**Salvage and Marine Operations (SALMO) Team**

**Contract No: 707549452**

**For:**

**In-service Support and Obsolescence Rectification of Transportable Manned Compression Chambers (TMCC)**

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| Between the Secretary of State for Defence of the United Kingdom of Great Britain and Northern IrelandTeam Name and Address:SALMO, Ash2A, #2302,DE&S Abbey Wood, Bristol, BS34 8JH,EnglandEmail Address: Louise.Cole257@mod.gov.uk  | AndContractor Name and Address:TBCEmail Address: TBC |

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**Standardised Contracting Terms**

**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 Contract may 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 40 (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 40 (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 40.b shall be amended to read:

“In the event that the dispute or claim is not resolved pursuant to clause 40.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause 40.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 - 44 (and 45 - 47, 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 Party becomes 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 31 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) and;

(2) the Contractor's unqualified acceptance of the contractual amendments as evidenced by the DEFFORM 10B duly signed by the Contractor.

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.

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

**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. Notwithstanding any other term of this Contract, including Condition 13 (Disclosure of Information), the Contractor understands that the Authority may publish the Transparency Information and Publishable Performance Information to the general public.

b. Subject to clause 12.c the Authority shall publish and maintain an up-to-date version of the Transparency Information and Publishable Performance Information in a format readily accessible and reusable by the general public under an open licence where applicable.

c. If, in the Authority's reasonable opinion, publication of any element of the Transparency Information and Publishable Performance Information would be contrary to the public interest, the Authority shall be entitled to exclude such Information from publication. The Authority acknowledges that it would expect the public interest by default to be best served by publication of the Transparency Information and Publishable Performance Information in its entirety. Accordingly, the Authority acknowledges that it shall only exclude Transparency Information and Publishable Performance Information from publication in exceptional circumstances and agrees that where it decides to exclude Information from publication on that basis, it will provide a clear statement to the general public explaining the categories of information that have been excluded from publication and reasons for withholding that information.

d. The Contractor shall assist and co-operate with the Authority as reasonably required to enable the Authority to publish the Transparency Information and Publishable Performance Information, in accordance with the principles set out above, including through compliance with the requirements relating to the preparation of Publishable Performance Information set out in clause 12.e to 12.i. Where the Authority publishes Transparency Information, it shall:

(1) before publishing, 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 (FOIA) or the Environmental Information Regulations 2004 (EIR), for the avoidance of doubt, including Sensitive information;

(2) taking account the Sensitive Information set out in Schedule 5, consult with the Contractor where the Authority intends to publish Information which has been identified as Sensitive Information. For the avoidance of doubt the Authority, acting reasonably, shall have absolute discretion to decide what information shall be published or be exempt from disclosure in accordance with the FOIA and/or the EIR; and

(3) present information in a format that assists the general public in understanding the relevance and completeness of the information being published to ensure the public obtain a fair view on how this Contract is being performed.

**Publishable Performance Information**

e. Within three (3) months of the effective date of Contract the Contractor shall provide to the Authority for its approval (such approval shall not be unreasonably withheld or delayed) a draft Publishable Performance Information KPI Data Report consistent with the content requirements of Schedule 9.

f. If the Authority rejects any draft Publishable Performance Information the Contractor shall submit a revised version of the relevant KPI Data Report for further approval by the Authority with five (5) business days of receipt of any notice or rejection, taking account of any recommendations for revision and improvement to the report provided by the Authority. This process shall be repeated until the parties have an agreed version of the Publishable Performance Information.

g. The Contractor shall provide an accurate and up-to-date version of the KPI Data Report to the Authority for each quarter at the frequency referred to in the agreed Schedule 9.

h. Any dispute in connection with the preparation and/or approval of Publishable Performance Information, other than under clause 12.f, shall be resolved in accordance with the dispute resolution procedure provided for in this Contract.

i. The requirements of this Condition are in addition to any other reporting requirements in this Contract.

**13. Disclosure of Information**

a. Subject to clauses 13.d to 13.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

(4) any other information reasonably requested by the Authority.

**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.

d. 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)).

**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 24 (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 LSOC SpSvcs--SptEng-Pkg1

MOD Abbey Wood

Bristol, BS34 8JH

Tel. +44(0)30679-35353

DESLSOC-SpSvcs-SptEng-Pkg1@mod.gov.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 symbology shall 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 Deliverables listed 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 25 (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. Plastic Packaging Tax**

a. The Contractor shall ensure that any PPT due in relation to this Contract is paid in accordance with the PPT Legislation.

b. The Contract Price includes any PPT that may be payable by the Contractor in relation to the Contract.

c. On reasonable notice being provided by the Authority, the Contractor shall provide and make available to the Authority details of any PPT they have paid that relates to the Contract.

d. The Contractor shall notify the Authority, in writing, in the event that there is any adjustment required to the Contract Price in accordance with section 70 of the Finance Act 2021 and, on reasonable notice being provided by the Authority, the Contractor shall provide any such information that the Authority requires in relation to any such adjustment.

e. In accordance with Condition 17 the Contractor (and their sub-contractors) shall maintain all records relating to PPT and make them available to the Authority when requested on reasonable notice for reasons related to the Contract.

