained for a period of at least 6 years from:

(1) the end of the Contract term;

(2) the termination of the Contract; or

(3) the final payment,

whichever occurs latest.

**18.**   
  
  
**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 the recipient’s Business Day and otherwise on the first Business Day of the recipient immediately 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.

**19.**   
  
  
**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 their 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

any other information reasonably requested by the Authority.

(4)

**Supply of Contractor Deliverables**

**20.**   
  
  
**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; and

(2) discharge their 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 20.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 they become 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.

**21.**   
  
  
**Marking of Contractor Deliverables**

a. Each Contractor Deliverable shall be marked in accordance with the requirements specified in Schedule 3 (Contract Data Sheet), if no such requirement is specified, the Contractor shall mark each Contractor Deliverable clearly and indelibly in accordance with the requirements of the relevant DEF-STAN 05-132 as specified in the contract or specification. In the absence of such requirements, the Contractor Deliverables shall be marked with the MOD stock reference, NATO Stock Number (NSN) or alternative reference number specified in Schedule 2 (Schedule of Requirements).

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

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

Where because of its size or nature it is not possible to mark a Contractor Deliverable with the required particulars, the required information should be included on the package or carton in which the Contractor Deliverable is packed, in accordance with Condition 22 (Packaging and Labelling (excluding Contractor Deliverables containing Munitions)).

d.

**22.**   
  
  
  
  
**Packaging and Labelling (excluding Contractor Deliverables containing Munitions)**

a. Packaging responsibilities are as follows:

(1) The Contractor shall be responsible for providing Packaging which fully complies with the requirements of the Contract.

(2) The Authority shall indicate in the Contract the standard or level of Packaging required for each Contractor Deliverable, including the PPQ. If a standard or level of Packaging (including the PPQ) is not indicated in the Contract, the Contractor shall request such instructions from the Authority before proceeding further.

(3) The Contractor shall ensure all relevant information necessary for the effective performance of the Contract is made available to all Subcontractors.

(4) Where the Contractor or any of their Subcontractors have concerns relating to the appropriateness of the Packaging design and or MPL prior to manufacture or supply of the Contractor Deliverables they shall use DEFFORM 129B to feedback these concerns to the Contractor or Authority, as appropriate.

b. The Contractor shall supply Commercial Packaging meeting the standards and requirements of Def Stan 81-041 (Part 1). In addition, the following requirements apply:

(1) The Contractor shall provide Packaging which:

(a) will ensure that each Contractor Deliverable may be transported and delivered to the consignee named in the Contract in an undamaged and serviceable condition; and

(b) is labelled to enable the contents to be identified without need to breach the package; and

(c) is compliant with statutory requirements and this Condition.

(2) The Packaging used by the Contractor to supply identical or similar Contractor Deliverables to commercial customers or to the general public (i.e. point of sale packaging) will be acceptable, provided that it complies with the following criteria:

(a) reference in the Contract to a PPQ means the quantity of a Contractor Deliverable to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user;

(b) Robust Contractor Deliverables, which by their nature require minimal or no packaging for commercial deliveries, shall be regarded as "PPQ packages" and shall be marked in accordance with clauses 22.i to 22.l. References to "PPQ packages" in subsequent text shall be taken to include Robust Contractor Deliverables; and

(c) for ease of handling, transportation and delivery, packages which contain identical Contractor Deliverables may be bulked and overpacked, in accordance with clauses 22.i to 22.k.

c. The Contractor shall ascertain whether the Contractor Deliverables being supplied are, or contain, Dangerous Goods, and shall supply the Dangerous Goods in accordance with:

(1) The Health and Safety At Work Act 1974 (as amended);

(2) The Classification Hazard Information and Packaging for Supply Regulations (CHIP4) 2009 (as amended);

(3) The REACH Regulations 2007 (as amended); and

(4) The Classification, Labelling and Packaging Regulations (CLP) 2009 (as amended).

d. The Contractor shall package the Dangerous Goods as limited quantities, excepted quantities or similar derogations, for UK or worldwide shipment by all modes of transport in accordance with the regulations relating to the Dangerous Goods and:

(1) The Safety Of Lives At Sea Regulations (SOLAS) 1974 (as amended); and

(2) The Air Navigation (Amendment) Order 2019.

e. As soon as possible, and in any event no later than one month before delivery is due, the Contractor shall provide a Safety Data Sheet in respect of each Dangerous Good in accordance with the REACH Regulations 2007 (as amended) and the Health and Safety At Work Act 1974 (as amended) and in accordance with Condition 23 (Supply of Hazardous Materials or Substances in Contractor Deliverables).

f.   
The Contractor shall comply with the requirements for the design of MLP which include clauses 22.f and 22.g as follows:

(1)   
Where there is a requirement to design UK or NATO MLP, the work shall be undertaken by an MPAS registered organisation, or one that although non-registered is able to demonstrate to the Authority that their quality systems and military package design expertise are of an equivalent standard.

(a) The MPAS certification (for individual designers) and registration (for organisations) scheme details are available from:

DES SEOC SCP-SptEng-Pkg

MOD Abbey Wood

Bristol, BS34 8JH

Tel. +44(0)30679-35353

DESSEOCSCP-SptEng-PKg@mod.uk

(b) The MPAS Documentation is also available on the DStan website.

(2) MLP shall be designed to comply with the relevant requirements of Def Stan 81-041, and be capable of meeting the appropriate test requirements of Def Stan 81-041 (Part 3). Packaging designs shall be prepared on a SPIS, in accordance with Def Stan 81-041 (Part 4).

(3) The Contractor shall ensure a search of the SPIS index (the ‘SPIN’) is carried out to establish the SPIS status of each requirement (using DEFFORM 129a ‘Application for Packaging Designs or their Status’).

(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 SFS, it shall be used in place of a SPIS design unless otherwise stated by the Contract. When an SFS is used or replaces a SPIS design, the Contractor shall upload this information on to SPIN in Adobe PDF.

(6)   
All SPIS, new or modified (and associated documentation), shall, on completion, be uploaded by the Contractor on to SPIN. The format shall be Adobe PDF.

(7) Where it is necessary to use an existing SPIS design, the Contractor shall ensure the Packaging manufacturer is a registered organisation in accordance with clause 22.f.(1) above, or if un-registered, is compliant with MPAS ANNEX A Supplement (Code) M. The Contractor shall ensure, as far as possible, that the SPIS is up to date.

(8) The documents supplied under clause 22.f.(6) shall be considered as a contract data requirement and be subject to the terms of DEFCON 15 and DEFCON 21.

g.   
Unless otherwise stated in the Contract, one of the following procedures for the production of new or modified SPIS designs shall be applied:

(1) If the Contractor or their Subcontractor is the PDA they shall:

(a)   
On receipt of instructions received from the Authority’s representative nominated in Box 2 Annex A to Schedule 3 (Contract Data Sheet), prepare the required package design in accordance with clause 22.f.

(b)   
Where the Contractor or their Subcontractor is registered, they shall, on completion of any design work, provide the Authority 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 registered organisation, then they shall obtain approval for their design from a registered organisation before proceeding, then follow clause 22.g.(1)(b).

(2) Where the Contractor or their Subcontractor is not the PDA and is un-registered, they shall not produce, modify, or update SPIS designs. They shall obtain current SPIS design(s) from the Authority or a registered organisation before proceeding with manufacture of Packaging. To allow designs to be provided in ample time, they should apply for SPIS designs as soon as practicable.

(3) Where the Contractor or their Subcontractor is un-registered and has been given authority to produce, modify, and update SPIS designs by the Contract, they shall obtain approval for their design from a registered organisation using DEFFORM 129a before proceeding, then follow clause 22.g.(1)(b).

(4) Where the Contractor or their Subcontractor is not a PDA but is registered, they shall follow clauses 22.g.(1)(a) and 22.g.(1)(b).

h. If special jigs, tooling etc., are required for the production of MLP, the Contractor shall obtain written approval from the Commercial Officer before providing them. Any approval given will be subject to the terms of DEFCON 23 (SC2) or equivalent condition, as appropriate.

i.   
In addition to any marking required by international or national legislation or regulations, the following package labelling and marking requirements apply:

(1) If the Contract specifies UK or NATO MPL, labelling and marking of the packages shall be in accordance with Def Stan 81-041 (Part 6) and this Condition as follows:

(a) Labels giving the mass of the package, in kilograms, shall be placed such that they may be clearly seen when the items are stacked during storage.

(b) Each consignment package shall be marked with details as follows:

i. name and address of consignor;

ii. name and address of consignee (as stated in the Contract or order);

iii. destination where it differs from the consignee's address, normally either:

(i). delivery destination / address; or

(ii). transit destination, where delivery address is a point for aggregation / disaggregation and / or onward shipment elsewhere, e.g. railway station, where that mode of transport is used;

iv. the unique order identifiers and the CP&F Delivery Label / Form which shall be prepared in accordance with DEFFORM 129J.

(i). If aggregated packages are used, their consignment marking and identification requirements are stated at clause 22.l.

(2) If the Contract specifies Commercial Packaging, an external surface of each PPQ package and each consignment package, if it contains identical PPQ packages, shall be marked, using details of the Contractor Deliverables as shown in the Contract schedule, to state the following:

(a) description of the Contractor Deliverable;

(b) the full thirteen digit NATO Stock Number (NSN);

(c) the PPQ;

(d) maker's part / catalogue, serial and / or batch number, as appropriate;

(e) the Contract and order number when applicable;

(f) the words “Trade Package” in bold lettering, marked in BLUE in respect of trade packages, and BLACK in respect of export trade packages;

(g) shelf life of item where applicable;

(h) for rubber items or items containing rubber, the quarter and year of vulcanisation or manufacture of the rubber product or component (marked in accordance with Def Stan 81-041);

(i) any statutory hazard markings and any handling markings, including the mass of any package which exceeds 3kg gross; and

(j) any additional markings specified in the Contract.

j. Bar code marking shall be applied to the external surface of each consignment package and to each PPQ package contained therein. The default symbologyshall be as specified in Def Stan 81-041 (Part 6). As a minimum the following information shall be marked on packages:

(1) the full 13-digit NSN;

(2) denomination of quantity (D of Q);

(3) actual quantity (quantity in package);

(4) manufacturer's serial number and / or batch number, if one has been allocated; and

(5) the CP&F-generated unique order identifier.

k.   
Requirements for positioning bar codes in relation to related text, as well as positioning on package etc., are defined in Def Stan 81-041 (Part 6). If size of the bar code does not allow a label to be directly attached, then a tag may be used. Any difficulties over size or positioning of barcode markings shall initially be referred to the organisation nominated in Box 3 of Annex A to Schedule 3 (Contract Data Sheet).

l.   
The requirements for the consignment of aggregated packages are as follows:

(1) With the exception of packages containing Dangerous Goods, over-packing for delivery to the consignee shown in the Contract may be used by the consignor to aggregate a number of packages to different Packaging levels, provided that the package contains Contractor Deliverables of only one NSN or class group. Over-packing shall be in the cheapest commercial form consistent with ease of handling and protection of over-packed items.

(2) Two adjacent sides of the outer container shall be clearly marked to show the following:

(a) class group number;

(b) name and address of consignor;

(c) name and address of consignee (as stated on the Contract or order);

(d) destination if it differs from the consignee's address, normally either:

i. delivery destination / address; or

ii. transit destination, if the delivery address is a point of aggregation / disaggregation and / or onward shipment e.g. railway station, where that mode of transport is used;

(e) where applicable, the reference number of the delivery note produced by CP&F relating to the contents. The consignee's copy of each delivery note shall be placed in the case / container. If the Contractor Deliverableslisted in the delivery note are packed in several cases, the consignee's copy shall be placed in the first case and a separate list detailing the contents shall be prepared for each case after the first and placed in the case to which it relates. Each case is to be numbered to indicate both the number of the case and the total number of cases concerned e.g. 1/3, 2/3, 3/3;

(f) the CP&F-generated shipping label; and

(g) any statutory hazard markings and any handling markings.

m. Authorisation of the Contractor to undertake Packaging design, or to use a packaging design, that was not part of the original requirement under the Contract, shall be considered as an alteration to the specification in accordance with Condition 6 (Formal Amendments to the Contract).

n. The Contractor shall ensure that timber and wood-containing products supplied under the Contract comply with the provisions of Condition 24 (Timber and Wood-Derived Products) and Annex I and Annex II of the International Standards for Phytosanitary Measures, "Guidelines for Regulating Wood Packaging Material in International Trade", Publication No 15 (ISPM 15).

o. All Packaging shall meet the requirements of the Packaging (Essential Requirements) Regulations 2003 (as amended) where applicable.

p. In any design work the Contractor shall comply with the Producer Responsibility Obligations (Packaging Waste) Regulations 2007 (as amended) or equivalent legislation. Evidence of compliance shall be a contractor record in accordance with Condition 17 (Contractor’s Records).

q. This Condition is concerned with the supply of Packaging suitable to protect and ease handling, transport and storage of specified items. Where there is a failure of suitable Packaging (a design failure), or Packaging fails and this is attributed to the Packaging supplier, then the supplier shall be liable for the cost of replacing the Packaging.

r. Liability for other losses resulting from Packaging failure or resulting from damage to Packaging, (such as damage to the packaged item etc.), shall be specified elsewhere in the Contract.

s. General requirements for service Packaging, including details of UK and NATO MLP and Commercial Packaging descriptions, are contained in Def Stan 81-041 (Part 1) "Packaging of Defence Materiel". Def Stans, NATO Standardisation Agreements (STANAGs), and further information are available from the DStan internet site at: https://www.dstan.mod.uk/

t. Unless specifically stated otherwise in the invitation to tender or the Contract, reference to any standard including Def Stans or STANAGs in any invitation to tender or Contract document means the edition and all amendments extant at the date of such tender or Contract.

u. In the event of conflict between the Contract and Def Stan 81-041, the Contract shall take precedence.

**23.**   
  
  
  
  
  
**Supply of Data for Hazardous Materials or Substances in Contractor Deliverables**

a.   
The Contractor shall provide to the Authority:

(1)   
for each hazardous material or substance supplied, a Safety Data Sheet (SDS) in accordance the extant Classification, Labelling and Packaging (GB CLP) Regulation; and

(2) for each Contractor Deliverable containing hazardous materials or substances, safety information as required by the Health and Safety at Work, etc Act 1974, at the time of supply.

Nothing in this Condition shall reduce or limit any statutory duty or legal obligation of the Authority or the Contractor.

b. If the Contractor Deliverable contains hazardous materials or substances, or is a substance falling within the scope of the extant UK REACH Regulation:

(1) the Contractor shall provide to the Authority an SDS for the substance in accordance with the Regulation. If the Contractor becomes aware of new information which may affect the risk management measures or new information on the hazard, the Contractor shall update the SDS and forward it to the Authority and to the address listed in clause 23.h below; and

(2) the Authority, if it becomes aware of new information regarding the hazardous properties of the substance, or any other information that might call into question the appropriateness of the risk management measures identified in the SDS supplied, shall report this information in writing to the Contractor.

c. If the Contractor is required, under, or in connection with the Contract, to supply Contractor Deliverables or components of Contractor Deliverables that, in the course of their use, maintenance, disposal, or in the event of an accident, may release hazardous materials or substances, they shall provide to the Authority a list of those hazardous materials or substances, and for each hazardous material or substance listed, provide an SDS.

d. The Contractor shall provide to the Authority a completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract: Data Requirements) in accordance with Schedule 3 (Contract Data Sheet).

e.   
If the Contractor Deliverables, materials or substances are ordnance, munitions or explosives, in addition to the requirements of the GB CLP and UK REACH the Contractor shall comply with hazard reporting requirements of DEF STAN 07-085 Design Requirements for Weapons and Associated Systems.

f.   
If the Contractor Deliverables, materials or substances are or contain or embody a radioactive substance as defined in the extant Ionising Radiation Regulations, the Contractor shall additionally provide details of:

(1) activity; and

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

g.   
If the Contractor Deliverables, materials or substances have magnetic properties, the Contractor shall additionally provide details of the magnetic flux density at a defined distance, for the condition in which it is packed.

h.   
Any SDS to be provided in accordance with this Condition, including any related information to be supplied in compliance with the Contractor’s statutory duties under clause 23.a.(1) and 23.b.(1), any information arising from the provisions of clauses 23.e, 23.f and 23.g and the completed Schedule 6, shall be sent directly to the Authority’s Representative (Commercial) as soon as practicable, and no later than one (1) month prior to the Contract delivery date, unless otherwise stated in Schedule 3 (Contract Data Sheet). In addition, so that the safety information can reach users without delay, a copy shall be sent preferably as an email with attachment(s) in Adobe PDF or MS WORD format, or, if only hardcopy is available, to the addresses below:

(1) Hard copies to be sent to:

Hazardous Stores Information System (HSIS)

Department of Safety & Environment, Quality and Technology (DS & EQT)

Spruce 2C, #1260,

MOD Abbey Wood (South)

Bristol BS34 8JH

(2) Emails to be sent to:

DESTECH-QSEPEnv-HSISMulti@mod.gov.uk

i.   
Failure by the Contractor to comply with the requirements of this Condition shall be grounds for rejecting the affected Contractor Deliverables. Any withholding of information concerning Hazardous Contractor Deliverables, materials or substances shall be regarded as a material breach of Contract under Condition 42 (Material Breach) for which the Authority reserves the right to require the Contractor to rectify the breach immediately at no additional cost to the Authority or to terminate the Contract in accordance with Condition 42.

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

**24.**   
  
  
  
**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 24.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 comply with the requirements of clause 24.a or 24.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 24.c, the Contractor may satisfy these requirements by giving details of the previous notification and confirming the Evidence remains valid and satisfies the provisions of clauses 24.a or 24.b or both.

f. The Contractor shall maintain records of all Timber and Wood-Derived Products delivered to and accepted by the Authority, in accordance with Condition 17 (Contractor’s Records).

g. Notwithstanding clause 24.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 clause 24.a or 24.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 24.b.

i. The statistical reporting requirement at clause 24.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 Condition 6 (Formal Amendments to the Contract).

j.   
The Contractor shall provide to the Authority, a completed Schedule 7 (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 a Framework Agreement, or at such other frequency as stated in the Contract. The Contractor shall send all completed Schedule 7s (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements), including nil returns where appropriate, to the Authority’s Representative (Commercial).

k. The Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements) may be amended by the Authority from time to time, in accordance with Condition 6 (Formal Amendments to the Contract).