f. Where the Contractor manufactures, purchases or imports into the UK any Plastic Packaging Component in relation to the Contract the Contractor shall, on reasonable notice being given, provide the Authority with such information and documentation that it requires to enable the Authority to carry out due diligence checks and satisfy itself that the Contractor has complied with the requirements of the PPT Legislation. This shall include, but is not limited to the Contractor providing:

(1) confirmation of the tax status of any Plastic Packaging Component;

(2) documents to confirm that PPT has been properly accounted for;

(3) product specifications for the packaging components, including, but not limited to, the weight and composition of the products and any other product specifications that may be required; and

(4) copies of any certifications or audits that have been obtained or conducted in relation to the provision of Plastic Packaging Components.

g. The Authority shall have the right, on providing reasonable notice, to physically inspect or conduct an audit on the Contractor, to ensure any information that has been provided in accordance with clause 23.f above is accurate.

h. In the event the Contractor is not required to register for PPT they (and to the extent applicable, their sub-contractors) shall provide the Authority with a statement to this effect and, to the extent reasonably required by the Authority on reasonable notice, supporting evidence for that statement.

i. The Contractor shall provide, on the Authority providing reasonable notice, any information that the Authority may require from the Contractor for the Authority to comply with any obligations it may have under the PPT Legislation.

**24. Supply of Data for Hazardous Materials or Substances, Mixtures and Articles in Contractor Deliverables**

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

b. The Contractor shall provide to the Authority:

(1) for each Substance, Mixture or Article supplied in meeting the criteria of classification as hazardous in accordance with the GB Classification, Labelling and Packaging (GB CLP) a UK REACH compliant Safety Data Sheet (SDS);

(2) where Mixtures supplied do not meet the criteria for classification as hazardous according to GB CLP but contain a hazardous Substance an SDS is to be made available on request; and

(3) for each Article whether supplied on its own or part of an assembly that contains a Substance on the UK REACH Authorisation List, Restriction List and/or the Candidate List of Substances of Very High Concern (SVHC) in a proportion greater than 0.1% w/w of the Article, sufficient information, available to the Contractor, to allow safe use of the Article including, as a minimum, the name of that Substance.

c. For Substances, Mixtures or Articles that meet the criteria list in clause 24.b above:

(1) 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/safety information and forward it to the Authority and to the address listed in clause 24.i below; and

(2) if the Authority becomes aware of new information that might call into question the appropriateness of the risk management measures identified in the safety information supplied, shall report this information in writing to the Contractor.

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

e. If the Substances, Mixtures or Articles in Contractor Deliverables are Ordnance, Munitions or Explosives (OME), 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 Substances, Mixtures or Articles in Contractor Deliverables, are or contain or embody a radioactive substance as defined in the Ionising Radiation Regulations SI 2017/1075, the Contractor shall additionally provide details in Schedule 6 of:

(1) activity; and

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

g. If the Substances, Mixtures or Articles in Contractor Deliverables have magnetic properties which emit a magnetic field, the Contractor shall additionally provide details in Schedule 6 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 24.b.(1) and 24.c.(1), any information arising from the provisions of clauses 24.f and 24.g and the completed Schedule 6, shall be sent directly to the Authority’s Point of Contact as specified in the Schedule 3 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).

i. So that the safety information can reach users without delay, the Authority shall send a copy 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)

Spruce 2C, #1260,

MOD Abbey Wood (South)

Bristol BS34 8JH

(2) Emails to be sent to:

DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk

j. SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for OME are not to be sent to HSIS and must be held by the respective Authority Delivery Team.

k. Failure by the Contractor to comply with the requirements of this Condition shall be grounds for rejecting the affected Substances, Mixtures and Articles in Contractor Deliverables. Any withholding of information concerning hazardous Substances, Mixtures or Articles in Contractor Deliverables shall be regarded as a material breach of Contract under Condition 43 (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 43.

l. 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.

**25. 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 25.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 25.a or 25.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 25.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 25.a or 25.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 25.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 25.b.

i. The statistical reporting requirement at clause 25.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).

**26. 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. Each CofC should include the wording "Certificate of Conformity" in the title of the document to allow for easy identification. One CofC is to be used per NSN/part number; a CofC must not cover multiple line items.

c. The Contractor shall consider the CofC to be a record in accordance with Condition 17 (Contractor’s Records).

d. 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) NATO Stock Number (NSN) (where allocated);

(10) identification marks, batch and serial numbers in accordance with the Specification;

(11) quantities;

(12) 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.

e. 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 26.d. 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).

**27. 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 27.a are included in their subcontracts with those suppliers identified in the Contract. The Authority, through the Contractor, shall arrange access to such Subcontractors.

**28. 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 28.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 28.c.

**29. 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

(2) the time limit in which to reject the Contractor Deliverables defined in clause 30.b has elapsed.

**30. 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 in writing of its suspicion and reasons therefore;

(2) where reasonably practicable, 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) at its discretion, provide the Contractor with a sample of the Contractor Deliverable or consignment for validation or testing purposes by the Contractor (at the Contractor`s own risk and expense);

(4) give the Contractor a further 20 Business Days or such other reasonable period agreed by the Authority, from the date of the inspection at 30.c.(2).(i) or the provision of a sample at 30.c.(2).(ii), to comment on whether the Contractor Deliverable or consignment meets the definition of Counterfeit Materiel; and

(5) 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.

d. 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 30.a and 30.b (Rejection),and provide written notification to the Contractor of the rejection.

e. In addition to its rights under 30.a and 30.b (Rejection), where the Authority has determined 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 29 (Acceptance).

f. Where the Authority intends to exercise its rights under clause 30.e,the Contractor may, subject to the agreement of the Authority (and at the Contractor`s own risk and expense and subject to any reasonable controls and timeframe agreed), arrange 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 reasonably satisfied does not contain Counterfeit Materiel.

g. In respect of any Contractor Deliverable, consignment or part thereof that is retained in accordance with clause 30.e, including where the Authority permits the Contractor to remove non-Counterfeit Materiel under clause 30.f but the Contractor fails to do so within the period agreed and subject to clause 30.k, 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, at the discretion of the Authority, be shared with the Contractor; and/or

(4) to recover the appropriate, attributable, and reasonable costs incurred by the Authority in respect of testing, storage, access, and/or disposal of it from the Contractor;

and exercise of the rights granted at clauses 30.g.(1) to 30.g.(3) shall not constitute acceptance under Condition 29 (Acceptance).

h. Any scrap or other disposal payment received by the Authority shall be off set against any amount due to the Authority under clause 30.g.(4). If the value of the scrap or other disposal payment exceeds the amount due to the Authority under clause 30.g.(4) then the balance shall accrue to the Contractor.

i. The Authority shall not use a retained Contract Deliverable or consignment other than as permitted in clauses 30.c – 30.k.

j. The Authority may report a discovery of Counterfeit Materiel and disclose information necessary for the identification of similar materiel and its possible sources.

k. 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 30.c – 30.k except:

(1) in relation to the balance that may accrue to the Contractor in accordance with clause 30.h; or

(2) where it has been determined in accordance with Condition 40 (Dispute Resolution) that the Authority has made an incorrect determination in accordance with clause 30.c.(5). In such circumstances the Authority shall reimburse the Contractors reasonable costs of complying with clause 30.c.

**31. 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.

f. 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.

**32. Self-to-Self Delivery**

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

**33. 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: His 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 33.e or 33.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 34 (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 33.k.(1) or 33.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 33.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 33.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 33.l or 33.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 33.l or 33.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 10 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 10 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 33.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 33.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 33.n or 33.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 33.l, termination under clause 33.q will be in accordance with Condition 43 (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 33.s or 33.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 42 (Termination for Convenience) and as referenced in the Contract.

v. Pending agreement of any amendment of the Contract as set out in clause 33.q or 33.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.

**34. 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 34.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 34.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 1949;

(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 34.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 34.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 34.a.

k. Where authorisation is given by the Authority under clause 34.e, 34.f or 34.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 34.a – 34.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 34.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 34 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.

Notification of Intellectual Property Rights (IPR) Restrictions

r. Where any of the conditions listed below (1 to 3) have been added to the Conditions of the Contract as project specific DEFCONs at Clause 45, or where required by Clauses 34.a. - 34.q., the Contractor warrants and confirms that all Intellectual Property Rights restrictions and associated export restrictions relating to the use or disclosure of the Contractor Deliverables that are notifiable under those Conditions, or of which the Contractor is or should reasonably be aware as at Effective Date of Contract, are disclosed in Schedule 10 (Notification of Intellectual Property Rights (IPR) Restrictions).

(1) DEFCON 15 - including notification of any self-standing background Intellectual Property;

(2) DEFCON 90 - including copyright material supplied under clause 5;

(3) DEFCON 91 - limitations of Deliverable Software under clause 3b.

s. The Contractor shall promptly notify the Authority in writing if they become aware during the performance of the Contract of any required additions, inaccuracies or omissions in Schedule 10.

t. Any amendment to Schedule 10 shall be made in accordance with Condition 6.

**Pricing and Payment**

**35. 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 35.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.

**36. 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 36.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 36.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 36.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 36.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.

**37.** **Value Added Tax and other Taxes**

* 1. The Contract Price excludes any UK output Value Added Tax (VAT) chargeable on the supply of Contractor Deliverables by the Contractor to the Authority.
	2. 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.
	3. 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.
	4. 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.
	5. 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 tax purposes. In that event, it is the Contractor’s responsibility to ensure the Contract Price captures this tax.
	6. 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 non-UK input taxes). However, these input taxes will be allowed where they were included in the Contract Price and 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 40 (Dispute Resolution).
	7. Should HMRC decide that the Contractor has incorrectly determined the VAT liability, in accordance with clause 1.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.

**38. Debt Factoring**

a. Subject to the Contractor obtaining the prior written consent of the Authority in accordance with Condition 10 (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 38 shall be subject to:

(1) reduction of any sums in respect of which the Authority exercises its right of recovery under clause 36.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 38.b and 38.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 38.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 38.a.(1) and 38.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 38.a.(1) and 38.a.(2).

d. The provisions of Condition 36 (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.

**39. 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 39.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 39.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 39.b.(1) to 39.b.(4).