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) 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).

**25.**   
  
  
**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 2 (Schedule of Requirements) 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 Condition 17 (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);

(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.

d. Where Schedule 2 (Schedule of Requirements) and any applicable Quality Plan require demonstration of traceability and design provenance through the supply chain the Contractor shall include in any relevant subcontract the requirement for the Information called for at clause 25.c. The Contractor shall ensure that this Information is available to the Authority through the supply chain upon request in accordance with Condition 17 (Contractor Records).

**26.**   
  
  
**Access to Contractor’s Premises**

a. 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 their premises for the purpose of monitoring the Contractor’s progress and quality standards in performing the Contract.

b. As far as reasonably practical, the Contractor shall ensure that the provisions of clause 26.a are included in their subcontracts with those suppliers identified in the Contract. The Authority, through the Contractor, shall arrange access to such Subcontractors.

**27.**   
  
  
  
  
**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, (as specified in Schedule 3 (Contract Data Sheet)), a DEFFORM 129J in accordance with the instructions;

(4) be responsible for all costs of Delivery; and

(5)   
Deliver the Contractor Deliverables to the Consignee at the address stated in Schedule 2 (Schedule of Requirements) 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 Annex A to Schedule 3 (Contract Data Sheet) 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 each consignment of the Contractor Deliverables is accompanied by, (as specified in Schedule 3 (Contract Data Sheet)), a DEFFORM 129J in accordance with the instructions;

(4)   
  
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

(5) 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 27.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 27.c.

**28.**   
  
  
  
**Acceptance**

a. Acceptance of the Contractor Deliverables shall occur in accordance with any acceptance procedure specified in Schedule 8 (Acceptance Procedure). If no acceptance procedure is so specified acceptance shall occur when either:

(1) the Authority does any act in relation to the Contractor Deliverable which is inconsistent with the Contractor’s ownership; or

the time limit in which to reject the Contractor Deliverables defined in clause 29.b has elapsed.

(2)

**29.**   
  
  
**Rejection and Counterfeit Materiel**

**Rejection:**

a.   
If any of the Contractor Deliverables Delivered to the Authority do not conform to the Specification or any other terms of the 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 30.a shall take place by the time limit for rejection specified in Schedule 3 (Contract Data Sheet), or if no such period is specified, the Contractor Deliverables shall be deemed to be accepted within a reasonable period of time.

**Counterfeit Materiel:**

c. Where the Authority suspects that any Contractor Deliverable or consignment of Contractor Deliverables contains Counterfeit Materiel, it shall:

(1) notify the Contractor of its suspicion and reasons therefore;

(2) where reasonably possible, and if requested by the Contractor within 10 Business Days of such notification, (at the Contractor’s own risk and expense and subject to any reasonable controls specified by the Authority) afford the Contractor the facility to (i) inspect the Contractor Deliverable or consignment and/or (ii) obtain a sample thereof for validation or testing purposes.

(3) give the Contractor a further 20 Business Days or such other reasonable period agreed by the Authority, from the date of the inspection at 29.c.(2).(i) or the provision of a sample at 29.c.(2).(ii), to comment on whether the Contractor Deliverable or consignment meets the definition of Counterfeit Materiel; and

(4) determine, on the balance of probabilities and strictly on the evidence available to it at the time, whether the Contractor Deliverable or consignment meets the definition of Counterfeit Materiel

Where the Authority has determined that the Contractor Deliverable, part or consignment of Contractor Deliverables contain Counterfeit Material then it may reject the Contractor Deliverable, part or consignment under 29.a-29.b (Rejection).

d. In addition to its rights under 29.a and 29.b (Rejection), where the Authority reasonably believes that any Contractor Deliverable or consignment of Contractor Deliverables contains Counterfeit Materiel, it shall be entitled to:

(1) retain any Counterfeit Materiel; and/or

(2) retain the whole or any part of such Contractor Deliverable or consignment where it is not possible to separate the Counterfeit Materiel from the rest of the Contractor Deliverable, or consignment;

and such retention shall not constitute acceptance under Condition 28 (Acceptance).

e. Where the Authority intends to exercise its rights under clause 29.d, it shall where reasonable permit the Contractor, within a period specified by the Authority, to arrange at their own risk and expense and subject to any reasonable controls specified by the Authority, for:

(1) the separation of Counterfeit Materiel from any Contractor Deliverable or part of a Contractor Deliverable; and/or

(2) the removal of any Contractor Deliverable or part of a Contractor Deliverable that the Authority is satisfied does not contain Counterfeit Materiel.

f. In respect of any Contractor Deliverable, consignment or part thereof that is retained in accordance with clause 29.d, including where the Authority permits the Contractor to remove non-Counterfeit Materiel under clause 29.e but the Contractor fails to do so within the period specified by the Authority and subject to clause 29.j, the Authority shall be entitled to exercise any, all, or any combination of, the following rights:

(1) to dispose of it responsible, and in a manner that does not permit its reintroduction into the supply chain or market;

(2) to pass it to a relevant investigatory or regulatory authority;

(3) to retain conduct or have conducted further testing including destructive testing, for further investigatory, regulatory or risk management purposes. Results from any such tests shall be shared with the Contractor; and/or

(4) to recover the reasonable costs of testing, storage, access, and/or disposal of it from the Contractor.

Exercise of the rights granted at clauses 29.f.(1) to 29.f.(3) shall not constitute acceptance under Condition 28 (Acceptance).

g. Any scrap or other disposal payment received by the Authority shall be off set against any amount due to the Authority under clause 29.f.(4). If the value of the scrap or other disposal payment exceeds the amount due to the Authority under clause 29.f.(4) then the balance shall accrue to the Contractor.

h. The Authority shall not use a retained Article or consignment other than as permitted in clauses 29.c – 29.j.

i. The Authority may without restriction report a discovery of Counterfeit Materiel and disclose information necessary for the identification of similar materiel and its possible sources.

j. The Contractor shall not be entitled to any payment or compensation from the Authority as a result of the Authority exercising the rights set out in clauses 29.c – 29.j except where it has been determined in accordance with Condition 39 (Dispute Resolution) that the Authority has made an incorrect determination in accordance with clause 20.c.(4). In such circumstances the Authority shall reimburse the Contractors reasonable costs of complying with clause 29.c.

**30.**   
  
  
  
**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. The Authority may issue a Diversion Order for the urgent delivery of the Contractor Deliverables identified in it. These Contractor Deliverables are to be delivered by the Contractor using the quickest means available as agreed by the Authority.

c. The Authority reserves the right to cancel the Diversion Order.

d. If the terms of the Diversion Order are unclear, the Contractor shall immediately contact the Representative of the Authority who issued it for clarification and/or further instruction.

e. If the Diversion Order increases the quantity of Contractor Deliverables beyond the scope of the Contract, it is to be returned immediately to the Authority’s Commercial Officer with an appropriate explanation.

The Contractor shall be entitled to reasonable additional delivery and packaging costs incurred in complying with the Diversion Order or cancellation. Claims are to be submitted by the Contractor to the Authority’s Commercial Officer together with applicable receipts and agreed as an amendment to the Contract in accordance with Condition 6 (Formal Amendments to the Contract). The Contractor shall comply with the requirements of the Diversion Order upon receipt of the Diversion Order.

f.

**31.**   
  
  
  
**Self-to-Self Delivery**

Where it is stated in Schedule 3 (Contract Data Sheet) that any Contractor Deliverable is to be Delivered by the Contractorto their 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.

**Licences and Intellectual Property**

**32.**   
**Import and Export Licences**

a.   
If, in the performance of the Contract, the Contractor needs to import into the UK or export out of the UK anything not supplied by or on behalf of the Authority and for which a UK import or export licence is required, the responsibility for applying for the licence shall rest with the Contractor. The Authority shall provide the Contractor with sufficient information, certification, documentation and other reasonable assistance in obtaining any necessary UK import or export licence.

b. When an export licence or import licence or authorisation either singularly or in combination is required from a foreign government for the performance of the Contract, the Contractor shall as soon as reasonably practicable consult with the Authority on the licence requirements. Where the Contractor is the applicant for the licence or authorisation the Contractor shall:

(1) ensure that when end use or end user restrictions, or both, apply to all or part of any Contractor Deliverable (which for the purposes of this Condition shall also include information, technical data and software), the Contractor, unless otherwise agreed with the Authority, shall identify in the 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; and

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

c. If the Contractor or any Subcontractor in the performance of the Contract needs to export materiel not previously supplied by or on behalf of the Authority for which an export licence or import licence or authorisation 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. For the purposes of this Condition materiel shall mean information, technical data and items, including Contractor Deliverables, components of Contractor Deliverables and software.

d. Where the Contract performance requires the export of materiel for which a foreign export licence or import licence or authorisation is required, the Contractor shall include the dependencies for the export licence or import licence or authorisation 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 this information to the Authority’s representative.

e.   
During the term of the Contract and for a period of up to 2 years from completion of the Contract, the Authority may make a written request to the Contractor to seek a variation to the conditions to a foreign export licence or import licence or authorisation to enable the Authority to re-export or re-transfer a licensed or authorised item or licensed or authorised information from the UK to a non-licensed or unauthorised third party. If the Authority makes such a request it will consult with the Contractor before making a determination of whether the Authority or the Contractor is best placed in all the circumstance to make the request. Where, subsequent to such consultation the Authority notifies the Contractor that the Contractor is best placed to make such request:

(1) the Contractor shall, or procure that the Contractor’s Subcontractor shall, 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 or import licence or authorisation in accordance with the procedures of the licensing authority. Where the Contractor has an objection, the Parties shall meet within five (5) working days to resolve the issue and should they fail the matter shall be escalated to an appropriate level within both Parties’ organisations, to include their respective export licensing subject matter experts; and

(2) the Authority shall provide sufficient information, certification, documentation and other reasonable assistance as may be necessary to support the application for the requested variation.

f.   
Where the Authority determines that it is best placed to make such request the Contractor shall provide sufficient information, certification, documentation and other reasonable assistance as may be necessary to support the Authority to make the application for the requested variation.

g. Where the Authority invokes clause 32.e or 32.f the Authority will pay the Contractor a fair and reasonable charge for this service based on the cost of providing it.

h. Where the Contractor subcontracts work under the Contract, which is likely to be subject to foreign export control, import control or both the Contractor shall use reasonable endeavours to incorporate in each subcontract equivalent obligations to those set out in this Condition. Where it is not possible to include equivalent terms to those set out in this Condition, the Contractor shall report that fact and the circumstances to the Authority.

i. Without prejudice to HM Government's position on the validity of any claim by a foreign government to extra-territoriality, the Authority shall provide the Contractor with sufficient information, certification, documentation and other reasonable assistance to facilitate the granting of export licences or import licences or authorisations by a foreign Government in respect of the performance of the Contract.

j. The Authority shall provide such assistance as the Contractor may reasonably require in obtaining any UK export licences necessary for the performance of the Contract.

k.   
  
The Contractor shall use reasonable endeavours to identify whether any Contractor Deliverable is subject to:

(1)   
a non-UK export licence, authorisation or exemption; or

(2)   
any other related transfer or export control,

that imposes or will impose end use, end user or re-transfer or 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 Condition 33 (Third Party Intellectual Property – Rights and Restrictions).

l.   
If at any time during the term of the Contract the Contractor becomes aware that all or any part of the Contractor Deliverables are subject to clause 32.k.(1) or 32.k.(2), they shall notify the Authority of this as soon as reasonably practicable by providing details in the DEFFORM 528 or other mutually agreed alternative format. Such notification shall be no later than thirty (30) days of knowledge of any affected Contractor Deliverable and in any event such notification shall be not less than thirty (30) days prior to delivery of the Contractor Deliverables.

m.   
If the information to be provided under clause 32.l has been provided previously to the Authority by the Contractor under the Contract, the Contractor may satisfy these requirements by giving details of the previous notification and confirming they remain valid and satisfy the provisions of clause 32.l.

n.   
During the term of the Contract, the Contractor shall notify the Authority as soon as reasonably practicable of any changes in the information notified previously under clauses 32.l or 32.m of which they become or are aware 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 by issuing an updated DEFFORM 528 to the Authority.

o. For a period of up to 2 years from completion of the Contract and in response to a specific request by the Authority, the Contractor shall notify the Authority as soon as reasonably practicable of any changes in the information notified previously under clause 32.l or 32.m of which they become aware 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 by issuing an updated DEFFORM 528 to the Authority.

p.   
Where following receipt of materiel from a Subcontractor or any of their other suppliers restrictions are notified to the Contractor by that Subcontractor, supplier or other third party or are identified by the Contractor, the Contractor shall immediately inform the Authority by issuing an updated DEFFORM 528. Within 20 days of such notification, the Contractor shall propose to the Authority actions to mitigate the impact of such restrictions. Such proposals may include, where appropriate, mutually supported attempts to obtain removal or modification to the restrictions or to obtain appropriate authorisations from the relevant foreign government. The Authority shall notify the contractor within 20 days of receipt of a proposal whether it is acceptable and where appropriate the Contract shall be modified in accordance with its terms to implement the proposal.

q.   
  
If the restrictions prevent the Contractor from performing their obligations under the Contract and have not been removed, modified or otherwise satisfactorily managed within a reasonable time, the Authority may at its absolute discretion elect to amend the contract in accordance with Condition 6 or as otherwise may be provided by the Contract, or to terminate the Contract. Except as set out in clause 32.r, in the event of termination in these circumstances termination shall be on fair and reasonable terms having regard to all the circumstances including payments already made and that would otherwise be due under the Contract, costs incurred by the Contractor and benefits received by the Authority. The Parties, acting in good faith, will use all reasonable endeavours to agree such fair and reasonable terms failing which either Party may refer the matter to dispute resolution in accordance with the provisions in the Contract.

r.   
In the event that the restrictions notified to the Authority pursuant to clause 32.l were known or ought reasonably have been known by the Contractor (but were not disclosed) at contract award or if restrictions notified to the Authority pursuant to clauses 32.n or 32.p were known or ought reasonably to have been known by the Contractor at the date of submission of the most recent DEFFORM 528 submitted to the Authority in accordance with clause 32.l, termination under clause 32.t will be in accordance with Condition 42 (Material Breach) and the provisions of clause 33.v will not apply.

s.   
  
  
The Authority shall use reasonable endeavours to identify any export control restrictions applying to materiel to be provided to the Contractor as Government Furnished Assets (GFA). Where the Authority is to provide materiel necessary to enable the Contractor to perform the Contract or in respect of which the Services are to be provided, and that materiel is subject to a non-UK export licence, authorisation, exemption or other related transfer or export control as described in the provisions of clause 32.k, the Authority shall provide a completed DEFFORM 528 or will provide a new or updated DEFFORM 528 to the Contractor within thirty (30) days of the date of knowledge and in any case not later than thirty (30) days prior to the delivery of such materiel to the Contractor.

t.   
  
  
In the event that the Authority becomes aware that the DEFFORM 528 disclosure was incomplete or inaccurate or in the event additional such materiel is identified then the Authority shall provide, as soon as reasonably practicable a new or revised DEFFORM 528. In the event that the Authority becomes aware that a prior disclosure included in DEFFORM 528 submitted to the Contractor was incomplete or inaccurate less than thirty (30) days prior to the delivery to the Contractor of any material to which the updated or new disclosure relates, the Parties will meet as soon as reasonably practicable to discuss how to mitigate the impact of the incomplete or inaccurate disclosure.

u.   
Where:

(1) restrictions are advised by the Authority to the Contractor in a DEFFORM 528 provided pursuant to clauses 32.s or 32.t or both; or

(2) any of the information provided by the Authority in any DEFFORM 528 proves to be incorrect or inaccurate;

the Authority and the Contractor shall act promptly to mitigate the impact of such restrictions or incorrect or inaccurate information. Such mitigation shall include, where appropriate, mutually supported attempts to obtain removal or modification to the restrictions or to obtain appropriate authorisations from the relevant foreign government. If the restrictions or incorrect or inaccurate information adversely affect the ability of the Contractor to perform their obligations under the Contract, the matter shall be handled under the terms of Condition 6 (Formal Amendments to the Contract) or as may otherwise be provided by the Contract as appropriate and if no alternative solution satisfies the essential terms of the Contract and the restrictions have not been removed, modified or otherwise satisfactorily managed within a reasonable time the Authority may terminate the Contract. Termination under these circumstances will be under the terms of Condition 41 (Termination for Convenience) and as referenced in the Contract.

v.   
Pending agreement of any amendment of the Contract as set out in clause 32.q or 32.u, provided the Contractor takes such steps as are reasonable to mitigate the impact, the Contractor shall be relieved from their obligations to perform those elements of the Contract directly affected by the restrictions or provision of incorrect or incomplete information.

**33.**   
  
**Third Party Intellectual Property – Rights and Restrictions**

a.   
The Contractor and, where applicable any Subcontractor, 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 33.a does not apply in respect of Contractor Deliverables normally available from the Contractor as a Commercial Off The Shelf (COTS) item or service.

b. If the Information required under clause 33.a has been notified previously, the Contractor may meet their obligations by giving details of the previous notification.

c.   
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 Condition 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 33.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 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 33.a, 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, their 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 33.a.

k. Where authorisation is given by the Authority under clause 33.e, 33.f or 33.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, their 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 33.a – 33.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 33.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 their 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 Condition 33 shall be taken as an authorisation or promise of an authorisation under Section 240 of the Copyright, Designs and Patents Act 1988.

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

**Pricing and Payment**

**34.**   
  
  
**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 34.a 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.

**35.**   
  
  
**Payment and Recovery of Sums Due**

a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 35.b the Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.

b. Where the Contractor submits an invoice to the Authority in accordance with clause 35.a, the Authority will consider and verify that invoice in a timely fashion.

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

d. Where the Authority fails to comply with clause 35.a and there is undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purpose of clause 35.c after a reasonable time has passed.

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

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

**36.**   
  
  
  
**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 supply of 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 their business activities at the time of any supply, and the circumstances of any supply are such that the Contractor is liable to pay the tax due to HM Revenue and Customs (HMRC), the Authority shall pay to the Contractor in addition to the Contract Price (or any other sum due to the Contractor) a sum equal to the output VAT chargeable on the tax value of the supply of Contractor Deliverables, and all other payments under the Contract according to the law at the relevant tax point.

c. The Contractor is responsible for the determination of VAT liability. The Contractor shall consult their Client Relationship Manager or the HMRC Enquiries Desk (and not the Authority’s Representative (Commercial)) in cases of doubt. The Contractor shall notify the Authority’s Representative (Commercial) of the Authority’s VAT liability under the Contract, and any changes to it, within twenty (20) Business Days of becoming aware the liability is other than at the standard rate of VAT. 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 HMRC. The Contractor shall comply promptly with any such requirement. Where the Contractor obtains a ruling from HMRC, they shall supply a copy to the Authority within three (3) Business Days of receiving that ruling unless they propose to challenge the ruling. Where the Contractor challenges the ruling they shall supply to the Authority a copy of any final decisions issued by HMRC on completion of the challenge within three (3) Business Days of receiving the decision.

d. Where supply of 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. The Contractor shall be responsible for ensuring they take into account any changes in VAT law regarding registration.

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 within thirty (30) calendar days of a written request for payment of any such sum by the Contractor.

f. In relation to the Contractor Deliverables supplied under the Contract the Authority shall not be required to pay any sum in respect of the Contractor’s input VAT (or similar EU or non-EU or both input taxes). However, these input taxes will be allowed where it is established that, despite the Contractor having taken all reasonable steps to recover them, it has not been possible to do so. Where there is any doubt that the Contractor has complied with this requirement the matter shall be resolved in accordance with Condition 39 (Dispute Resolution).

g. Should HMRC decide that the Contractor has incorrectly determined the VAT liability, in accordance with clause 36.b above, the Authority will pay the VAT assessed by HMRC. In the event that HMRC so determines, the Contractor shall pay any interest charged on any assessment or penalties or both directly to HMRC. Such interest or penalties or both shall not be recoverable from the Authority under the Contract or any other contract. The Contractor shall supply the Authority with a copy of all correspondence between HMRC and the Contractor’s advisors regarding the VAT assessment within three (3) Business Days of a written request from the Authority for such correspondence.

**37.**   
  
  
  
**Debt Factoring**

a.   
Subject to the Contractor obtaining the prior written consent of the Authority in accordance with Condition 11 (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 Condition 37 shall be subject to:

(1)   
reduction of any sums in respect of which the Authority exercises its right of recovery under clause 35.f;

(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 37.b and 37.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 37.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 37.a.(1) and 37.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 clauses 37.a.(1) and 37.a.(2).

d. The provisions of Condition 35 (Payment and Recovery of Sums Due) shall continue to apply in all other respects after the assignment and shall not be amended without the prior approval of the Authority.

**38.**   
  
  
**Subcontracting and Prompt Payment**

a. Subcontracting any part of the Contract shall not relieve the Contractor of any of the Contractor’s obligations, duties or liabilities under the Contract.

b. Where the Contractor enters into a subcontract, they shall cause a term to be included in such subcontract:

(1)   
providing that where the Subcontractor submits an invoice to the Contractor, the Contractor will consider and verify that invoice in a timely fashion;

(2)   
providing that the Contractor shall pay the Subcontractor any sums due under such an invoice no later than a period of thirty (30) days from the date on which the Contractor has determined that the invoice is valid and undisputed;

(3) providing that where the Contractor fails to comply with clause 38.b.(1) above, and there is an undue delay in considering and verifying the invoice, that the invoice shall be regarded as valid and undisputed for the purposes of clause 38.b.(2) after a reasonable time has passed; and

(4)   
requiring the counterparty to that subcontract to include in any subcontract which it awards, provisions having the same effect as clauses 38.b.(1) to 38.b.(4).

**Termination**

**39.**   
  
  
  
**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 39.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause 39.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.

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.

c.

**40.**   
  
  
**Termination for Insolvency or Corrupt Gifts**

**Insolvency:**

a. The Authority may terminate the Contract, without paying compensation to the Contractor, by giving written Notice of such termination to the Contractor at any time after any of the following events:

Where the Contractor is an individual or a firm:

(1) the application by the individual or, in the case of a firm constituted under English law, any partner of the firm to the court for an interim order pursuant to Section 253 of the Insolvency Act 1986; or

(2) the court making an interim order pursuant to Section 252 of the Insolvency Act 1986; or

(3) the individual, the firm or, in the case of a firm constituted under English law, any partner of the firm making a composition or a scheme of arrangement with them or their creditors; or

(4) the presentation of a petition for bankruptcy order against the individual or, in the case of a firm constituted under English law, any partner of the firm unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or

(5) the court making a bankruptcy order in respect of the individual or, in the case of a firm constituted under English law, any partner of the firm; or

(6) where the Contractor is either unable to pay their 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 their debts if:

(a) they have failed to comply with or to set aside a Statutory demand under Section 268 of the Insolvency Act 1986 within twenty-one (21) days of service of the Statutory Demand on them; or

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

(7) the presentation of a petition for sequestration in relation to the Contractor's estates unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or

(8) the court making an award of sequestration in relation to the Contractor’s estates.

Where the Contractor is a company registered in England:

(9)   
the presentation of a petition for the appointment of an administrator; unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or

(10) the court making an administration order in relation to the company; or

(11) the presentation of a petition for the winding-up of the company unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or

(12) the company passing a resolution that the company shall be wound-up; or

(13) the court making an order that the company shall be wound-up; or

(14)   
the appointment of a Receiver or manager or administrative Receiver.

Where the Contractor is a company registered other than in England, events occur or are carried out which, within the jurisdiction to which they are subject, are similar in nature or effect to those specified in clauses 40.a.(9) to 40.a.(14) inclusive above.

b. Such termination shall be without prejudice to and shall not affect any right of action or remedy which shall have accrued or shall accrue thereafter to the Authority and the Contractor.

**Corrupt Gifts:**

c. The Contractor shall not do, and warrants that in entering the Contract they have not done any of the following (hereafter referred to as 'prohibited acts'):

(1) offer, promise or give 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 or any other Contract with the Crown; or

(b) for showing or not showing favour or disfavour to any person in relation to this or any other Contract with the Crown.

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

d. If the Contractor, their employees, agents or any Subcontractor (or anyone acting on their behalf or any of their employees) does any of the prohibited acts or commits any offence under the Bribery Act 2010 with or without the knowledge or authority of the Contractor in relation to this Contract or any other contract with the Crown, the Authority shall be entitled:

(1) to terminate the Contract and recover from the Contractor the amount of any loss resulting from the termination;

(2) to recover from the Contractor the amount or value of any such gift, consideration or commission; and

(3) to recover from the Contractor any other loss sustained in consequence of any breach of this Condition, where the Contract has not been terminated.

e. In exercising its rights or remedies under this Condition, 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 performing, the prohibited act;

(2) give all 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 their behalf;

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

f. Recovery action taken against any person in Her Majesty's service shall be without prejudice to any recovery action taken against the Contractor pursuant to this Condition.

**41.**   
  
  
  
  
  
  
**Termination for Convenience**

a.   
  
The Authority shall have the right to terminate the Contract in whole or in part at any time by giving the Contractor at least twenty (20) Business Cays written notice (or such other period as may be stated in Schedule 3 (Contract Data Sheet)). Upon expiry of the notice period the Contract, or relevant part thereof, shall terminate without prejudice to the rights of the parties already accrued up to the date of termination. Where only part of the Contract is being terminated, the Authority and the Contractor shall owe each other no further obligations in respect of the part of the Contract being terminated, but will continue to fulfil their respective obligations on all other parts of the Contract not being terminated.

b.   
Following the above notification the Authority shall be entitled to exercise any of the following rights in relation to the Contract (or part being terminated) to direct the Contractor to:

(1) not start work on any element of the Contractor Deliverables not yet started;

(2)   
complete in accordance with the Contract the provision of any element of the Contractor Deliverables;

(3)   
as soon as may be reasonably practicable take such steps to ensure that the production rate of the Contractor Deliverables is reduced as quickly as possible;

(4) terminate on the best possible terms any subcontracts in support of the Contractor Deliverables that have not been completed, taking into account any direction given under clauses 41.b.(2) and 41.b.(3) of this Condition.

c. Where this Condition applies (and subject always to the Contractor’s compliance with any direction given by the Authority under clause 41.b):

(1)   
The Authority shall take over from the Contractor at a fair and reasonable price all unused and undamaged materiel and any Contractor Deliverables in the course of manufacture that are:

(a) in the possession of the Contractor at the date of termination; and

(b) provided by or supplied to the Contractor for the performance of the Contract,

except such materiel and Contractor Deliverables in the course of manufacture as the Contractor shall, with the agreement of the Authority, choose to retain;

(2) the Contractor shall deliver to the Authority within an agreed period, or in absence of such agreement within a period as the Authority may specify, a list of:

(a) all such unused and undamaged materiel; and

(b) Contractor Deliverables in the course of manufacture,

that are liable to be taken over by, or previously belonging to the Authority, and shall deliver such materiel and Contractor Deliverables in accordance with the directions of the Authority;

(3) in respect of Services, the Authority shall pay the Contractor fair and reasonable prices for each Service performed, or partially performed, in accordance with the Contract.

d. The Authority shall (subject to clause 41.e below and to the Contractor’s compliance with any direction given by the Authority in clause 41.b above) indemnify the Contractor against any commitments, liabilities or expenditure which would otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract, subject to:

(1) the Contractor taking all reasonable steps to mitigate such loss; and

(2) the Contractor submitting a fully itemised and costed list of such loss, with supporting evidence, reasonably and actually incurred by the Contractor as a result of the termination of the Contract or relevant part.

e.   
The Authority’s total liability under the provisions of this Condition shall be limited to the total price of the Contractor Deliverables payable under the contract (or relevant part), including any sums paid, due or becoming due to the Contractor at the date of termination.

f. The Contractor shall include in any subcontract over £250,000 which it may enter into for the purpose of the Contract, the right to terminate the subcontract under the terms of clauses 41.a to 41.e except that:

(1) the name of the Contractor shall be substituted for the Authority except in clause 41.c.(1);

(2) the notice period for termination shall be as specified in the subcontract, or if no period is specified twenty (20) Business Days; and

(3) the Contractor’s right to terminate the subcontract shall not be exercised unless the main Contract, or relevant part, has been terminated by the Authority in accordance with the provisions of this Condition 41.

g. Claims for payment under this Condition shall be submitted in accordance with the Authority’s direction.

**42.**   
  
  
  
**Material Breach**

a.   
In addition to any other rights and remedies, the Authority shall have the right to terminate the Contract (in whole or in part) with immediate effect by giving written Notice to the Contractor where the Contractor is in material breach of their obligations under the Contract.

b. Where the Authority has terminated the Contract under clause 42.a the Authority shall have the right to claim such damages as may have been sustained as a result of the Contractor’s material breach of the Contract, including but not limited to any costs and expenses incurred by the Authority in:

(1) carrying out any work that may be required to make the Contractor Deliverables comply with the Contract; or

(2) obtaining the Contractor Deliverable in substitution from another supplier.

**43.**   
  
  
  
**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.

**Additional Condition****s**

**44 Project specific DEFCONs and DEFCON SC variants that apply to this contract**

**DEFCON 035**

DEFCON 035 (Edn. 06/21) - Progress Payments

**DEFCON 076 (SC2)**

DEFCON 076 (SC2) (Edn. 06/21) - Contractor's Personnel at Government Establishments

**DEFCON 624 (SC2)**

DEFCON 624 (SC2) (Edn. 11/17) - Use of Asbestos

**DEFCON 627**

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

**DEFCON 637**

DEFCON 637 (Edn. 05/17) - Defect Investigation and Liability

**DEFCON 649 (SC2)**

DEFCON 649 (SC2) (Edn. 11/17) - Vesting

**DEFCON 658 (SC2)**

DEFCON 658 (SC2) (Edn. 09/21) - Cyber

**DEFCON 647 (SC2)**

DEFCON 647 (SC2) (Edn. 05/21) - Financial Management Information

**DEFCON 658 - Cyber Risk Profile - Low**

Note: Further to DEFCON 658 the Cyber Risk Profile of the Contract is Low, as defined in Def Stan 05-138.

**DEFCON 524A**

DEFCON 524A (Edn. 02/20) – Counterfeit Materiel

**DEFCON 532A (SC2)**

DEFCON 532A (SC2) (Edn. 08/20) – Protection of Personal Data (Where Personal Data is not being processed on behalf of the Authority)

**DEFCON 602B**

DEFCON 602B (Edn. 12/06) - Quality Assurance (Without Deliverable Quality Plan)

**DEFCON 604**

DEFCON 604 (Edn. 06/14) - Progress Reports

**DEFCON 625**

DEFCON 625 (Edn. 06/21) - Co-operation on Expiry of Contract

**45.**   
  
  
  
**The processes that apply to the Contract are:**

**General Conditions**

**Third Party IPR Authorisation**

AUTHORISATIONBY THE CROWN FOR USE OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS

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

**Intellectual Property Rights**

**Intellectual Property Rights**

DEFCON 14 (Edn 06/21) - Inventions and Designs Crown Rights and Ownership of Patents and Registered Designs

DEFCON 90 (Edn 06/21) – Copyright

**46 Special conditions that apply to this Contract**

**SC2 - ITT - Annex A - Limitation of Contractors Liability**

**1.** **LIMITATIONS ON LIABILITY**

**Definitions**

1.1 In this Condition [1] the following words and expressions shall have the meanings given to them, except where the context requires a different meaning:

“Charges” means any of the charges for the provision of the Services, Contractor Deliverables and the performance of any of the Contractor’s other obligations under this Contract, as determined in accordance with this Contract;

“Data Protection Legislation” means all applicable data protection and privacy legislation in force from time to time in the UK, including but not limited to:

i) the General Data Protection Regulation ((EU) 2016/679) as retained in UK law by the EU (Withdrawal) Act 2018 and the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (the "UK General Data Protection Regulation" or “UK GDPR”);

ii) the Data Protection Act 2018;

iii) the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended; and

iv) all applicable legislation and regulatory requirements in force from time to time which apply to a party relating to the processing of personal data and privacy [and the guidance and codes of practice issued by the Information Commissioner’s Office which apply to a party];

“Default” means any breach of the obligations of the relevant Party (including fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or statement of the relevant Party, its employees, servants, agents or sub-contractors in connection with or in relation to the subject matter of this Contract and in respect of which such Party is liable to the other. In no event shall a failure or delay in the delivery of an Authority responsibility or an activity to be carried out by the Authority or its representatives in accordance with the Contract be considered a Default;

“Law” means any applicable law, statute, by-law, regulation, order, regulatory policy, guidance or industry code that has the equivalent of legal effect, rule of court or directives or requirements of any regulatory body, delegated or subordinate legislation or notice of any regulatory body;

“Service Credits” means the amount that the Contractor shall credit or pay to the Authority in the event of a failure by the Contractor to meet the agreed Service Levels as set out/referred to in [cross refer to service credit regime in the contract];

“Term” means the period commencing on [the commencement date / the date on which this Contract is signed / the date on which this Contract takes effect] and ending [on the expiry of x years /on x date] or on earlier termination of this Contract.

**Unlimited liabilities**

1.2 Neither Party limits its liability for:

1.2.1 death or personal injury caused by its negligence, or that of its employees, agents or sub-contractors (as applicable);

1.2.2 fraud or fraudulent misrepresentation by it or its employees;

1.2.3 breach of any obligation as to title implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or

1.2.4 any liability to the extent it cannot be limited or excluded by law.

1.3 The financial caps on the Contractor's liability set out in Clause 1.5 below shall not apply to the following:

1.3.1 for any indemnity given by the Contractor to the Authority under this Contact

1.3.2 the Contractor's indemnity in relation to DEFCON 91 (Intellectual Property in Software) and Condition 33 (Third Party IP – Rights and Restrictions);

1.3.3 the Contractor's indemnity in relation to TUPE; and

1.3.4        breach by the Contractor of DEFCON 532A (SC2) and Data Protection Legislation;

1.4 The financial caps on the Authority's liability set out in Clause 1.6 below shall not apply to the following:

1.4.1 for any indemnity given by the Authority to the Contractor under this Contract,

the indemnity given by the Authority in relation to TUPE shall be unlimited; and

1.4.2

**Financial limits**

1.5 Subject to Clauses 1.2 and 1.3 and to the maximum extent permitted by Law:

1.5.1 The Contractor's total liability in respect of losses that are caused by Defaults of the Contractor shall in no event exceed:

(i) in respect of DEFCON 76 (SC2) [£24,000.00] in aggregate;

(ii) in respect of condition 42b [£250,000.00] in aggregate;

1.5.2 without limiting Clause 1.5.1 and subject always to Clauses 1.2, 1.3, 1.3.5 and 1.5.3, the Contractor's total liability throughout the Term in respect of all other liabilities (but excluding any Service Credits paid or payable in accordance with Annex E – Key Performance Indicators provisions, whether in contract, in tort (including negligence), arising under warranty, under statute or otherwise under or in connection with this Contract shall be £250,000.00 in aggregate.

1.5.3 on the exercise of any and, where more than one, each option period or agreed extension to the Term, the limitation of the Contractor's total liability (in aggregate) set out in Clauses 1.5.1 and 1.5.2 above shall be fully replenished such that on and from each such exercise or extension of the Term, the Authority shall be able to claim up to the full value of the limitation set out in Clauses 1.5.1 and 1.5.2 of this Contract.

1.6 Subject to Clauses 1.2, 1.4, 1.4.3 and 1.7, and to the maximum extent permitted by Law the Authority's total liability (in aggregate) whether in contract, in tort (including negligence), under warranty, under statute or otherwise under or in connection with this Contract shall in respect of all liabilities (taken together) be limited to the Charges paid by the Authority in the relevant Contract Year in respect of any and all claims in that Contract Year.