**Termination**

**40. 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 40.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause 40.b shall be governed by the Arbitration Act 1996. For the purposes of the arbitration, the arbitrator shall have the power to make provisional awards pursuant to Section 39 of the Arbitration Act 1996.

c. For the avoidance of doubt, anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

**41.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 41.a.(9) to 41.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 His Majesty's service shall be without prejudice to any recovery action taken against the Contractor pursuant to this Condition.

**42. 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 Days 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 42.b.(2) and 42.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 42.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 42.e below and to the Contractor’s compliance with any direction given by the Authority in clause 42.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 42.a to 42.e except that:

(1) the name of the Contractor shall be substituted for the Authority except in clause 42.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 42.

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

**43. 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 43.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.

**44. 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.

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

DEFCON 5J – Unique Identifiers (Edition 18/11/16)

DEFCON 14 - Inventions And Designs Crown Rights And Ownership Of Patents And Registered Designs (Edition 11/22)

DEFCON 21 – Retention of Records (Edition 06/21)

DEFCON 76 – Contractor’s Personnel at Government Establishments (Edition 11/22 SC2)

DEFCON 82 - Special Procedures for Initial Spares (Edition 06/21 SC2)

DEFCON 91 - Intellectual Property Rights In Software (Edn 06/21)

DEFCON 117 - Supply of Information for NATO Codification Purposes (Edition 11/17 SC2)

DEFCON 532B – Protection of Personal Data (Where Personal Data is being processed on behalf of the Authority) (Edition 12/22)

DEFCON 540 – Conflicts of Interest (Edition 05/23 SC2)

DEFCON 565 - Supply Chain Resilience and Risk Awareness (Edition 07/23)

DEFCON 601 – Redundant Materiel (Edition 03/15 SC2)

DEFCON 602A - Quality Assurance (With Deliverable Quality Plan) (Edition 04/23 SC2)

DEFCON 611 – Issued Property (Edition 12/22 SC2)

DEFCON 624 - Use Of Asbestos (Edition 08/22 SC2)

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

DEFCON 647 - Financial Management Information (Edition 03/24 SC2)

DEFCON 658 – Cyber (Edition 10/22 SC2)

Note: Further to DEFCON 658 the Cyber Risk Profile of the Contract is **Very Low**, as

defined in Def Stan 05-138.

DEFCON 660 - Official-Sensitive Security Requirements (Edition 12/15)

DEFCON 670 – Tax Compliance (Edition 11/17 SC2)

DEFCON 694 - Accounting For Property of the Authority (Edition 07/21 SC2)

DEFCON 697 - Contractors on Deployed Operations – CONDO (Edition 11/22 SC2)

DEFCON 707 - Rights in Technical Data (Edn 10/23)

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

**46.1. Limitation on Liability**

**Definitions**

a. In this Condition 46.1 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 Law in force from time to time in the UK relating to the processing of personal data and privacy, including but not limited to:

(1) UK GDPR;

(2) DPA 2018; and

(3) the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426) as amended, each to the extent that it relates to the processing of personal data and privacy;

“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;

‘DPA 2018’ means the Data Protection Act 2018;

“Law” means any applicable law, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, regulation, order, regulatory policy, mandatory guidance or code of practice judgment of a relevant court of law, or directives or requirements of any regulatory body, delegated or subordinate legislation or notice of any regulatory body.

“Term” means the period commencing on the date on which this Contract takes effect and ending on the date all contractor deliverables have been received and accepted, or on earlier termination of this Contract.

‘UK GDPR’ means the General Data Protection Regulation (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;

**Unlimited liabilities**

b. Neither Party limits its liability for:

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

(2) fraud or fraudulent misrepresentation by it or its employees;

(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

(4) any liability to the extent it cannot be limited or excluded by law.

c. The financial caps on liability set out in Clauses 46.1d and 46.1e below shall not apply to the following:

(1) for any indemnity given by the Contractor to the Authority under this Contact, including but not limited to:

(i) the Contractor's indemnity in relation to DEFCON 91 (Intellectual Property in Software) and Condition 34 (Third Party IP – Rights and Restrictions);

(ii) the Contractor's indemnity in relation to TUPE at Schedule 18;

(2) for any indemnity given by the Authority to the Contractor under this Contract, including but not limited to:

(i) the Authority’s indemnity in relation to TUPE under Schedule 18;

(3) breach by the Contractor of DEFCON 532B (SC2) and Data Protection Legislation; and

(4) breach by the Contractor of DEFCON 520; and

(5) to the extent it arises as a result of a Default by either Party, any fine or penalty incurred by the other Party pursuant to Law and any costs incurred by such other Party in defending any proceedings which result in such fine or penalty.

**Financial limits**

d. Subject to Clauses 46.1b and 46.1c and to the maximum extent permitted by Law:

(1) Throughout the Term 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) £100,000 in aggregate;

(ii) in respect of Condition 43 £1,000,000 in aggregate;

(iii) in respect of DEFCON 611 (SC2) £500,000 in aggregate; and

(iv) in respect of Condition 28 £10,000 in aggregate;

(2) without limiting Clause 46.1d(1) and subject always to Clauses 46.1b, 46.1c and 46.1d(3), the Contractor's total liability throughout the Term in respect of all other liabilities, whether in contract, in tort (including negligence), arising under warranty, under statute or otherwise under or in connection with this Contract shall be £1,000,000 in aggregate.