1.7 Clause 1.6 shall not exclude or limit the Contractor's right under this Contract to claim for the Charges.

**Consequential loss**

1.8 Subject to Clauses 1.2, 1.3 and 1.9, neither Party shall be liable to the other Party or to any third party, whether in contract (including under any warranty), in tort (including negligence), under statute or otherwise for or in respect of:

1.8.1 indirect loss or damage;

1.8.2 special loss or damage;

1.8.3 consequential loss or damage;

1.8.4 loss of profits (whether direct or indirect);

1.8.5 loss of turnover (whether direct or indirect);

1.8.6 loss of business opportunities (whether direct or indirect); or

1.8.7 damage to goodwill (whether direct or indirect),

even if that Party was aware of the possibility of such loss or damage to the other Party.

1.9 The provisions of Clause 1.8 shall not restrict the Authority's ability to recover any of the following losses incurred by the Authority to the extent that they arise as a result of a Default by the Contractor:

1.9.1 any additional operational and administrative costs and expenses arising from the Contractor's Default, including any costs paid or payable by the Authority:

(i) to any third party;

(ii) for putting in place workarounds for the Contractor Deliverables and other deliverables that are reliant on the Contractor Deliverables; and

(iii) relating to time spent by or on behalf of the Authority in dealing with the consequences of the Default;

1.9.2 any or all wasted expenditure and losses incurred by the Authority arising from the Contractor's Default, including wasted management time;

1.9.3 the additional cost of procuring and maintaining in place transitional assistance and replacement deliverables for the remainder of the Term and any option period or agreed extension to the Term (including legal and other consultants' fees, re-procurement project costs, other expenses associated with such exercise and any increase in the fees for the replacement services over and above the Contract Price that would have been payable for the relevant Contractor Deliverables);

1.9.4 any losses arising in connection with the loss, destruction, corruption, inaccuracy or degradation of Authority data, or other data or software, including, to the extent the Authority data, other data or software can be recovered or reconstituted, the fees, costs and expenses of reconstituting such Authority data, data or software;

1.9.5 damage to the Authority's physical property and tangible assets, including damage under DEFCONs 76 (SC2) and 611 (SC2)*;*

1.9.6 costs, expenses and charges arising from, or any damages, account of profits or other award made for, infringement of any third-party Intellectual Property Rights or breach of any obligations of confidence;

1.9.7 any additional costs incurred by the Authority in relation to the Authority's contracts with a third party (including any compensation or interest paid to a third party by the Authority) as a result of the Default (including the extension or replacement of such contracts);

1.9.8 any fine or penalty incurred by the Authority pursuant to Law and any costs incurred by the Authority in defending any proceedings which result in such fine or penalty; or

1.9.9 any savings, discounts or price reductions during the Term and any option period or agreed extension to the Term committed to by the Contractor pursuant to this Contract.

**Invalidity**

1.10 If any limitation or provision contained or expressly referred to in this Condition [1] is held to be invalid under any Law, it will be deemed to be omitted to that extent, and if any Party becomes liable for loss or damage to which that limitation or provision applied, that liability will be subject to the remaining limitations and provisions set out in this Condition [1].

**Third party claims or losses**

1.11 Without prejudice to any other rights or remedies the Authority may have under this Contract (including but not limited to any indemnity claim under DEFCONs 91 and Condition 33 or at Law), the Authority shall be entitled to make a claim under this Contract against the Contractor in respect of any losses incurred by the Authority which arise out of a claim made against the Authority by a third party under any contract with that third party provided that such third party claim:

1.11.1 arises naturally and ordinarily as a result of the Contractor's failure to provide the Contractor Deliverables or failure to perform any of its obligations under this Contract; and

1.11.2 is a type of claim or loss that would have been recoverable under this Contract if the third party were a party to this Contract (whether as the Authority or the Contractor), such claim to be construed as direct losses for the purpose of this Contract.

**No double recovery**

1.11 Neither Party shall be entitled to employ such rights and remedies available to it so as to seek to recover more than once in respect of the same loss, but the Authority shall be entitled to use (singly or together) such rights and remedies available to the Authority so as to recover the full extent of any recoverable losses suffered or incurred, including any remedies the Authority may have against any guarantor.

**Tasking Procedure**

**2.**   
**Tasking Procedure**

Tasking authorised against SoR Item No. 4 shall be carried out in accordance with the following procedure and the agreed SoW for each task, supported by a Contractor report where appropriate.

2.1.

The authorisation for all Tasks under Item 4 shall be by the proper completion of the Tasking Form at Annex C in accordance with 2.3. below and approval to proceed shall be given following signature of the Tasking Form by the FsAST Commercial Officer.

2.2.

2.3. The Contractor shall quote for each task by completing a Tasking Form and submitting 1 copy to the FsAST Service Delivery Manager for agreement and authorisation by the Authority. The Contractor’s quotation shall be constructed by reference to the agreed rates at Appendix B to Annex C as follows:

§ Labour – claimed number of hours x hourly rate

§ Materials

§ Sub-Contracts, if applicable

§ Travel and Subsistence estimate (actuals shall be paid by the Authority upon receipt of proof of expenditure)

§ General and Administrative Overheads (G&A)

Profit

§

Timescale – proposed completion or duration shall be entered on the Tasking Form prior to submission for approval.

2.4.

All Tasking forms raised are to contain a unique Serial Number as agreed with the FsAST Project Officer. The Contractor is required to monitor and report all tasks at the quarterly progress meetings.

2.5.

The Contractor must hold the appropriate authorisation before commencing any work against the Contract. If the Contractor requires doing any work or providing any services which has not been authorised, he shall seek the necessary authorisation.

2.6.

On completion of the Task, the Contractor shall complete and return the Tasking Form to the Authority and claim payment via invoice on CP&F. The Contractor shall at this stage provide proof of expenditure against T&S and the Authority will scrutinise and pay on an actuals basis.

2.7.

2.8. The Authority will, from time to time, amend the Contract to show all authorised Tasks at Annex F to the Contract.

**Key Performance Indicators**

**3.**   
  
**Key Performance Indicators**

(1) The Authority and the Contractor shall use Key Performance Indicators to monitor and measure performance of the Contractor in meeting the requirements of the Contract. The performance measures to be used are as per the provisions of Annex E.

(2) Performance against each of the KPIs shall cover a rolling 12-month period and shall be measured each month.

(3) The Authority, the Authority’s Representative and any agents or consultants of the Authority may at any time and with 10 working days’ notice undertake any inspection of any of the Deliverables, and make any audit or check of any aspect of the Contractor’s performance of this Contract as required by the Authority or where the same shall have been requested by the UK’s National Audit Office. The Contractor shall promptly provide all reasonable co-operation in relation to any inspection, audit or check.

(4) A claim for payment can be made once a report in accordance with SoW Item 13 in Annex A has been submitted and accepted by the Authority. Payment abatements for poor KPI performance is provided at condition c1

(5) A more detailed review of the application, trends and approach to Key Performance Indicators shall be held at the Quarterly Project Meetings.

(6) The information supplied by the Contractor in the monthly reports shall be used by the Authority to assess the level of performance the Contractor has achieved for the month. The Authority’s Commercial Branch shall issue an email to the Contractor confirming the KPI score, and the resultant amount that the Contractor can claim for the month. The Contractor can then submit a claim for payment in accordance with Condition c1.

(7) Depending on the Contractor’s level of performance against each KPI the Contractor can achieve either a Green, Amber, or Red Performance Indicator as defined in the performance table for each KPI.

(8) In the event that the Contractor achieves a Green Performance Indicator they shall be deemed to be performing against that KPI. In the event that the Contractor achieves an Amber Performance Indicator for a KPI then this is classified as underperforming against that KPI, and the Authority shall have the right to temporarily retain a level of payment as detailed in Annex E.

(9) All of the temporary retentions shall be released to the Contractor if it achieves a Green Performance Indicator against the applicable KPI for the next period. If a Green Performance Indicator is not achieved in the next period, then the temporary retention shall become permanent.

(10) In the event that the Contractor achieves a Red Performance Indicator against a KPI the Contractor shall be classified as significantly underperforming against the KPI, and the Authority shall have the right to permanently retain a level of payment as per Annex E of the Contract.

(11) Should the Contractor fail to provide their monthly report against the Key Performance Measures within ten (10) business days of the end of the month being reported on, then they shall be deemed to have achieved a Red rating for each of the Key Performance Indicators due that period.

(12) If the Contractor’s performance for any KPI for a month is assessed as a Red Performance Indicator, or is foreseen to be at this level, then:

a) The Contractor shall immediately take all steps to minimise the adverse effects of the Contractor’s performance, and return the performance to Green (performing against the KPI);

b) The Authority may direct the Contractor to take any measures the Authority considers necessary to remedy the Contractor’s performance and the Contractor shall comply with the direction at no additional cost to the Authority.

(13) The Contractor shall, within 5 (five) Business days after becoming aware that its performance for a KPI for the month will be, or is likely to be, assessed as a Red Performance Indicator for any reason, notify the Authority’s Representative, in writing, of the matter and provide a Rectification Plan in accordance with Appendix 1 to Annex B of the Contract. The plan shall include as a minimum, the information as follows;

a) The Contractor’s actual or anticipated performance against the KPI during the month;

b) The events of circumstances which affected or are likely to affect the Contractor’s performance during the month;

c) The Contractor’s plan to rectify and meet the KPI in future, including timescales, responsible person(s), and actions taken to prevent further delays or underperformance.

(14) The Contractor may be entitled to claim KPI Relief if an event or circumstances occurs.

a) A Force Majeure event caused by acts of nature, war, hostilities, fire at the Contractor’s premises or those of its sub-contractors;

b) Where the Authority has failed to meet its obligations under the contract.

(15) In order to claim KPI Relief, the Contractor shall demonstrate to the reasonable satisfaction of the Authority that:

a) The Contractor and its Sub-contractors could not have avoided such event, occurrence or consequences by steps which they might reasonably be expected to have taken, without incurring material expenditure;

b) The event for which relief is claimed directly caused the delay in achieving the KPI for the relevant period;

c) The required performance level for the KPI could not reasonably be expected to be mitigated or recovered by the Contractor acting in accordance with Good Industry Practice or by implementing an available work-around solution

(16) The Authority shall consider the Contractor’s claim for KPI Relief and will review the evidence for relief provided by the Contractor, The Authority’s decision on KPI Relief shall be submitted to the Contractor in writing.

(17) If the Contractor’s claim for KPI Relief at Condition (15) is successful, the performance against Support KPIs shall be re-calculated taking into account the impact claimed under the KPI Relief. This new calculation shall be used as the formal performance score for the period concerned. If this still results in the Contractor’s performance being assessed as either an Amber or Red Performance Indicator, then the Authority shall be entitled to take such action as applies to performance at those levels.

(18) Where the Contractor achieves a Red Performance Indicator for more than three months in any rolling 12 (twelve) month period, the Authority shall be entitled to terminate this Contract (whether in whole or in part) and to claim damages in accordance with Condition (template clause) as though such non-performance is a material breach.

c. Abatement for Poor Performance against KPIs:

(1) In the event that the Contractor is unable to comply with the Key Performance Indicators (KPI) stipulated in Annex B to the Contract, the Authority shall be entitled to a reduction in the monthly price of Line Item 3 – Maintenance and Support in accordance with Statement of Work (SOW) at Annex A (applicable to option years if enacted by the Authority).This reduction will be either a temporary or permanent retention depending upon performance against the individual KPI. Upon receipt of the monthly performance report, within 10 Business days of the previous month, the Authority shall calculate the amount due and adjust the Monthly Management Fee accordingly. If during the previous month, a KPI returns to Green and a temporary retention can be lifted, the next month’s Management Fee will be increased to reimburse the deduction accordingly.

**Contract Administration**

**4.**

Contractor's Personnel Qualifications and Training:

The Contractor shall employ on any task only those personnel with the necessary experience, skill and qualification to undertake the work as set out in the SoW at Annex A.

The Contractor shall ensure the continuity in post, as far as lies within his control, of skilled and supervisory staff and give one month's notice to the Project Officer of any proposed reduction in the manning or qualification levels of managerial and technical posts. The Contractor shall undertake any trade qualification training for contract employees at the Contractor's expense.

**Exercise of Options**

**5.**   
**Exercise of Options**

1. The option prices are firm prices not subject to variation.

2. In addition to the quantity detailed at Items 1 to 3 of the Schedule of Requirements, the Contractor hereby grants to the Authority the irrevocable options at items 5 and 6 in accordance with the terms and conditions set out in this contract or any such subsequent contract or contracts where such options are taken up, it being agreed that the Authority has no obligation to exercise such options.

3. The Authority shall have the right to exercise the options with 3 months notice or within such further period as corresponds to the aggregate of any period(s):

a. of delay in the delivery programme whether constituting any breach of the Contract or resulting from any force majeure event

b. for the duration of which the Authority is prevented from exercising any such option due to any other breach of the Contract by the Contractor.

4. The Authority shall not be obliged to exercise the options.

**Quality Assurance Conditions**

6. Quality Assurance Conditions

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|  |

A. Primary Quality Assurance Standard Requirements

AQAP 2110 Edition D Version 1 NATO Quality Assurance Requirements for Design, Development and Production.

CoC shall be provided in accordance with DEFCON 627

B. Developmental Software

AQAP 2210 Edition A Version 2 - NATO Supplementary Software Quality Assurance Requirements to AQAP 2110 or AQAP 2310 shall apply.

C. Concessions

Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 6 - Quality Assurance Procedural Requirements - Concessions.

D. Contractor Working Parties

Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 3 - Quality Assurance Procedural Requirements - Contractor Working Parties.

E. Avoidance of Counterfeit Materiel:

Processes and controls for the avoidance of counterfeit materiel shall be established and applied in accordance with Def Stan. 05-135, Issue 2 – Avoidance of Counterfeit Materiel. Informative Quality Assurance Standards

Informative Quality Assurance Standards:

F.

a. For guidance on the application and interpretation of AQAPs refer to the appropriate AQAP Standards Related Document (SRD).

b. Where GQA is performed against this contract it will be in accordance with AQAP 2070 Edition B Version 4.

c. ISO 25051:2014 Software Engineering - Software Product Quality Requirements and Evaluation (SQuaRE) - Requirements for quality of COTS software product and instructions for testing.

**47 The processes that apply to this Contract are**

**SC2 Schedules**

**Schedule 1 - Definitions of Contract**

|  |  |
| --- | --- |
| **Articles** | means the Contractor Deliverables (goods and/or the services), including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with Schedule 2 (Schedule of Requirements), but excluding incidentals outside Schedule 2 (Schedule of Requirements) such as progress reports. (**This definition only applies when DEFCONs are added to these Conditions**); |
| **Authority** | means the Secretary of State for Defence acting on behalf of the Crown; |
| **Authority’sRepresentative(s)** | shall be those person(s) defined in Schedule 3 (Contract Data Sheet) 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 Condition 7; |
| **Business Day** | means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays; |
| **Central Government Body** | 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:  a. Government Department;  b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);  c. Non-Ministerial Department; or  d. Executive Agency; |
| **Collect** | means pick up the Contractor Deliverables from the Consignor. This shall include loading, and any other specific arrangements, agreed in accordance with Clause 28.c and Collected and Collection shall be construed accordingly; |
| **Commercial Packaging** | means commercial Packaging for military use as described in Def Stan 81-041 (Part 1) |
| **Conditions** | means the terms and conditions set out in this document; |
| **Consignee** | means that part of the Authority identified in Schedule 3 (Contract Data Sheet) to whom the Contractor Deliverables are to be Delivered or on whose behalf they are to be Collected at the address specified in Schedule 3 (Contract Data Sheet) or such other part of the Authority as may be instructed by the Authority by means of a Diversion Order; |
| **Consignor** | means the name and address specified in Schedule 3 (Contract Data Sheet) from whom the Contractor Deliverables will be dispatched or Collected; |
| **Contract** | means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition 6 ( Formal Amendments to the Contract); |
| **Contract Price** | means the amount set out in Schedule 2 (Schedule of Requirements) 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. |
| **Contractor** | means the person who, by the Contract, undertakes to supply 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; |
| **Contractor Commercially Sensitive Information** | means the Information listed in the completed Schedule 5 (Contractor’s Commercially Sensitive Information Form), which is Information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive; |
| **Contractor Deliverables** | means the goods and/or the services, including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract; |
| **Control** | means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person:  a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or  b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor;  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; |
| **CPET** | means the UK Government’s Central Point of Expertise on Timber, which provides a free telephone helpline and website to support implementation of the UK Government timber procurement policy; |
| **Crown Use** | 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; |
| **Dangerous Goods** | means those substances, preparations and articles that are capable of posing a risk to health, safety, property or the environment which are prohibited by regulation, or classified and authorised only under the conditions prescribed by the:  a. Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG) (as amended 2011);  b. European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR);  c. Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID);  d. International Maritime Dangerous Goods (IMDG) Code;  e. International Civil Aviation Organisation (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air;  f. International Air Transport Association (IATA) Dangerous Goods Regulations. |
| **DBS Finance** | means Defence Business Services Finance, at the address stated in Schedule 3 (Contract Data Sheet); |
| **DEFFORM** | means the MOD DEFFORM series which can be found at <https://www.aof.mod.uk>; |
| **DEF STAN** | means Defence Standards which can be accessed at [https://www.dstan.mod.uk](http://www.dstan.mod.uk); |
| **Deliver** | means hand over the Contractor Deliverables to the Consignee. This shall include unloading, and any other specific arrangements, agreed in accordance with Condition 28 and Delivered and Delivery shall be construed accordingly; |
| **DeliveryDate** | means the date as specified in Schedule 2 (Schedule of Requirements) on which the Contractor Deliverables or the relevant portion of them are to be Delivered or made available for Collection; |
| **Denomination of Quantity (D of Q)** | means the quantity or measure by which an item of material is managed; |
| **Design Right(s)** | has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988; |
| **Diversion Order** | means the Authority’s written instruction (typically given by MOD Form 199) for urgent Delivery of specified quantities of Contractor Deliverables to a Consignee other than the Consignee stated in Schedule 3 (Contract Data Sheet); |
| **EffectiveDate of Contract** | means the date specified on the Authority’s acceptance letter; |
| **Evidence** | means either:  a. an invoice or delivery note from the timber supplier or Subcontractor to the Contractor specifying that the product supplied to the Authority is FSC or PEFC certified; or  b. other robust Evidence of sustainability or FLEGT licensed origin, as advised by CPET; |
| **Firm Price** | means a price (excluding VAT) which is not subject to variation; |
| **FLEGT** | means the Forest Law Enforcement, Governance and Trade initiative by the European Union to use the power of timber-consuming countries to reduce the extent of illegal logging; |
| **Government Furnished Assets (GFA)** | is a generic term for any MOD asset such as equipment, information or resources issued or made available to the Contractor in connection with the Contract by or on behalf of the Authority; |
| **Hazardous Contractor Deliverable** | means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released; |
| **Independent Verification** | means that an evaluation is undertaken and reported by an individual or body whose organisation, systems and procedures conform to “ISO Guide 65:1996 (EN 45011:1998) General requirements for bodies operating product certification systems or equivalent”, and who is accredited to audit against forest management standards by a body whose organisation, systems and procedures conform to “ISO 17011: 2004 General Requirements for Providing Assessment and Accreditation of Conformity Assessment Bodies or equivalent”; |
| **Information** | 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; |
| **Issued Property** | means any item of Government Furnished Assets (GFA), including any materiel issued or otherwise furnished to the Contractor in connection with the Contract by or on behalf of the Authority; |
| **Legal and Sustainable** | means production and process methods, also referred to as timber production standards, as defined by the document titled “UK Government Timber Production Policy: Definition of legal and sustainable for timber procurement". The edition current on the day the Contract documents are issued by the Authority shall apply; |
| **Legislation** | means in relation to the United Kingdom any Act of Parliament, any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972; |
| **Military Level Packaging (MLP)** | means Packaging that provides enhanced protection in accordance with Def Stan 81-041 (Part 1), beyond that which Commercial Packaging normally provides for the military supply chain; |
| **Military Packager**  **Approval Scheme (MPAS)** | is a MOD sponsored scheme to certify military Packagingdesigners and register organisations, as capable of producing acceptable Services Packaging Instruction Sheet (SPIS) designs in accordance with Defence Standard (Def Stan) 81-041 (Part 4); |
| **Military Packaging Level (MPL)** | shall have the meaning described in Def Stan 81-041 (Part 1); |
| **MPAS Registered Organisation** | is a packaging organisation having one or more MPAS Certificated Designers capable of Military Level designs. A company capable of both Military Level and commercial Packaging designs including MOD labelling requirements; |
| **MPAS Certificated Designer** | shall mean an experienced Packaging designer trained and certified to MPAS requirements; |
| **NATO** | means the North Atlantic Treaty Organisation which is an inter-governmental military alliance based on the North Atlantic Treaty which was signed on 4 April 1949; |
| **Notices** | shall mean all Notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract; |
| **Overseas** | shall mean non UK or foreign; |
| **Packaging** | Verb. The operations involved in the preparation of materiel for; transportation, handling, storage and Delivery to the user;  Noun. The materials and components used for the preparation of the Contractor Deliverables for transportation and storage in accordance with the Contract; |
| **Packaging Design Authority (PDA)** | shall mean the organisation that is responsible for the original design of the Packaging except where transferred by agreement. The PDA shall be identified in the Contract, see Annex A to Schedule 3 (Appendix – Addresses and Other Information), Box 3; |
| **Parties** | means the Contractor and the Authority, and Party shall be construed accordingly; |
| **Primary Packaging Quantity(PPQ)** | means the quantity of an item of material to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user, as described in Def Stan 81-041 (Part 1); |
| **Recycled Timber** | means recovered wood that prior to being supplied to the Authority had an end use as a standalone object or as part of a structure. Recycled Timber covers:  a. pre-consumer reclaimed wood and wood fibre and industrial by-products;  b. post-consumer reclaimed wood and wood fibre, and driftwood;  c. reclaimed timber abandoned or confiscated at least ten years previously;  it excludes sawmill co-products; |
| **Safety Data Sheet** | has the meaning as defined in the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations 2007 (as amended); |
| **Schedule of Requirements** | means Schedule 2 (Schedule of Requirements), which identifies, either directly or by reference, Contractor Deliverables to be provided, the quantities and dates involved and the price or pricing terms in relation to each Contractor Deliverable; |
| **Short-Rotation Coppice** | means a specific management regime whereby the poles of trees are cut every one to two years and which is aimed at producing biomass for energy. It is exempt from the UK Government timber procurement policy. For avoidance of doubt, Short-Rotation Coppice is not conventional coppice, which is subject to the timber policy; |
| **Specification** | means the description of the Contractor Deliverables, including any specifications, drawings, samples and / or patterns, and shall include any document or item which, individually or collectively is referred to in Schedule 2 (Schedule of Requirements). The Specification forms part of the Contract and all Contractor Deliverables to be supplied by the Contractor under the Contract shall conform in all respects with the Specification; |
| **STANAG4329** | means the publication NATO Standard Bar Code Symbologies which can be sourced at [https://www.dstan.mod.uk/faqs.html](http://www.dstan.mod.uk/faqs.html); |
| **Subcontractor** | means any subcontractor engaged by the Contractor or by any other subcontractor of the Contractor at any level of subcontracting to provide Contractor Deliverables wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract and ‘Subcontract’ shall be interpreted accordingly; |
| **Timber and Wood-Derived Products** | means timber (including Recycled Timber and Virgin Timber but excluding Short-Rotation Coppice) and any products that contain wood or wood fibre derived from those timbers. Such products range from solid wood to those where the manufacturing processes obscure the wood element; |
| **TransparencyInformation** | 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; |
| **Virgin Timber** | means Timber and Wood-Derived Products that do not include Recycled Timber. |

**Annex to Schedule 1**

**Additional Definitions of Contract iaw. Conditions 44 - 46 (Additional Conditions)**

**Schedule 2 - Schedule of Requirements**

**Schedule of Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Requirement** | **Due Date** | **Price Ex VAT** |
| 1. | Delivery, installation, and acceptance of the software solution onto the User’s Server at MOD Lyneham | 21 March 2022 - 25 March 2022 |  |
| 2. | Provide training to ensure Users are fully competent in the use of the software | 4 April 2022 – 27 May 2022 |  |
| **3.** | Maintenance and support in accordance with SOW at Annex A to this Contract. | 21 March 2022 – 30 March 2025 |  |
| 4. | Ad hoc Tasking and PDS in accordance with the Tasking Process and the agreed rates at Annex C | 21 March 2022 – 30 March 2025 |  |
| **5.** | **\*OPTION**  Maintenance and Support in accordance with Statement of Work (SOW) at Annex A to this Contract | 1 April 2025 – 30 March 2026 |  |
| 6. | **\*OPTION**  Maintenance and Support in accordance with Statement of Work (SOW) at Annex A to this Contract | 1 April 2026 – 30 March 2027 |  |
|  | **Total Price excluding unused options \*** | |  |

**Schedule 3 - Contract Data Sheet**

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| **General Conditions** |
| **Condition 2 – Duration of Contract:**          The Contract expiry date shall be: 30 March 2025 |
| **Condition 4 – Governing Law:**  Contract to be governed and construed in accordance with:  English Law |
| **Condition 7 – Authority’s Representatives:**  The Authority’s Representatives for the Contract are as follows:  Commercial: DES FsAST-Comrcl5 (as per Annex A to Schedule 3 (DEFFORM 111))  Operations Manager: DES FsAST-OM-GTA2 (as per Annex A to Schedule 3) (DEFFORM 111)) |
| **Condition 18 – Notices:**  Notices served under the Contract shall be sent to the following address:  Authority: MOD Abbey Wood, NH1 Atrium, #1027, Bristol, BS34 8JH (as per Annex A to Schedule 3 (DEFFORM 111))  Contractor:  Notices served under Contract can be transmitted by electronic mail |
| **Condition 19.a – Progress Meetings:**  The Contractor shall be required to attend the following meetings:  Please see Annex A – Statement of Work |
| **Condition 19.b – Progress Reports:**  The Contractor is required to submit the following Reports:  Please see Annex A – Statement of Work  Reports shall be Delivered to the following address:  Justin.andrews114@mod.gov.uk |

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| **Supply of Contractor Deliverables** |
| **Condition 20 – Quality Assurance:**  Is a Deliverable Quality Plan required for this Contract?  No  Other Quality Assurance Requirements:  A. Primary Quality Assurance Standard Requirements  AQAP 2110 Edition D Version 1 NATO Quality Assurance Requirements for Design,  Development and Production.  CoC shall be provided in accordance with DEFCON 627  B. Developmental Software  AQAP 2210 Edition A Version 2 - NATO Supplementary Software Quality Assurance  Requirements to AQAP 2110 or AQAP 2310 shall apply.  C. Concessions  Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 6 - Quality  Assurance Procedural Requirements - Concessions.  D. Contractor Working Parties  Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4,  Issue 3 - Quality Assurance Procedural Requirements - Contractor Working Parties.  E. Avoidance of Counterfeit Materiel:  Processes and controls for the avoidance of counterfeit materiel shall be established and applied  in accordance with Def Stan. 05-135, Issue 2 – Avoidance of Counterfeit Materiel. Informative  Quality Assurance Standards  F. Informative Quality Assurance Standards:  a. For guidance on the application and interpretation of AQAPs refer to the appropriate AQAP  Standards Related Document (SRD).  b. Where GQA is performed against this contract it will be in accordance with AQAP 2070 Edition B  Version 4.  c. ISO 25051:2014 Software Engineering - Software Product Quality Requirements and Evaluation (SQuaRE) - Requirements for quality of COTS software product and instructions for testing. |
| **Condition 21 – Marking of Contractor Deliverables:**          Special Marking requirements:  **Not applicable** |
| **Condition 23 - Supply of Data for Hazardous Contractor Deliverables, Materials and Substances:**  A completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:  a) The Authority’s Representative (Commercial)  b) Defence Safety Authority – DSA-DLSR-MovTpt-DGHSIS@mod.uk  to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date: |
| **Condition 24 – Timber and Wood-Derived Products:**  A completed Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements) is to be provided by e-mail with attachments in Adobe PDF or MS WORD format to the Authority’s Representative (Commercial)  to be Delivered by the following date: not applicable |
| **Condition 25 – Certificate of Conformity:**  Is a Certificate of Conformity required for this Contract? Yes  Applicable to Line Items: Lines 1 - 11 |
| **Condition 27.b – Delivery by the Contractor:**  The following Line Items are to be Delivered by the Contractor:  Line Item 1 |
| **Condition 27.c - Collection by the Authority:**  The following Line Items are to be Collected by the Authority:  N/A |
| **Condition 29 – Rejection:**  The default time limit for rejection of the Contractor Deliverables is thirty (30) days unless otherwise specified here: |
| **Condition 31 – Self-to-Self Delivery:**  Self-to-Self Delivery required? No |

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| **Pricing and Payment** |
| **Condition 34 – Contract Price:**  All Schedule 2 line items shall be FIRM Price other than those stated below: |

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| **Termination** |
| **Condition 41 – Termination for Convenience:**  The Notice period for terminating the Contract shall be twenty (20) days unless otherwise specified here: |

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| **Other Addresses and Other Information** *(forms and publications addresses and official use information)* |
| See Annex A to Schedule 3 (DEFFORM 111) |

**Schedule 4 - Contract Change Control Procedure (i.a.w. Clause 6b)**

**Contract No:**

**Authority Changes**

1. The Authority shall be entitled to propose any change to the Contract (a " Change") or (subject to Clause 2) Changes in accordance with this Schedule 4.

2. Nothing in this Schedule shall operate to prevent the Authority from specifying more than one Change in any single proposal, provided that such changes are related to the same or similar matter or matters.

**Notice of Change**

3. If the Authority wishes to propose a Change or Changes, it shall serve a written notice (an "Authority Notice of Change") on the Contractor.

4. The Authority Notice of Change shall set out the Change(s) proposed by the Authority in sufficient detail to enable the Contractor to provide a written proposal (a "Contractor Change Proposal") in accordance with clauses 7 to 9 (inclusive).

5. The Contractor may only refuse to implement a Change or Changes proposed by the Authority, if such change(s):

a. would, if implemented, require the Contractor to deliver any Contractor Deliverables under the Contract in a manner that infringes any applicable law relevant to such delivery; and/or

b. would, if implemented, cause any existing consent obtained by or on behalf of the Contractor in connection with their obligations under the Contract to be revoked (or would require a new necessary consent to be obtained to implement the Change(s) which, after using reasonable efforts, the Contractor has been unable to obtain or procure and reasonably believes it will be unable to obtain or procure using reasonable efforts); and/or

c. would, if implemented, materially change the nature and scope of the requirement (including its risk profile) under the Contract;

and:

d. the Contractor notifies the Authority within 10 (ten) Business Days (or such longer period as shall have been agreed in writing by the parties) after the date of the Authority Notice of Change that the relevant proposed Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c providing written evidence for the Contractor's reasoning on the matter; and

e. further to such notification:

(1) either the Authority notifies the Contractor in writing that the Authority agrees, or (where the Authority (acting reasonably) notifies the Contractor that the Authority disputes the Contractor's notice under Clause 5.d) it is determined in accordance with Condition 40 (Dispute Resolution), that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c; and

(2) (where the Authority either agrees or it is so determined that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c) the Authority fails to make sufficient adjustments to the relevant Authority Notice of Change (and issue a revised Authority Notice of Change) to remove the Contractor's grounds for refusing to implement the relevant Change under Clauses 5.a, 5.b and/or 5.c within 10 (ten) Business Days (or such longer period as shall have been agreed in writing by the parties) after:

i) the date on which the Authority notifies in writing the Contractor that the Authority agrees that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c); or

ii) the date of such determination.

6. The Contractor shall at all times act reasonably, and shall not seek to raise unreasonable objections, in respect of any such adjustment.

**Contractor Change Proposal**

7. As soon as practicable, and in any event within:

a. (where the Contractor has not notified the Authority that the relevant Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c in accordance with Clause 5) fifteen (15) Business Days (or such other period as the Parties agree (acting reasonably) having regard to the nature of the Change(s)) after the date on which the Contract shall have received the Authority Notice of Change; or

b. (where the Contractor has notified the Authority that the relevant Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c in accordance with Clause 5 and:

(1) the Authority has agreed with the Contractor's conclusion so notified or it is determined under Condition 40 (Dispute Resolution) that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c and the Authority has made sufficient adjustments to the relevant Authority Notice of Change (and issued a revised Authority Notice of Change(s)) to remove the Contractor's grounds for refusing to implement the relevant Change(s) under Clauses 5.a, 5.b and/or 5.c) fifteen (15) Business Days (or such other period as the parties shall have agreed (both parties acting reasonably) having regard to the nature of the Change(s)) after the date on which the Contractor shall have received such revised Authority Notice of Change; or

(2) the Authority has disputed such conclusion and it has been determined in accordance with Condition 40 (Dispute Resolution) that the relevant Change(s) is/are not a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c) fifteen (15) Business Days (or such other period as the parties shall have agreed (both parties acting reasonably) having regard to the nature of the Change(s)) after the date of such determination,

the Contractor shall deliver to the Authority a Contractor Change Proposal. For the avoidance of doubt, the Contractor shall not be obliged to deliver to the Authority a Contractor Change Proposal where the Contractor notifies the Authority, and the Authority agrees or it is determined further to such notification in accordance with Clause 5, that the relevant Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c.

8. The Contractor Change Proposal shall comprise in respect of each and all Change(s) proposed:

a. the effect of the Change(s) on the Contractor’s obligations under the Contract;

b. a detailed breakdown of any costs which result from the Change(s);

c. the programme for implementing the Change(s);

d. any amendment required to this Contract as a result of the Change(s), including, where appropriate, to the Contract Price; and

e. such other information as the Authority may reasonably require.

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

**Contractor Change Proposal – Process and Implementation**

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

a. evaluate the Contractor Change Proposal; and

b. where necessary, discuss with the Contractor any issues arising (and (in relation to a Change(s) proposed by the Authority) 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 shall have agreed in writing) after receipt of such modification, submit an amended Contractor Change Proposal.

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

a. either indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with Condition 6 (Formal Amendments to the Contract), whereupon the Contractor shall promptly issue to the Authority the Contractor's DEFFORM 10B indicating their unqualified acceptance of such amendment in accordance with, and otherwise discharge their obligations under, such Condition and implement the relevant Change(s) in accordance with such proposal; or

b. serve Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued in relation to a Change or Changes proposed by the Authority) the Authority Notice of Change (in which case such notice of change shall have no further effect).

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

13. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred in connection with the implementation of any Change(s), unless a Contractor Change Proposal has been accepted by the Authority in accordance with Clause11.a and then subject only to the terms of the Contractor Change proposal so accepted.

**Contractor Changes**

14.   
  
  
  
  
If the Contractor wishes to propose a Change or Change(s), they shall serve a Contractor Change Proposal on the Authority. Such proposal shall be prepared and reviewed in accordance with and otherwise be subject to the provisions of Clauses 8 to 13 (inclusive).

**Schedule 5 - Contractor's Commercial Sensitive Information Form (i.a.w. condition 12)**

**Contract No:**

|  |
| --- |
| Contract No: |
| 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 6 - Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract**

**Data Requirementsfor Contract No:**

**Hazardous Contractor Deliverables, Materials or Substances**

**Statement by the Contractor**

Contract No:

Contract Title:

Contractor:

Date of Contract:

\* To the best of our knowledge there are no hazardous Contractor Deliverables, 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 condition 24.