(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 46.1d(1) and 46.1d(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 46.1d(1) and 46.1d(2) of this Contract.

e. Subject to Clauses 46.1b., 46.1c., and 46.1f., 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.

f. Clause 46.1e. shall not exclude or limit the Contractor's right under this Contract to claim for the Charges.

**Consequential loss**

g. Subject to Clauses 46.1b., 46.1c. and 46.1h., 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) indirect loss or damage;

(2) special loss or damage;

(3) consequential loss or damage;

(4) loss of profits (whether direct or indirect);

(5) loss of turnover (whether direct or indirect);

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

(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.

h. The provisions of Clause 46.1g. 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) any additional operational and administrative costs and expenses arising from the Contractor's Default, including any costs paid or payable by the Authority:

(a) to any third party;

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

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

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

(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);

(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;

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

(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;

(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);

(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

(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**

i. If any limitation or provision contained or expressly referred to in this Condition 46.1. 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 46.1.

**Third party claims or losses**

j. 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 34 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) 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

(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**

k. 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.

**46.2 Russian and Belarusian Exclusion**

a. The Contractor shall, and shall procure that their Sub-contractors shall, notify the Authority in writing as soon as they become aware that:

(1). the Contractor Deliverables and/or Services contain any Russian / Belarussian products and/or services; or

(2). that the Contractor or any part of the Contractor’s supply chain is

linked to entities who are constituted or organised under the law of Russia

or Belarus, or under the control (full or partial) of a Russian / Belarusian

person or entity. Please note that this does not include companies:

(i) registered in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement; and/or

(ii) which have significant business operations in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement.

b. The Contractor shall, and shall procure that their Sub-contractors shall, include in such notification (or as soon as reasonably practicable following the notification) full details of the Russian products, services and/or entities and shall provide all reasonable assistance to the Authority to understand the nature, scope and impact of any such products, services and/or entities on the provision of the Contract Deliverables and/or Services

c. The Authority shall consider the notification and information provided by the Contractor and advise the Contractor in writing of any concerns the Authority may have and/or any action which the Authority will require the Contractor to take. The Contractor shall be required to submit a response to the concerns raised by the Authority, including any plans to mitigate those concerns, within 14 business days of receipt of the Authority’s written concerns, for the Authority’s consideration.

d. The Contractor shall include provisions equivalent to those set out in this clause in all relevant Sub-contracts.**46.3 Performance Management**

1. The Contractor shall carry out all work so as to meet the Performance Levels in accordance with Condition 46.3 and Schedule 12 (Key Performance Indicators)
2. Without limiting any other obligation under this Contract, the Contractor shall implement and use appropriate measurement, monitoring and management tools and procedures to enable it to:
3. detect all Performance Failures as soon as reasonably practicable and, to the extent reasonably practicable, detect any potential Performance Failures;
4. minimise the impact of Performance Failures on the continued performance of its obligations under the Contract; and
5. report all Performance Failures and potential Performance Failures to the Authority as soon as soon as they are identified.

 **Key Performance Indicators**

1. Payments for the Core requirement defined under Line Item 1 to the Schedule of Requirements (Schedule 2) shall be made in accordance with the payment plan at Schedule 17 to this Contract. Payment for a period shall be made in arrears of the service provided and the amounts paid shall be tied to performance against the Contract KPIs (as defined at Schedule 12). If the overall KPI Performance Outcome for a quarter is GREEN, then the full 20% of the Core payment will be paid
2. Performance against the Contract KPIs shall be measured and monitored as part of the Quarterly Progress Reports defined under the Statement of Work (Schedule 11). In the event that any KPI receives a score that requires the Authority to retain a percentage of the Contractor’s payment, the Contractor will be informed of this retention and the Authority will amend the payment amount on CP&F. No action is required of the Contractor.
3. Where a KPI shows a GREEN level of performance and the previous Contract period KPI was GREEN then the Contractor may claim full payment.
4. Where a KPI shows a GREEN level of performance and the previous Contract quarter KPI was YELLOW or AMBER then the Contractor may claim full payment in addition to the amount not claimed in the previous period.
5. Where a KPI performance band shows a YELLOW or AMBER level of performance, and the previous Contract period KPI performance band was YELLOW or AMBER the value of the performance payment not claimed in the previous period shall cease to be available for payment and shall be permanently deducted from the total Contract Price.
6. Where a KPI Performance Band shows a RED level of performance in the Contract period for which the KPI applies, the value of the performance payment shall be permanently deducted from the total Contract Price.
7. The temporary abatement value held for a YELLOW performance is 5% of the quarterly core payment value, the temporary abatement value held for AMBER performance is 10% of the quarterly core payment value and the permanent abatement value deducted for a RED performance is 20% of the quarterly core payment value, in accordance with the Payment Plan at Schedule 17 to the Contract.
8. The overall KPI performance outcome for each Contract quarter shall be determined as follows:
* If all KPIs are determined to be GREEN, the overall Performance Outcome will be GREEN.
* If any KPIs are determined to be YELLOW, the Overall Performance Outcome will be YELLOW.
* If any KPIs are determined to be AMBER, the Overall Performance Outcome will be AMBER.
* If any KPIs are determined to be RED, the Overall Performance Outcome for that KPI will be RED.
1. Example of potential KPI Performance Outcomes:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Quarter** | **KPI 1** | **KPI 2** | **KPI 3** | **KPI 4** | **KPI 5** | **KPI 6** | **KPI outcome** |
| **Q1** | GREEN | GREEN | GREEN | GREEN | GREEN | GREEN | GREEN |
| **Q2** | YELLOW | GREEN | GREEN | GREEN | GREEN | GREEN | YELLOW |
| **Q3** | AMBER | GREEN | GREEN | YELLOW | GREEN | GREEN | AMBER |
| **Q4** | GREEN | GREEN | RED | YELLOW | GREEN | GREEN | RED |
| **Q5** | GREEN | GREEN | YELLOW | YELLOW | AMBER | AMBER | AMBER |

**Unsatisfactory Performance**

1. The Contractor’s performance shall be judged unsatisfactory where any or all KPI(s) are RED for a period of 2 (two) or more consecutive quarters. This shall constitute a Material Breach of the Contract for the purposes of clause 43.
2. The Contract performance shall be judged unsatisfactory where any or all KPI’s are AMBER for a period of 3 (three) or more consecutive quarters. This shall constitute a Material Breach of the Contract for the purposes of clause 43.
3. The Contract performance shall be judged unsatisfactory where any or all KPI’s are YELLOW for a period of 4 (four) or more consecutive quarters. This shall constitute a Material Breach of the Contract for the purposes of clause 43.
4. Where unsatisfactory performance occurs, the Contractor shall deliver a report to the Authority within 3 (three) Business Days of the event causing the breach detailing the circumstances and any mitigating factors, together with a plan for improvement. The Authority reserves the right to call a meeting, at no cost to the Authority, within 5 (five) Business Days following the report to discuss the failure and agree a programme for resolution with the Contractor.
5. The Authority may exercise its further rights of remedy under the Contract if the Contractor remains in breach, and for the purposes of clause 43 (Material Breach) in the event of persistent unsatisfactory performance, as described in clause 46.3l to 46.3o above, this shall constitute a Material Breach.
6. The Contractor may claim relief, in accordance with the procedure detailed at Clause 46.3v, from any deferrals if a relief event occurs in accordance with the provisions of 46.3s-v of this Contract and is agreed by the Authority.
7. Payment of any temporarily retained funds shall be dependent on the outcome of the following quarter’s performance, for example:

|  |  |  |
| --- | --- | --- |
| **Previous Quarter** | **Current Quarter** | **Quarterly Payment Outcome** |
| APPROACHING TARGET  | GOOD | Full payment for the current period and payment of previously retained %  |
| REQUIRES IMPROVEMENT |
| APPROACHING TARGET | APPROACHING TARGET | 5% temporary retention of current period and permanent retention of previous period’s %  |
| REQUIRES IMPROVEMENT |
| APPROACHING TARGET | REQUIRES IMPROVEMENT | 10% temporary retention of current period and permanent retention of previous period’s % |
| REQUIRES IMPROVEMENT |
| APPROACHING TARGET | INADEQUATE | 20% permanent retention and permanent retention of previous period’s %  |
| REQUIRES IMPROVEMENT |

**Relief**

1. Where performance against a KPI is assessed as AMBER or RED and it is agreed by the Authority that the circumstances giving rise to the failure in performance are not within the reasonable control of the Contractor, then deductions against the quarterly payment shall not be made by the Authority for that KPI.
2. Examples of events against which the Contractor may claim relief are limited to:
	* + 1. By reason of an act or omission of the Authority, its agents or employees, including delay in the supply of GFA, the Contractor has been prevented from performing the service.
			2. Where the Authority has pre-approved a course of action with the Contractor that knowingly leads directly to a KPI being recorded as AMBER or RED.
3. For avoidance of doubt, the Contractor may not claim relief where an article is identified as obsolete. In accordance with the Statement of Work, the Contractor shall undertake proactive Obsolescence Management and therefore Obsolescence Issues shall be mitigated prior to articles being ordered by the Authority.
4. To obtain relief from any rights of the Authority under this Contract, the Contractor shall:

(1) as soon as practicable, and in any event within 10 (ten) Business Days after becoming aware that the event has caused, or is likely to cause, delay and/or adversely affect the ability of the Contractor to perform his obligations under this Contract, give the Authority:

(i) a notice of the claim for relief from their obligations under the Contract, including full details of the nature of the event, the date of the occurrence and its likely duration;

(ii) full details for the relief claimed demonstrate to the reasonable satisfaction of the Authority that:

the Contractor and its subcontractors could not have reasonably avoided such occurrence or consequences of such occurrence, by steps which may have been reasonably been expected to have taken;

the event directly caused the delay to the support of the equipment covered under this Contract and/or service commencement date or the need for relief from other obligations;

the time lost and/or details of why the relief claimed could not have been reasonably been expected to be mitigated or recovered by the Contractor acting on good industry practice; and

the Contractor is using reasonable endeavours to perform their obligations under the Contract

**46.4 Exit Strategy**

a. In the event of expiry or earlier termination of this Contract for any reason, the Contractor shall ensure:

(1) an efficient and effective transition of the work to the Authority or a replacement Contractor, whilst maintaining required Contract outputs; or

(2) an efficient and effective rundown of the work and closure of the Contract whilst maintaining any required Contract outputs during the Exit Period.

b. This Clause sets out the principles of the exit arrangements that are intended to facilitate such transition or rundown.