Contractor’s Signature:

Name:

Job Title:

Date:

\* check box (TT) as appropriate

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

Emails to be sent to:

DESTECH-QSEPEnv-HSISMulti@mod.gov.uk

**Schedule 7 - Timber and Wood- Derived Products Supplied under the Contract**

**Data Requirements for Contract No:**

The following information is provided in respect of condition 24 (Timber and Wood-Derived Products):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schedule of Requirements item and timber product type** | **Volume of timber Delivered to the Authority with FSC, PEFC or equivalent evidence** | **Volume of timber Delivered to the Authority with other evidence** | **Volume (as Delivered to the Authority) of timber without evidence of compliance with Government Timber Procurement Policy** | **Total volume of timber Delivered to the Authority under the Contract** |
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**SC2 Annexes**

**Annex A - Statement of Work**

ANNEX A – STATEMENT OF WORK

**STATEMENT OF WORKS**

|  |  |  |
| --- | --- | --- |
| **Customer Reference Number**  FsAST/701695450 | **Issue Number & Date**  Issue 1  21/01/2022 | **Supplier Reference Number** |
| **Task Title:**         Rotary Avionics and Systems Trainer (RAST) | | |
| **1.** **Background Description of Task**  1.1. To provide a classroom-based desk-top trainer that gives the trainee a graphical representation of a helicopter systems that the trainee can interact with using virtual test equipment. Must be a representative helicopter with detailed cockpit, bays, instrumentation and LRUs. Systems must be integrated with full simulation and emulation with real time responses. Must come with a full training management system for scenario creation, ability to monitor, plan and deliver real time scenarios and capable of automatically generating trainee assessments and reports. Requires a full suite of technical publications for the helicopter to be installed on a server for classroom networking. Future development capability should include scope to put the software on to a Virtual Learning Environment for wider access to trainees away from the classroom environment. Future VR/MR capability should also be an option that could provide opportunity for future development. | | |
| **2.** **Background/Justification:**  2.1. The School of Army Aeronautical Engineering (SAAE) is part of the Defence School of Aeronautical Engineering (DSAE). SAAE is based in MOD Lyneham and DSAE in RAF Cosford. SAAE does not have ready access to the training equipment held by DSAE, particularly the Avionics Systems Trainer (AST) which has been a consistent factor in high first time and overall failures of Army avionics technicians.  2.2. Army avionics training course had not been updated for over 15 years; that course has now been developed. Part of the design is hinged on the use of a emulation/simulation software package that meets a rotary wing avionics and electrical training suite.  2.3. SAAE’s CapDev team were given access to the AST software which is MOD IPR and have been able to build an unsupported AST fixed wing system to enable development of that course. It does not meet the requirement and as such SAAE requires a rotary version of the AST to meet the training objectives of the updated course.  **Statement of Work / Activities to be Undertaken**  **3.** The Contractor shall deliver and install the software solution on to the user’s Server at MOD Lyneham. The software solution must at a minimum:  a. Be a graphical representation of avionics and electrical helicopter systems  b. Interact using virtual test equipment  c. Be a representative helicopter with detailed cockpit, bays, instrumentation and LRUs  d. Include a full suite of technical publications to be installed on a server for classroom networking  e. Systems must be integrated with full simulation and emulation with real time responses  f. Must come with a full training management system for scenario creation, ability to monitor, plan and deliver real time scenarios  g. Must be capable of automatically generating trainee assessments and reports  h. The system will have an alarm and notification system in place to notify trainers and trainees that a potentially dangerous action has been carried out if in a live environment. This could be by means of an instructor unlock code, or button they could reset from the instructor terminal  **4.** Once the software solution has been installed, it shall be tested by the Authority to ensure that it meets the minimum requirements at Section 3 to the SOW, that the software solution is fully functioning and that it is accessible at all trainee and trainer stations. Full functionality shall be assessed by the Authority’s subject matter experts and agreed with the Contractor’s agent on site before acceptance  **5.** **Telephone Support & Administration**    5.1. Telephone support shall be provided for the reporting of corrective maintenance tasks for software issues that impact training and first point of contact for fault correction of the software package. Telephone support shall be active during normal working hours (08:00 - 17:00) Monday to Friday (UK Public Holidays excluded).  **6.** **Software Support**  6.1. Changes to the software due to updates in Operating System, rectification of programme glitches or as part of an agreed trial of new training solutions shall be provided as required at point of failure, OS update issue date or as the developed software update is available. Training shall not be impacted to enable an update unless it rectifies a fault that is already impacting training delivery.  **7.** **Corrective Maintenance**  7.1. The end user will report all faults via a support system by either telephone or email and any call-out reaction time will start from the time of the end user request. All reported faults will be recorded for analysis throughout the time of the contract. Corrective Maintenance shall be carried out by the Contractor utilising Suitably Qualified and Experienced Personnel (SQEP).  **8.**  **Service Level Agreement**  8.1. Response times will be based on the severity of the fault and impact on training activities. If Corrective Maintenance cannot be carried out remotely, the Contractor is required to visit the site. Any site visits will be agreed in advance with a SAAE POC.  **8.2.** The response time for software issues that cause minimal impact on training delivery or where training is not scheduled to take place shall have an initial response using remote methods to resolve the issue within 24 hours. Where the issue cannot be resolved remotely, an onsite diagnosis and resolution will be completed within 48 hours.  8.3. Where there is a complete failure of the software that renders it unusable *and* it impacts on training delivery all efforts must be made to resolve the issue within 24 hours of the user reporting the issue.  8.4. In addition, a telephone corrective maintenance fault rectification service will be provided during working hours (0800 to 1630) Monday to Friday during the training terms (dates to be provided by SAAE).  **9.** **Preventative Maintenance**  9.1. SQEP Personnel will carry out any required software maintenance updates by contacting the SAAE POC at least 4 weeks prior to any scheduled tasks and agree a mutually agreeable time for the work to be carried out. Works can include a site visit by a software engineer or provision of the software update for SAAE to conduct the update.  9.2. On completion of preventative maintenance endorsement will be given that the work has been completed, or software provided, at the agreed time and to a satisfactory standard. A record of the software update and work will be signed by the end user and software engineer and a confirmation email sent to the Authority to confirm the task has been carried out.  9.3. Where SAAE has been provided with the software update the works will not be deemed to be complete until the software had been fully integrated and the RAST is fully functional.  **10.** **Obsolescence**  10.1. The contractor will be responsible to carry out an obsolescence programme and which elements of the software are and shall become obsolete during the contract period and shall propose solutions to the Authority.  **11.** **Software Development**  11.1. The contractor and SAAE shall work collaboratively to develop future software upgrade opportunities that uses the expertise of both parties to maintain a current training platform.  11.2. The contractor shall ensure that the software OD and functioning programme remain up to date with supporting software systems and functionality is not reduced or lost due to obsolescence or updates to the Contractors or third-party software for the term of the contract.  **12.** **Train the Trainer (TtT)**  12.1. A train the trainer package will be provided at the start of the contract to ensure that a select number of trainers and course designers are fully competent in the use of the software. TtT sessions must fit around each trainer’s availability to ensure no disruption to training delivery requirements. Further TtT package shall be provided every 12 months to refresh current trainers and capture new trainers; this is to ensure any updates or new methods and scenarios are understood and delivered as standardized practices. If updates to the software take place during the contract period, which do not fall at the 12-month point, additional training will be provided to the trainers to capture these updates. Currency throughout the year will be provided by SAAE trained trainers to new staff members.  **13.** **Reporting and Management**  13.1. Quarterly report to include:  · A summary of Preventative Maintenance activity undertaken in the previous quarter.  · A summary of Corrective Maintenance activity undertaken in the previous quarter.  · A summary of the status of any tasks under consideration or in progress.  · Any outstanding faults and suggested remedial action.  · A list of software updates completed.  · Software updates required to be implemented.  13.2. The Contractor and SAAE will meet informally once a year to discuss performance, development opportunities and refresher training. These shall be held at SAAE, MOD Lyneham.  **14.** **PDS Tasking**  14.1. The Authority and User require the assurance that if needed, the Contractor has the capability and relevant accreditation to undertake such services. The Contractor shall define how PDS and ad-hoc tasks shall be performed over the duration of the contract and shall describe the mechanisms, resources, processes, instructions and responsibilities for maintaining and/or changing the design/functionality of the software.  14.2. Such tasks will be funded by the Authority and may include support to training days, additional training and software upgrades. | | |
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**Appendix A to Annex A - Training Requirements**

Appendix A to Annex A - Formal Training Requirements

| **TO Number** | **Training Objective (Performance)** | **Standards** | **Reqts** | | | **Notes** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Y** | **N** | **FD[[1]](#footnote-1)** |  |
| TAv 20 | Explain Automatic Flight Control | The student shall have a knowledge of:   1. Yaw Dampers. 2. Automatic Trim Control. 3. Autothrottle Systems. 4. Automatic Landing Systems.   The student shall have a comprehension of:   1. Fundamentals of Automatic Flight Control. 2. Command Signal Processing. 3. Modes of Operation (Roll, Pitch and Yaw Channels). 4. Stability Augmentation Systems.   Autopilot Navigation Aids Interface. |  |  |  |  |
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| TAv 21 | Explain the Operating Principles of Communication Systems | The student shall be able to comprehend and apply:   1. Fundamentals of:    1. Radio Wave Propagation.    2. Antennas.    3. Transmission Lines.    4. Communication.    5. Receiver and Transmitter. 2. Working principles of:    1. VHF Communication.    2. HF Communication.    3. Audio.    4. Emergency Locator Beacons.    5. Cockpit Voice Recorder |  |  |  |  |
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| TAv 22 | Explain the principles of Radio Navigation Systems | The student shall have a knowledge of:   1. Tactical Air Navigation System (TACAN). 2. Distance Measuring Equipment (DME).   The student shall be able to comprehend and apply the following working principles:   1. Very High Frequency Omnidirectional Range (VOR). 2. Instrument Landing System (ILS). 3. Automatic Direction Finding (ADF). 4. Flight Director Systems. |  |  |  |  |
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| TAv 23 | Explain the principles of Airborne Radar Navigation Systems. | The student shall be able to comprehend and apply working principles of the following systems:   1. Doppler Navigation. 2. Radio Altimeter. |  |  |  |  |
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| TAv 24 | Explain the principles of Flight Management Systems | The student shall be able to comprehend and apply the working principles of the following systems:   1. Flight Management Systems. 2. Global Positioning System (GPS). 3. Global Navigation Satellite Systems (GNSS). 4. GNSS Landing System (GLS). 5. Inertial Navigation System (INS). |  |  |  |  |
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| TAv 25 | Explain the principles of Surveillance Radar Systems | The student shall have knowledge of the working principles of the following systems:   1. Data-link Communication and Reporting. 2. Weather Avoidance Radar.   The student shall be able to comprehend and apply the working principles of the following systems:   1. Air Traffic Control Transponder, Secondary Surveillance Radar. 2. Traffic Alert and Collision Avoidance System (TCAS). |  |  |  |  |
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| TAv 26 | Explain the principles of Electrical Power Systems | The student shall have knowledge of the following systems:   1. Voltage regulation.   The student should be able to comprehend and apply the principles of:   1. Batteries Installation and Operation. 2. DC power generation. 3. AC power generation. 4. Emergency power generation. 5. Voltage regulation. 6. Power distribution. 7. Inverters, transformers, rectifiers. 8. Circuit protection. 9. External/Ground power. |  |  |  |  |
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| TAv 27 | Identify Aircraft Equipment and Furnishings | The student should have a comprehension of the following:   1. Electronic emergency equipment requirements. 2. Aircraft furnishings maintenance. |  |  |  |  |
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| TAv 28 | Explain the principles of flight control systems. | The student should have knowledge of:   1. Flight control systems. 2. Operation of flight control system elements:    1. Manual.    2. Hydraulic.    3. Pneumatic.   The student should be able to comprehend and apply:   1. System operation.    1. Electrical.    2. Fly-by-wire. |  |  |  |  |
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| TAv 29 | Explain Instrument principles | The student should be able to comprehend:   1. Instrument types. 2. Atmosphere. 3. Terminology. 4. Pressure measuring devices and systems. 5. Pitot static systems. 6. Direct reading pressure and temperature gauges. 7. Gyroscopic principles. |  |  |  |  |
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| TAv 30 | Describe the operation of pitot static instruments | The student shall have knowledge of the following:   1. Machmeters   The student shall comprehend the following:   1. Altimeters. 2. Vertical speed indicators. 3. Altitude reporting/alerting systems. 4. Air data computers. |
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| TAv 31 | Describe the operation of monitoring instrument systems | The student should have a comprehension of:   1. Temperature indicating systems. 2. Fuel quantity indicating systems. 3. RPM indicating systems. 4. Torque indicating systems. |
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| TAv 32 | Describe the operation of flight instrument systems. | The student should comprehend:   1. Artificial horizons. 2. Slip indicators. 3. Directional gyros. 4. Ground proximity warning systems. 5. Compass systems. 6. Flight data recording systems. 7. Electronic flight instrument systems. 8. Instrument warning systems. 9. Glass cockpit |
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| TAv 33 | Describe the operation of lighting systems | The student shall comprehend:   1. External lighting systems. 2. Internal lighting systems. 3. Emergency lighting systems |
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| TAv 34 | Describe the operation of On-Board Maintenance Systems. | The student shall comprehend the following systems:   1. Structure monitoring (damage tolerance monitoring) 2. Central maintenance computers. 3. Data loading system. |
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| TAv 35 | Describe the operation of aircraft air systems. | The student shall have a comprehension of:   1. Air supply. 2. Air conditioning. 3. Safety and warning devices |
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| TAv 36  . | Explain the operation of Fire Protection Systems. | The student shall comprehend:   1. Fire and smoke detection and warning systems. 2. Fire extinguishing systems. 3. Systems tests. 4. Portable fire extinguishe |
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| TAv 37 | Explain the operation of Fuel Systems. | The student should have a knowledge of:   1. System lay-out. 2. Fuel tanks. 3. Supply systems. 4. Dumping. 5. Venting and draining.   The student should have a comprehension of:   1. Cross-feed and transfer. 2. Refuelling and defueling 3. Longitudinal balance fuel systems. 4. Indications and warnings. |
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| TAv 38 | Explain the operation of a Hydraulic Power System | The student shall have a knowledge of:   1. System lay-out. 2. Hydraulic fluids. 3. Hydraulic reservoirs and accumulators. 4. Filters. 5. Power distribution. 6. Early failure detection procedures.   The student shall have a comprehension of:   1. Pressure control. 2. Pressure generation.    1. Electrical.    2. Mechanical.    3. Pneumatic. 3. Emergency pressure generation. 4. Indication and warning systems. 5. Interface with other systems. |
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| TAv 39 | Describe the operation of an Ice and Rain Protection System. | The student shall have a knowledge of:   1. Wiper Systems.   The student shall have a comprehension of:   1. Anti-icing systems.    1. Electrical.    2. Hot air.    3. Chemical. 2. De-icing systems.    1. Electrical.    2. Hot air.    3. Pneumatic.    4. Chemical. |
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| TAv 40 | Describe the operation of Landing Gear Systems. | The student shall have a comprehension of:  1. Indications and warnings.  2. Wheels, Brakes, Antiskid and Autobraking.  3. Steering.  4. Air ground sensing. |
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| TAv 41 | Explain the operation of an aircraft pneumatic / vacuum system. | The student shall have a knowledge of:   1. Distribution System.   The student shall have a comprehension of:   1. System Layout. 2. Pneumatic / Vacuum Sources. 3. Pressure control. 4. Indications and warnings. 5. Interfaces. |
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| TAv 42 | Describe the function of integrated modular avionics systems. | The student shall have a knowledge of:   1. Core system. 2. Network components (including Network server system) 3. Functions that may be typically integrated in the Integrated Modular Avionic (IMA) modules. |
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| TAv 44 | Describe the operation of Aircraft Information Systems | Typical systems include:   1. Air traffic and information management system. 2. Network server system. 3. Aircraft general information system 4. Flight deck information system 5. Maintenance information system (GOLDesp) 6. CIETP |
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| TAv 45 | Explain the operation of turbine engines | The student shall have a knowledge of:   1. Construction and Arrangement of:    1. Turbojet    2. Turbofan.    3. Turboshaft.    4. Turboprop.   The student shall have a comprehension of:   1. Electronic engine control and measurement systems (FADEC). |
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| TAv 46 | Explain the operation of Engine Indicating Systems. | The student must have a Knowledge of:   1. Manifold pressure. 2. Engine thrust indication.   The student must have a comprehension of:   1. Exhaust Gas / Interstage turbine temperature systems. 2. Engine/Prop Speed indications 3. Oil pressure and temperature. 4. Fuel pressure, temperature and flow. 5. Engine torq. |
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| TAv 47 | Describe the operation of engine starting and ignition systems. | The student must have a comprehension of:   1. Operation of engine start systems and components. 2. Ignition systems and components. 3. Maintenance safety requirements. |
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| TAv 48 | Explain the essential principles of armament | The student shall have a knowledge of:   1. Propellants and explosives. 2. Stores loading / unloading (to include chaff and flares) including hang-up and misfire. 3. Ammunition transportation. 4. Air-to-air missile. 5. Air-to-ground missile. 6. Air-to-sea missile. 7. Missile guidance methods. 8. Guided weapon (missiles) aerodynamics and flight controls. |
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| TAv 49 | Describe the principles of weapons stores systems. | The student shall have a knowledge of:   1. Weapon and stores release. 2. Weapon suspension system. 3. Interconnecting equipment to transport and release/fire weapons. 4. Gunnery. 5. Weapon control.    1. Designating a target.    2. Acquiring a target. |
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| TAv 50 | Describe avionics elements of attack system management. | The student shall have a knowledge of:   1. Architecture, management. 2. Attack system functions. 3. Digital Networks.    1. Hardware and software.    2. Information networks.    3. Network and Video signals.    4. Stores management hardware and software.    5. Attack system resources, contributing resources. 4. Aircraft mission preparation & restitution.    1. Hardware.    2. Software. 5. Cautions and warnings management. 6. Mission system control and management. 7. Trajectory management. 8. Attack system compatibilities management. |
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| TAv 51 | Describe the operation of Surveillance Systems | The student shall have a knowledge of:   1. Data processing. 2. Data display. 3. Recording. 4. Identification. 5. Infra-red and laser sensors. 6. Surveillance radar. |
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| TAv 52 | Describe the operation of image recording systems | The student shall have a knowledge of:   1. Optical systems. 2. Cameras. |
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| TAv 53 | Identify the system level operation of electronic warfare systems | The student shall have a knowledge of:   1. Active electromagnetic warfare systems. 2. Passive electromagnetic warfare systems. 3. Electromagnetic countermeasures. |
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| TAv 54 | Identify crew escape and safety systems. | The student shall have a knowledge of:   1. Escape hatches / canopy. 2. Miniature detonating cord.   The student must have a comprehension of:   1. Flotation gear. |
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| TAv 55 | Describe the operation of military communication systems. | The student must have a comprehension of:   1. Tactical communications system. |
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| TAv 56 | Describe the operation of defensive aid suites. | The student shall have a knowledge at a block diagram level of:   1. Missile warning system. 2. IR / Laser detection system. 3. UV detection system. 4. Counter measure system.    1. DIRCM / LIRCM.    2. ALQ.    3. Pyrotechnics (Chaff / Flares.) |
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| TAv 57 | Apply aircraft system knowledge in a practical exercise on a suitable training aid. | The student shall apply the knowledge gained during the course to conduct at least 1 of the following tasks on a minimum of 50% of the systems listed. By the end of training each task must be completed once.  **Tasks**   1. Procedural Fault Diagnosis and rectification (Corrective maintenance). 2. Functional / Operational Tests.   **Systems**   1. Autoflight. 2. Communications. 3. Electrical Power. 4. Instrument systems. 5. Navigation systems. 6. Flight Controls, Electrical, Fly by Wire. 7. Safety and warning devices. 8. Integrated modular avionics. 9. On board maintenance systems. 10. Information systems. 11. FADEC System. 12. Engine Indicating. |
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| TAv 58 | Apply aircraft system knowledge in a practical exercise. | The student shall apply the knowledge gained during the course to conduct at least 1 of the following tasks on a minimum of 50% of the systems listed. By the end of training each task must be completed once. (DFS/TFS is mandatory):  **Tasks**   1. Procedural Fault Diagnosis and rectification (Corrective maintenance). 2. Preventative maintenance. 3. Functional / Operational Testing.   **Systems**   1. Flight servicing (DFS/TFS). 2. Rotor / Rotor drive monitoring and indicating. 3. Auto flight. 4. Communications. 5. Electrical power. 6. Fire protection. 7. Flight controls. 8. Fuel systems inc monitoring and indication. 9. Hydraulic power inc monitoring and indication. 10. Ice and rain protection. 11. Heating and ventilation systems. 12. Lighting systems. 13. Instruments. 14. Navigation systems, 15. Safety and warning systems. |
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| TAv 59 | Apply aircraft knowledge in a practical exercise under field conditions | The student shall apply the knowledge gained during the course to conduct at least 1 of the following tasks on a minimum of 3 of the systems listed. By the end of training each task must be completed once. (DFS/TFS is mandatory):   1. Procedural Fault Diagnosis and rectification (Corrective maintenance). 2. Preventative maintenance. 3. Functional / Operational Testing.   **Systems**   1. Flight servicing (DFS/TFS). 2. Rotor / Rotor drive monitoring and indicating. 3. Auto flight. 4. Communications. 5. Electrical power. 6. Fire protection. 7. Flight controls. 8. Fuel systems inc monitoring and indication. 9. Hydraulic power inc monitoring and indication. 10. Ice and rain protection. 11. Cabin heating system. 12. Lighting systems. 13. Instruments. 14. Navigation systems, 15. Safety and warning systems. |