**Exit Plan**

c.  Within ninety (90) days from the Effective Date of the Contract the Parties shall agree an Exit Plan, this document shall include the Contractor’s proposed methodology:

(1) for an efficient and effective transition of the work to the Authority or an alternative contractor; and

(2) for the arrangements for the transfer, disposal or retention arrangements for all GFA held in connection with the Contract. All such GFA shall be reconciled with requirements set out in DEFCON 694 (Accounting for Property of the Authority) and associated timescales for action. These arrangements shall include the identification and transfer of any remaining unused spares back to the Authority at no cost to the Authority; and

(3) For the arrangement for the transfer of all information required solely for the purpose of performing that part of the Contract remaining unperformed.  Subject to the pre-existing rights of the Authority, where this includes proprietary IP belonging to the Contractor or a third party to the Contract, the Authority and the Contractor shall agree (as necessary) a royalty free licensing agreement between the Parties. Where the Authority intends to place a contract with an alternative contractor to complete the work remaining to be performed, then the Authority shall disclose the Information provided in confidence and place the recipient contractor under an obligation which restricts copying, disclosure and use of the information to the said purpose.

d. The Exit Plan shall include details of the major sub-contracts related to the execution of the Contract and any exclusive suppliers or necessary licences and arrangements for the provision of any necessary information related to the supply chain.

e. The Exit Plan shall include arrangements for the provision of any training to be provided to the Authority or any Replacement Contractor to enable the efficient transition and operation of the work under Contract and any Management Information including:

(1) Details of those assets which would be required to support the operation of an alternative solution to meet the requirement as set out at Schedule11 (Statement of Work) or continuation of the extant solution, together with the timing and arrangements for their transfer.  Such assets shall be categorised as Deliverable Assets or Non Deliverable Assets as below;

* + - 1. Deliverable Assets shall, unless otherwise agreed, be subject to the provisions of the Contract;
			2. Non-Deliverable Assets are those items identified as being used by the Contractor solely for the purpose of administering and managing this Contract and not used for any other contract, services activity or work performed by the Contractor.  Such items would be provided to the Authority by the Contractor at book value and sold as seen (i.e. no warranty or implied fitness for purpose).

f. The Parties shall review and if appropriate update the Exit Plan on an annual basis.

g. The Parties shall appoint appropriately qualified and empowered representatives to manage the Exit Plan.

## **Exit Notice**

h. No later than six (6) months prior to expiry of this Contract or in the case of termination, as soon as reasonably practicable after service of notice of termination pursuant to Condition 43 (Material Breach) or Condition 41 (Termination for Insolvency or Corrupt Gifts) the Authority shall serve a written notice (“the Exit Notice”) on the Contractor.

i. The Exit Notice shall specify:

(1) the basis on which the Authority wishes to exit the Contract; and

(2) the Exit Period, being the date from which any Exit Services are required to the date of Contract expiry or termination; and

(3) the Exit Services required from the Contractor during the Exit Period.

## **Exit Services**

j. During the Exit Period the Contractor shall:

(1) continue to perform the work (unless otherwise directed by the Authority) and comply with its obligations under the Contract;

(2) provide any Exit Services as set out in the Exit Notice; and

(3) use reasonable endeavours to ensure continuity of its management team with responsibility for execution of the Contract.

k. During the Exit Period, the Authority will be deemed to have overall responsibility for managing implementation of the Exit Plan and the Exit Services.

**46.5. Authorisation of Contract Amendments**

a. Notwithstanding the provisions of Condition 6 (Formal Amendments to Contract), Schedule 4 (Contract Change Control Procedure), nothing said, done or written by any person, nor anything omitted to be said, done or written by any person, including, but without limitation, any servant or agent of the Authority, shall in any way affect the rights of the Authority, or modify, affect, reduce or extinguish the obligations and liabilities of the Contractor under the Contract, or be deemed to be a waiver of the rights of the Authority, unless stated in writing and signed by the Authority’s Commercial Officer.  Only the Authority’s Commercial Officer is authorised to vary the terms and conditions of the Contract and such variation shall only have effect when agreed in writing.

b. Any formal notice required to be given by one Party to the other Party shall be in writing in the English language. Such notices shall be sent to or delivered to the persons holding the nominated position, addresses, and/or facsimile numbers notified to the other Party to the Contract from time to time for this purpose and until so notified, and for the purposes of Condition 18 (Notices), all notices hereunder shall be sent or delivered to the persons set out in the DEFFORM 111.

c. It is agreed between the Parties that, without prejudice to any other provisions of the Contract, for the purposes of Condition 18 (Notices) the electronic submission of notices is permitted.

**46.6. Place of Manufacture**

## a. The Contractor shall not change the place of manufacture (including that of any major Sub-Contracts) of the Articles manufactured in execution of the Contract without providing prior notification (not to be unreasonably delayed) to the Authority.