**Annex B - Payment Plan**

Annex B – Payment Plan

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| --- | --- | --- | --- |
| **Milestone/Service Payment No** | **Description** | **Due Date** | **Value £ (ex VAT)** |
| Milestone Payment 1 | Delivery, installation, and acceptance of the software solution onto the User’s Server at MOD Lyneham in accordance with Annex A - SOW | Acceptance of Software |  |
| Milestone  Payment 2 | Provide training to ensure Users are fully competent in the use of the software in accordance with Annex A - SOW | Full Training Delivered |  |
| \*\*Monthly Service Payment 1-36 | Maintenance and Support in accordance with Statement of Work (SOW) at Annex A to this Contract for period 1 April 2022 – 30 March 2025 | Last working Day of every Month  First Payment Due 29 April 2022 |  |
| \*\*Monthly Service Payment 37-48 | **\*\*OPTION**  Maintenance and Support in accordance with Statement of Work (SOW) at annex A to this Contract for period 1 April 2025 – 30 March 2026 | Last working Day of every Month |  |
| \*\*Monthly Service -Payment 49-60 | **\*OPTION**  Maintenance and Support in accordance with Statement of Work (SOW) at annex A to this Contract for period 1 April 2026 – 30 March 2027 | Last working Day of every quarter |  |

\*Monthly payment may have a Service Credit applicable in accordance with Annex E (KPI)

\*\*only applicable if Option/s detailed within the Schedule of Requirements are enacted

**Annex C - Tasking Form**

Annex C – Tasking Form

The following proforma shall be used by the contractor to document work to be undertaken under the contract. The Authority reserves the right to amend the form structure and content if required.

TASKING FORM - PART I TASK DETAILS, COST INFORMATION AND CONTRACTOR APPROVAL SHEET

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contractor: | | Contract No: 701695450  Task No: | | Issue No:  Date: | |
| Main Equipment & Serial Number: | | | | | |
| Origin (eg. Statement Of Requirement (SOR) Number from End User) | | | | | |
| Task Description: | | | | | |
| Supporting Narrative/Statement of Work (SOW) Attached \*YES/NO  Supporting Narrative/Statement of Work (SOW) Endorsed By End User/Requester \*YES/NO | | | | | |
| Contractors Proposal for Work: | | | | | |
| Task Price Offer (VAT exclusive) **-The above task is hereby offered to the Authority in accordance with the Terms and Conditions of the above mentioned Contract at the following** Firm/Maximum\* Price**. A detailed breakdown must be attached.**      **Overseas Expenditure** YESNO **(if** YES**) £** | | | | | |
| Description | Price (ex VAT) | | VAT | | Total |
| **Labour** |  | |  | |  |
| **Materials** |  | |  | |  |
| **Sub-contracts** |  | |  | |  |
| **Travel & Subsistence** |  | |  | |  |
| **Profit** |  | |  | |  |
| Total Firm Price |  | |  | |  |
| Validity of the Quotation: | | | | | |
| MOD Dependencies (see DEFSTAN 05-57, Issue 6, Annex D1):YESNO | | | | | |
| Completion/Installation Schedule **(weeks from approval)**: | | | | | |
| **The above Firm price includes the update to, and incorporation of, the Technical & Design documentation (to be all documentation affected):**YES NO | | | | | |
| The Task detailed above shall be completed upon the submission of a Certificate of Design and Performance:  YESNO | | | | | |
| **Name:**  **Contractor’s Signature:**        **Appointment:**               **Date:** | | | | | |
| *Authorisation –The Contractor is authorised to carry out the work detailed above in accordance with the terms and conditions of the Contract only when this form has been authorised by a FsAST Commercial Officer* | | | | | |
| **Name:**  **Authority’s Signature:**        **Appointment:**               **Date:** | | | | | |
| *Task Completion - This is to certify the above task has been completed in accordance with the Terms and Conditions of the Contract and the claim for payment (DEFFORM129J) for the task completion is submitted for authorisation.* | | | | | |
| **Name:**  **Contractor’s Signature:**        **Appointment:**               **Date:** | | | | | |
| *Task Completion - This is to confirm that the above task has been completed in accordance with the Terms and Conditions of the Contract and the attached claim for payment has been authorised and may now be submitted for payment under the P2P procedures. Please advice Authority on submission of Invoice (INVOICE NUMBER REQUIRED).* | | | | | |
| **Name:**  **Authority’s Signature:**        **Appointment:**               **Date:** | | | | | |

**\* Delete as appropriate**

**Appendix A to Annex C - Tasking Record**

Appendix A to Annex C – Tasking Record

LIST OF TASKS APPROVED BY THE AUTHORITY – Line Item 4

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| **Task No** | **Description** | **Delivery/Date Approved** | **Firm Price Total (£) ex-VAT** |
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|  |  | **Total:** |  |

**Appendix B to Annex C - Tasking Rates**

Appendix B to Annex C - Tasking Rates

Firm Price Rates in Support of Line Item 4 of the SOR

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| --- | --- | --- | --- | --- | --- | --- |
|  | FY 2022-23  £ | FY 2023-24  £ | FY 2024-25  £ | FY 2025-26  £ | FY 2026-27  £ | FY 2026-27  £ |
| Labour Rate Per Following Grades (Hourly) |  |  |  |  |  |  |
| Overheads |  |  |  |  |  |  |
| Profit Rate |  |  |  |  |  |  |
| Travel and Subsistence – mileage rate | £0.45  (per mile) | £0.45  (per mile) | £0.45  (per mile) | £0.45  (per mile) | £0.45  (per mile) |  |

***Yearly increases must be in line with economic conditions.***

***Rates must be in accordance with the Firm Price Proposal for SOR Items 1 – 3 and 5 and 6***

**Annex D - DEFFORM 701**

Annex D – DEFFORM 701

**HEAD AGREEMENT FOR LICENCE TERMS FOR COMMERCIAL SOFTWARE PURCHASED BY THE SECRETARY OF STATE FOR DEFENCE**

This Agreement is made this .......... day of .......................... in the year.........................

BETWEEN

The Secretary of State for Defence, a corporation sole, (afterwards referred to as the AUTHORITY) as represented by the Directorate of Intellectual Property Rights, Poplar 2a #2218, MOD Abbey Wood, Bristol BS34 8JH

AND

*[Insert company’s name, registration number and corporate address]* (afterwards referred to as the COMPANY);

each being referred to as a “Party” and collectively as the “Parties”.

BACKGROUND

I. The AUTHORITY wishes to agree standard terms of licence with the COMPANY which will apply to ”Commercial Software” products it procures from the COMPANY in order to avoid the need to negotiate individual terms each time those products are purchased; and

II. The COMPANY is prepared to agree standard terms of licence with the AUTHORITY in order to facilitate sales of Commercial Software to the AUTHORITY.

*For the purpose of this Agreement “Commercial Software” means software available commercially including that software modified on sale to suit the requirements of a customer.*

THE HEAD AGREEMENT

1. The Parties agree that they will adopt the terms of licence set out in the Annex to this Head Agreement (the “Annex”), as the standard terms of licence for the procurement of Commercial Software by the AUTHORITY from the COMPANY and from any of their wholly owned subsidiaries for which the COMPANY is entitled to make this Head Agreement. This shall not imply that either Party may not propose other conditions for any particular licence or that either Party shall be bound to accept any particular licence in the terms set out in the Annex.

2. Each software licence which is to be procured subject to the standard terms of licence set out in the Annex, shall be established by a schedule (the “Schedule”) which incorporates those terms by making reference to this Head Agreement and the Annex. Each licence so concluded shall be legally separate from this Head Agreement.

3. Each Schedule will take the format provided in the Attachment to the Annex. Individual Schedules may include special conditions adding to, varying, or setting aside any condition set out in the Annex and in the event of any conflict between the terms of the Annex and the special conditions of a Schedule the latter shall prevail.

4. Either Party shall be entitled to terminate this Head Agreement at any time on written notice to the other Party but the termination shall not vary the conditions of or terminate any extant Licences.

5. This Head Agreement shall be subject to and construed and interpreted in accordance with the Laws of England and shall be subject to the jurisdiction of the Courts of England. Other jurisdictions may apply solely for the purpose of giving effect to this Agreement and for the enforcement of any judgement, order or award given under English jurisdiction.

Signed for and on behalf of the Secretary of State for Defence

...................................................................................................

*[Print name] …………………………………..*

In the capacity of ....................................................................*[Insert capacity of signatory]*

Signed for and on behalf of the COMPANY *[Insert name of company]*

...................................................................................................

*[Print name]…………………………………..*

In the capacity of ....................................................................*[Insert capacity of signatory]*

**ANNEX TO THE HEAD AGREEMENT FOR LICENCE TERMS FOR COMMERCIAL SOFTWARE BETWEEN THE SECRETARY OF STATE FOR DEFENCE AND .............................................DATED .....................................**

**Agreed Standard Conditions**

**1        Definitions**

1.1 “AUTHORITY” shall mean the Secretary of State for Defence.

1.2 “LICENSOR” shall mean the Company identified in the Head Agreement or the wholly owned subsidiary of the Company identified in the Schedule as being the Party granting the Licence to the AUTHORITY.

1.3 "Licensed Software" means the computer programs listed in Part I of the Schedule together with any user documentation, update programs and anything else furnished to the AUTHORITY by the LICENSOR under the Licence in connection with those listed programs, and any portion and copy of any of them.

1.4 "Use" (or "to Use") in relation to the Licensed Software means copying the software from a store unit or medium into equipment, customising it within its existing functionality and consistent with the user documentation, running or processing it, operating upon it, all of these acts either alone or with other programs, and producing copies including, where appropriate, in eye-readable form.

1.3 "Designated Equipment" means that equipment in respect of which Use of the Licensed Software is licensed. It shall be the equipment specified in Part II of the Schedule unless changed to alternative equipment in accordance with the provisions of Clauses 2.3 or 2.4.

1.4 "Designated Site" means that site for which the Licensed Software is licensed. It shall be at any site which the Authority determines unless changed to an alternative site in accordance with the provisions of Clause 2.3.

1.5 "Licence" means the rights granted by the LICENSOR to the AUTHORITY in respect of the Licensed Software and all the conditions associated with it, as set out in the Standard Conditions in combination with a relevant Schedule.

1.6 “Schedule” means a schedule to the Head Agreement (in the format provided in the Attachment to this Annex) established by signature of the AUTHORITY and the LICENSOR, under which the LICENSOR undertakes to supply the Licensed Software for Use by the AUTHORITY under the conditions of the Licence. Each Schedule, in combination with these Standard Conditions, constitutes a distinct Licence independent of any other Licence existing by operation of the Head Agreement.

1.7 “Standard Conditions” means the conditions set out in this Annex to the Head Agreement, comprising Clauses 1 to 15.

1.8 “Special Conditions” means those conditions (if any) specified in Part VIII of the Schedule.

**2        Licence Grant**

2.1 The AUTHORITY may Use the Licensed Software on the Designated Equipment at the Designated Site in accordance with the Licence from the date of receipt of the Licensed Software by the AUTHORITY.

2.2 The AUTHORITY may allow contractors of the AUTHORITY and their sub-contractors to Use the Licensed Software on the Designated Equipment at the Designated Site on AUTHORITY contracts only, provided that the AUTHORITY ensures or procures that those contractors and sub-contractors are bound by the conditions of the Licence and that, unless prevented by security considerations, the AUTHORITY shall notify the LICENSOR of the identity of those contractors or sub-contractors as soon as is reasonably practical. The AUTHORITY shall not charge for that Use.

2.3 The AUTHORITY may specify alternative Designated Equipment or an alternative Designated Site by notification to the LICENSOR, in which case Clause 2.1 shall apply only to the alternative Designated Equipment or Designated Site as notified. However, in the event that the alternative Designated Equipment shall be equipment of a greater processing capacity or capability or a different operating system outside the parameters of the original Designated Equipment the LICENSOR may require the AUTHORITY to pay a fair and reasonable additional fee which will not exceed the difference between the corresponding fees shown in respect of Use of the Licensed Software on the existing and alternative Designated Equipment respectively in the LICENSOR's price list current at the time when the AUTHORITY has specified the alternative Designated Equipment.

2.4 The AUTHORITY may Use the Licensed Software on alternative equipment if the Designated Equipment is temporarily inoperative until the Designated Equipment is again operative without notification or additional payment to the LICENSOR.

2.5 Notwithstanding the above, the AUTHORITY may copy the Licensed Software in machine-readable form for back-up purposes for Use of the Licensed Software. The AUTHORITY may also create eye readable copies of documentation solely for utilisation by operating personnel of the Licensed Software. All copyright in such copies shall remain the property of the LICENSOR.

**3        Delivery And Acceptance**

3.1 The LICENSOR shall deliver the Licensed Software at a time and to a place agreed with the AUTHORITY.

3.2 The LICENSOR or the AUTHORITY as mutually agreed shall install each program of the Licensed Software on the Designated Equipment and test it against acceptance tests if agreed between the LICENSOR and the AUTHORITY.

3.3 The AUTHORITY may reject the Licensed Software within the acceptance period specified in Part IV of the Schedule only (which period starts on receipt of the Licensed Software by the AUTHORITY) if it fails an agreed acceptance test or if it does not perform on the Designated Equipment in accordance with the functionality set out in an agreed statement or user document provided by the LICENSOR. The AUTHORITY shall be understood to have accepted the Licensed Software if it has not been validly rejected before the expiry of the acceptance period.

3.4 If the AUTHORITY rejects the Licensed Software in accordance with Clause 3.3 the Licence for it shall terminate and the AUTHORITY shall be entitled to reimbursement of any fees paid in respect of the Licensed Software.

3.5 The AUTHORITY and the LICENSOR may mutually agree to extend the acceptance period, or to amend the Schedule appropriately, for any Licensed Software that would otherwise have been rejected under Clause 3.3.

**4        Payment**

4.1 The LICENSOR will invoice the AUTHORITY for the agreed licence fees in the amount and in accordance with the invoice arrangements set out respectively in Parts V and VI of the Schedule on or after receipt by the AUTHORITY of the Licensed Software.

4.2 The AUTHORITY shall pay the invoice value within 30 days from the later of delivery of the Licensed Software or the date of receipt of a valid invoice related to that Licensed Software. Payment does not constitute acceptance of the Licensed Software.

**5** **Confidentiality**

5.1 Subject to Clause 5.2 and except as otherwise agreed in writing, the AUTHORITY and the LICENSOR shall each hold in confidence and shall not use, disclose or otherwise make available, except in accordance with the Licence, all the following information received from the other under or in connection with the Licence:

a. the Licensed Software;

b. details of the AUTHORITY’s use and application of the Licensed Software;

c. any other information which is identified as being disclosed in confidence at the time of disclosure

provided that:

the obligation for b. and c. relates only to information received in writing or other material form; and

if such information is disclosed orally, the obligation shall apply for 30 days unless the discloser confirms such information in writing or other material form within 30 days when the obligation of confidence shall apply thereafter.

5.2 The obligations under Clause 5.1 shall not require the receiving Party to maintain confidence in, or refrain from using, any part of the information to the extent that the receiving Party can show that such part of the information:

a. was already known to that Party, without restraint on use or disclosure, prior to the date of receipt or acquisition under or in connection with the Licence; or

b. has been received by that Party, without restraint on use or disclosure, from a third party having the right to disclose it; or

c. has entered the public domain otherwise than in breach of the Licence or any other agreement between the Parties; or

d. was generated by that Party independently of the information which is subject to Clause 5.1;

provided that the relationship of such part of the information to the remainder of the information which is subject to Clause 5.1 is not revealed.

5.3 The obligations under Clause 5.1 shall be perpetual.

5.4 The AUTHORITY shall ensure or procure that any individual to whom the Licensed Software is made available is made aware of, and complies with, the obligations as to confidentiality and other relevant conditions of the Licence.

5.5 The AUTHORITY shall reproduce and maintain any copyright notices and trade marks on or in any of the copies of the Licensed Software made in accordance with the Licence, including partial copies, and on any software changed under the terms of the Licence.

**6        IPR Actions And Liabilities For IPR Infringement**

6.1 The LICENSOR declares that they are entitled as either owner or licensee to provide the Licensed Software to the AUTHORITY on the terms and conditions of the Licence.

6.2 Subject to the limitations imposed in Clauses 6.3 and 6.4, the LICENSOR shall assume all liability and indemnify the AUTHORITY against all costs or liabilities arising under any valid claim or action brought by a third party against either Party, or against any of its contractors (which expression shall include any sub-contractor) engaged in tasks relevant to the provision of the Licensed Software or to the AUTHORITY’s exercise of the Licence, in respect of any third party intellectual property right, including a patent, registered or unregistered design right, trade mark, copyright, trade secret or confidential information, which relates to the supply of the Licensed Software or the Use of the Licensed Software in accordance with the Licence by the AUTHORITY or its contractor, then:

(a)        If the claim or action is brought against the LICENSOR they shall take full responsibility for dealing with settling or defending the claim or action;

(b)        If any claim is made against the AUTHORITY or its contractors the LICENSOR shall be given full responsibility for dealing with settling or defending the claim as appropriate in their judgement;

(c) If legal action is taken against the AUTHORITY or its contractor that Party shall be entitled to join the LICENSOR in the action.

6.3        Clause 6.2 shall not apply, and the AUTHORITY shall assume all liability for and indemnify the LICENSOR and its contractors, against all costs and liabilities under the claim or action in the event that it arises as a consequence of any of :

a.        Use of the Licensed Software by the AUTHORITY, or by a contractor permitted to use the Licensed Software pursuant to Clause 2.2, outside the LICENSOR’s specification or user documentation on the Designated Equipment or in a manner outside the reasonable knowledge or expectation of the LICENSOR or in circumstances particular to the AUTHORITY as distinct from other customers for the equivalent Licensed Software;

b.        Use of modifications to the Licensed Software not provided or not approved in writing by the LICENSOR;

c.        infringement by the LICENSOR of any third party intellectual property right by reason only of use of any material provided by the AUTHORITY for the purposes of the Licence, but only to the extent that this material is held and used within the terms under which it was provided and used solely for the purposes of the Licence.

6.4        Clause 6.2 shall not apply in the event that, without the consent of the LICENSOR (which shall not be unreasonably withheld) the AUTHORITY:

a.        has made or makes an admission of any sort to the third party relevant to the claim or action;

b.        the AUTHORITY has entered or enters into negotiations with the third party relevant to the claim or action;

c.        the AUTHORITY has made or makes an offer to the third party for settlement of the claim or action.

6.5        Each Party undertakes to notify and consult the other promptly in the event of any enquiry, claim or action brought or likely to be brought against them or their contractor or the Parties jointly, which relates to infringement of any third party intellectual property right in connection with the supply or Use of the Licensed Software under the Licence. By joint agreement, the AUTHORITY may take the lead in dealing with settling and defending any such enquiry claim or action made against it directly in consultation with the LICENSOR and, subject to the LICENSOR’s agreement as to the terms of any settlement, this shall not displace any liability of the LICENSOR arising under Clause 6.2. If any claim is made against the AUTHORITY under Section 55 of the Patents Act 1977 as a result of the AUTHORITY's use of the Software, and if the AUTHORITY offers a settlement of the claim, otherwise than as a result of a Court order and without the agreement of the LICENSOR, the LICENSOR shall be relieved of any liability which might otherwise arise under Clause 6.2.

6.6 In the event that any claim or action is made which is subject to Clause 6.2 or if in the LICENSOR's reasonable opinion such claim or action is likely to be made, the LICENSOR shall promptly utilise all reasonable endeavours to:

a.        establish or secure the AUTHORITY's right to continue to Use the Licensed Software or, failing to do so,

b.        avoid that claim or action by, and after consultation with the AUTHORITY as to how to minimise the AUTHORITY's loss of Use of the Licensed Software, replacing or modifying the Licensed Software without significant change to the specification of the Licensed Software all at the LICENSOR's expense, including installation and testing.

6.7 In the event of the LICENSOR being unable to satisfy the requirements of sub-Clauses 6.6a. or 6.6b. the LICENSOR may terminate the Licence relating to the Licensed Software upon not less than three months written notice unless a lesser period is determined by any court order, and the LICENSOR shall make a refund of the licence fee to the AUTHORITY, either in full or with the agreement of the AUTHORITY (which shall not be unreasonably withheld) of a portion of the licence fee representing the lost portion of the Licence.

6.8        The conditions set forth in clauses 6.2 to 6.7 represent the total liability and responsibility of each Party to the other under a Licence in respect of any actual or alleged infringement of any intellectual property right owned by a third party, and take precedence over any other liability condition in the Licence.

**7        Warranty**

7.1 LICENSOR warrants that discrepancies between Licensed Software and the LICENSOR's specification or user documentation current at the time of delivery reported and demonstrated by the AUTHORITY during the warranty period stated in Part VII of the Schedule will be remedied by LICENSOR without unreasonable delay in a manner commensurate with good software industry practice and without payment by the AUTHORITY. During the warranty period the LICENSOR undertakes to provide to the AUTHORITY free of charge corrections to material errors known to the LICENSOR.

7.2 All warranties in the Licensed Software and its user documentation other than that given under Clause 7.1 are hereby excluded including, without limitation, the implied warranty and conditions of satisfactory quality and fitness for a particular purpose, but this shall not prejudice the right of the AUTHORITY to reject the Licensed Software in accordance with Clause 3.3.

7.3 No oral or written information or advice given by the LICENSOR, their agents or employees shall create a warranty or extend the scope of the warranty given under Clause 7.1.

7.4 The LICENSOR shall utilise all reasonable endeavours to ensure that any Licensed Software supplied, irrespective of the mode of delivery, is free from any published computer virus. In the event that it can be shown that, at the time of delivery, the Licensed Software incorporated such a virus then the AUTHORITY may require the LICENSOR to remove the virus and within the limits of backup data provided by the AUTHORITY to restore any computer system incorporating the Designated Equipment to its pre-infected state or bear the cost of the necessary restoration work.

**8        General Liability Conditions**

8.1 The LICENSOR shall have no liability to the AUTHORITY for any indirect or consequential damages or losses which might arise by reason of Use of the Licensed Software by or for the AUTHORITY including, without limitation, loss of profit, loss of revenue, loss of use, loss of business information produced by Use of the Licensed Software.

8.2        The exclusion provided under Clause 8.1 shall not apply where the AUTHORITY suffers loss because of a defect within the Licensed Software which defect is known to the LICENSOR at the time the Licensed Software is furnished to the AUTHORITY unless the AUTHORITY has previously been made aware of and accepted the presence of the defect and its relevance to the AUTHORITY’s application of the Licensed Software.

8.3 The total of the LICENSOR’s liability under or in connection with this Agreement (whether arising from contract, negligence or any other basis) is limited in respect of each event or series of connected events to the value given in Part IX of the Schedule, provided that no limitation shall apply in respect of liability for death of or injury to persons arising from the LICENSOR's negligence, as provided by the Unfair Contracts Act 1977, and, except in relation to sub-Clause 13.2.2, no limitation shall apply in respect of any liability arising under the provisions of Clause 6.2.

**9        Term And Terminationofthe Licence**

9.1 Each Licence shall continue until the AUTHORITY terminates it by written notification to the LICENSOR, or it is terminated pursuant to Clauses 3.4 or 6.7.

9.2 The AUTHORITY shall within thirty days of termination of a Licence, through all reasonable endeavours and to the best of its knowledge, return or destroy, at the LICENSOR's option, all originals and destroy all copies of the Licensed Software including partial copies and modifications except that the AUTHORITY may on prior written authorisation from the LICENSOR retain one copy for archival purposes only. The AUTHORITY shall promptly certify in writing once it has so done.

9.3 In the event of the LICENSOR drawing the attention of the AUTHORITY to a breach of any condition of a Licence then:

a. where the breach is of a nature that cannot be remedied, the AUTHORITY undertakes to settle with the LICENSOR on fair and reasonable terms and to utilise all reasonable endeavours to ensure that a further breach does not occur,

b. where the breach is capable of being remedied, the AUTHORITY shall promptly remedy the breach and where appropriate put in place measures to ensure that a further breach does not occur. The AUTHORITY shall indemnify the LICENSOR for all loss and damage incurred by it as a result of the breach.

9.4        The termination of any Licence shall be without prejudice to the continuation of the Head Agreement or any other Licence under it.

**10        Combination of Software**

10.1 The AUTHORITY may combine all or part of the Licensed Software with other materials to form a new work. Any portion of the Licensed Software included in a new work shall be Used only on Designated Equipment and shall be subject to the conditions of the Licence. The LICENSOR shall be absolved from any obligation or liability under the Licence to the extent that this arises as a result of the creation or use of any new work not approved in writing by the LICENSOR.

**11        Output**

11.1 The AUTHORITY may freely copy and utilise any output resulting from Use in accordance with LICENSOR - supplied documentation of the Licensed Software.

**12        Disputes**

12.1 Other than for any claim arising from non payment of a valid invoice should any question, dispute or difference whatsoever arise between the AUTHORITY and LICENSOR in relation to or in connection with this Agreement or the Schedule of any Licence granted under it, the AUTHORITY or the LICENSOR may give notice to the other in writing of the existence of that question, dispute or difference and both Parties will attempt to reach a solution. If no mutually acceptable solution is found the AUTHORITY or the LICENSOR may give notice to the other in writing (the ADR notice) that the matter is to be referred to Alternative Dispute Resolution (ADR).

12.2 Upon receipt of the ADR notice and subject to sub-Clause 12.3, the Parties shall define the type of ADR to be adopted and the rules for its implementation. Failing agreement to adopt, or to achieve, resolution by one such type, the Parties may decide to adopt a second type of ADR. The Parties agree that after a period of two (2) months from the date of receipt of the ADR notice, or such other date as may be agreed by the Parties, and provided that the dispute remains unresolved, it shall finally be settled by arbitration by a sole arbitrator at the request in writing by either party to the other. Failing agreement on the appointment of the arbitrator within 14 days of receipt of such request, the arbitrator shall be appointed by the President for the time being of the Law Society, in accordance with the Arbitration Act 1996 or any statutory modification or re-enactment of it. The costs of any ADR shall be shared equally by the AUTHORITY and the LICENSOR, however, the costs of arbitration shall be settled by the arbitrator.

12.3 Where a Party rejects the referral of the matter to ADR they shall promptly notify the other Party in writing of that rejection and the reasons for it.

**13        Transfer**

13.1 The LICENSOR shall not assign their interest in any Licence or the intellectual property licensed thereunder without providing for the continuance of the AUTHORITY’S rights under the Licence and without notifying the AUTHORITY in writing of the identity of the assignee.

13.2        Unless prevented by law or national regulation the AUTHORITY shall have the right to novate any Licence to a separate legal entity, without charge to itself or the legal entity, upon two months written notice to the LICENSOR, as provided below:

13.2.1                following a transfer from the AUTHORITY to the legal entity of any function of the AUTHORITY for which the Licensed Software has been obtained; or

13.2.2        on disposal to the legal entity of surplus Designated Equipment where the Licensed Software is essential to the running of that equipment, whether or not it is embedded in the equipment, provided that all warranties (whether express or implied) and all indemnities shall be void, the Licensed Software shall be supplied “as is”, and the liability referred to in Clause 8.3 shall be ten pounds sterling only.

PROVIDED THAT the Licensed Software novated in accordance with this sub-Clause may only be used for the same purposes for which the Authority was licensed in accordance with Clause 2 and wider use shall require the written approval of, and the grant of a further licence by, the LICENSOR.

**14        Discontinuance of Business**

14.1 The AUTHORITY shall have the right to secure from the LICENSOR, or from the authorised trustees or receivers acting on behalf of the LICENSOR, in the event of the LICENSOR permanently ceasing to maintain the Licensed Software or the LICENSOR permanently discontinuing in business because of bankruptcy, receivership, dissolution, or other form of permanent business disruption and that business is not continued by a successor in interest to the LICENSOR to whom the benefits and obligations of this Agreement and any licence granted under it have been assigned, Licensed Software documentation including program source code in the possession and control of the LICENSOR, but no more than the LICENSOR uses themselves, as the AUTHORITY shall consider necessary for it to maintain and continue its normal Use of the Licensed Software for the duration of the Licence but for no other purpose.

14.2 If so required by a Special Condition, the LICENSOR shall compile and maintain, at a price or in accordance with a price formula identified in the Special Condition, an up to date copy of the Licensed Software documentation to which the AUTHORITY is entitled under Clause 14.1 which copy shall be held by the LICENSOR as a bailee without lien for the AUTHORITY and be made available to the AUTHORITY without additional charge. In the absence of such a Special Condition, the copy shall be prepared on the AUTHORITY’s demand and it shall be made available to the AUTHORITY at a fair and reasonable price based on the cost of compilation, reproduction and dispatch.

14.3 The AUTHORITY shall have the right to utilise the Licensed Software documentation to which it is entitled under Clause 14.1 for the purpose of maintaining its Use of the Licensed Software for the duration of the Licence but for no other purpose. The AUTHORITY shall hold in confidence all information in the documentation.

**15        General**

15.1 If any provision of this Agreement is held to be invalid, illegal or unenforceable to any extent then:

a. that provision shall (to the extent it is invalid, illegal or unenforceable) be given no effect and shall be understood not to be included in the Agreement but without invalidating any of the remaining provisions of the Agreement; and

b. the Parties shall use all reasonable endeavours to replace the invalid, illegal or unenforceable provision by a valid, legal and enforceable provision the effect of which is as close as possible to the effect of the invalid, illegal or unenforceable provision.

15.2 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.

15.3 No waiver of any right or remedy shall operate as a waiver in respect of any other right or remedy.

15.4 Neither the LICENSOR nor the AUTHORITY shall be liable for failure to perform any of their obligations under the Licence if that failure results from circumstances beyond their reasonable control.

15.5 Headings have been included for convenience only and shall not be used in construing any condition of the Licence.

15.6 The Licence shall be subject to and construed and interpreted in accordance with the Laws of England and shall be subject to the non-exclusive jurisdiction of the Courts of England for the enforcement of any arbitral decision.

15.7 The Licence shall constitute the entire agreement between the Parties relating to the Licensed Software and supersedes any previous agreement.

15.8 No right is granted to any person who is not a Party to the Licence to enforce any term of the Licence in their own right and the Parties declare that they have no intention to grant any such right.

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Edn 12/21

**Annex E - Key Performance Indicators**

Annex E – Key Performance Indicators (KPIs)

**KPI 1 – Software Availability**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KPI NUMBER** | | 1 | | |
| **Start of KPI** | | Contract Effective/Start Date | | |
| **Performance Measure** | | Availability of Training Software | | |
| **Monitoring Frequency** | | Monthly – Monthly Contractor and End User reports will provide details of system down time | | |
| **KPI Reporting Period** | | Monthly | | |
| **PERFORMANCE MEASUREMENT** | | | | |
| **Performance Measurement** | | | **Source of Measurement** | |
| The Authority requires the Training software to be available for use during Training Terms | | | Monthly Contractor and End User Report with confirmation of satisfaction from Authority. | |
| **PERFORMANCE LEVELS** | | | | |
| **Level** | **Rate of Performance** | | | |
| Green | >98 % System Availability for the Reporting Month | | | |
| Amber | <98% to >95% System Availability for the Reporting Month | | | |
| Red | <95% System Availability for the Reporting Month | | | |
|  |  | | | |
| **SERVICE CREDITS** | | | | |
| **Service Level Performance Criteria** | | | | **Service Level Performance Measure SLP(m)** |
| Availability of Software | | | | >98% |
| The Service Credit shall be calculated on the basis of the following formula:  SLP(m) – SLP(a) = SC  Where: SLP(m) is the % Service Level Performance Measure. SLP(a) is the % actual Service Level performance, SC is the % of the Call Off Contract Charges payable to the Customer as Service Credits to be deducted from the following month’s Service Payment.  For example, if the service level performance is set at 98% but the contractor performs at 96% then 98-96 would result in a 2% service credit to be applied to the following invoice. | | | | |

**DEFFORM 111**

**DEFFORM 111**

**Appendix - Addresses and Other Information**

**1. Commercial Officer**

Name: Julia Fox

Address: MOD Abbey Wood, #1229, Walnut 2B, Bristol, BS34 8JH

Email: julia.fox141~mod.gov.uk        (( 0300 157 0432

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

Name: Justin Andrews

Address MOD Abbey Wood, #1229, Walnut 2B, Bristol, BS34 8JH

Email: Justin.Andrews114@mod.gov.uk                (( 030 679 30419

**3. Packaging Design Authority** Organisation & point of contact:

(Where no address is shown please contact the Project Team in Box 2)

((

**4. (a) Supply / Support Management Branch or Order Manager:**

**Branch/Name:**

((

**(b) U.I.N.**

**5. Drawings/Specifications are available from**

**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.gateway.isg-r.r.mil.uk>[/index.html](file:///C:\u07\appmprod\log\C:.html¿) [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:

**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

Users requiring an account to use the MOD Freight Collection Service should contact [DESWATERGUARD-ICS-Support@mod.gov.uk](mailto:deswaterguard-ics-support@mod.gov.uk) in the first instance.

**11. The Invoice Paying Authority**

Ministry of Defence, DBS Finance, Walker House, Exchange Flags Liverpool, L2 3YL

(( 0151-242-2000 Fax: 0151-242-2809

**Website is:** [https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing](#https://www.gov.uk/government/organisations/ministry_of_defence/about/procurement)

**12. Forms and Documentation are available through \*:**

Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site, Lower Arncott, Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

**Applications via fax or email:** [Leidos-FormsPublications@teamleidos.mod.uk](mailto:Leidos-FormsPublications@teamleidos.mod.uk)

**\* NOTE**

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

**2.** If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.

1. Future Development Capability Option [↑](#footnote-ref-1)