**46.7. Sub-contracts**

a. For the purpose of this Contract and the work to be performed thereunder, theContractor shall be responsible to the Authority, subject to the provisions of the Contract, for the timely, economic and proper execution of the Contract as described in the Schedule of Requirements (Schedule 2). These responsibilities shall apply equally to work carried out by sub-contractors in respect of the requirements of the Contract.

b. The Contractor shall be responsible for the management and supervision of its sub-contractors. The sub-contracting of any obligation under the Contract shall not relieve or excuse the Contractor from its obligations to the Authority in respect of the due performance of such obligations. The Contractor shall be responsible to the Authority for the acts or omissions of any sub-contractor in relation to such sub-contractor's performance of the Contract and, to this end, any act or omission of that sub-contractor in relation to such sub-contractor's performance of the Contract shall be regarded as an act or omission of the Contractor.

c. The Contractor shall ensure that the Terms and Conditions of Contract are reflected in all sub-contracts, at whatever level, to the extent necessary to enable the Contractor to fully meet its obligations to the Authority under the Contract.

d. The Contractor shall not place any subcontract or order involving the design or development of equipment required under this contract without the prior written consent of the Authority. Unless otherwise agreed, such consent will be conditional on the proposed sub-contractor concluding a direct agreement with the Authority. Wherever possible the request for approval should be accompanied by two copies of the agreement signed by the subcontractor. If, in any case the Contractor is unable to comply with this clause it shall report the matter to the Authority’s Commercial Manager and await further instructions before placing the subcontract or order.

e. The Contractor shall furnish the Authority with a copy of any sub-contract if required.

**46.8. Authority Step-in Interpretation**

a. In this Condition 46.8, references to the Authority taking action shall be deemed to include references to the Authority procuring the taking of action by others on behalf of the Authority.

**Grounds for Step-In**

b. If the Authority reasonably believes that it needs to take action in connection with the Services and Contract Deliverables.

(1) because a serious risk exists to the health or safety of persons, property or the environment; and/or

(2) to discharge a statutory duty; and/or

(3) on the occurrence of an urgent operational requirement;

then the Authority shall be entitled to take action in accordance with this Condition 46.8 (Authority Step-In).

**Procedure for Authority Step-In**

c. If Clause 46.8b. applies and the Authority wishes to take action, the Authority’s Representative shall issue a Step-In Notice. The Step-In Notice shall contain the following information:

(1) the action the Authority wishes to take;

(2) the reason for such action;

(3) the date the Authority wishes to commence such action;

(4) the time period which the Authority believes shall be necessary for such action;

(5) any Assets the Authority requires the Contractor to make available to it to perform such action; and

(6) to the extent practicable, the effect on the Contractor and its obligation to carry out Asset Provision and/or Service Provision during the period such action is being taken.

d. Following service of the Step-In Notice, the Authority shall take such action as notified under Clause 46.8c. and any consequential additional action as it reasonably believes is necessary (together, the “Required Action”) and the Contractor shall give all reasonable assistance to the Authority while it is taking the Required Action.

**Effects of Step-In without Contractor Breach**

e. If the Contractor is not in breach of its obligations under this Contract and the Authority exercises its right to take action in connection with the Services pursuant to Clause 46.8b:

1. then for so long as and to the extent that the Required Action is taken, and this prevents the Contractor from providing all or any part of the Services, the Contractor shall be relieved from its obligations to provide such part of the Services; and

(2) in respect of the period in which the Authority is taking the Required Action and provided that the Contractor provides the Authority with reasonable assistance (such assistance to be at the expense of the Authority to the extent incremental costs are incurred), the amount due from the Authority to the Contractor shall equal the amount the Contractor would receive if it were satisfying all its obligations and providing the Services affected by the Required Action in full over that period.

**Effects of Step-In following Contractor Breach**

f. If the Contractor is in breach of its obligations under this Contract and in consequence the Authority exercises its right to take action in connection with the Services pursuant to this Clause 46.8:

1. then for so long as and to the extent that the Required Action is taken, and this prevents the Contractor from providing the Services, the Contractor shall be relieved from its obligations to provide such part of the Services; and

(2) in respect of the period in which the Authority is taking the Required Action, the amount due from the Authority to the Contractor shall equal the amount the Contractor would receive if it were satisfying all its obligations and providing the Services affected by the Required Action in full over that period, less an amount equal to all the Authority’s costs in taking the Required Action.

**Authority Step-Out**

g. The Authority’s Project Manager shall provide the Contractor’s Representative with reasonable notice of the Authority’s intention to cease performance of the Required Action (“Step-Out”) and the date on which it intends to do so.

h. On receipt of the notice referred to in Clause 46.8g., the Parties shall consult with each other as to the method by which the Authority shall step out and a step out plan (a “Step-Out Plan”) which shall include the actual date that the Authority shall step out and the Contractor shall resume performance of the Services.

i. On the date on which the obligations contained in the Step-Out Plan have been achieved:

(1) the Authority will be released from all of its obligations and liabilities in relation to the Required Action and the Step-Out Plan other than its obligations to pay the Contractor as required in this Condition 46.8; and

(2) the Contractor shall resume all or any part of the Services which were the subject of the Required Action.

**46.9 Options to Extend**

* 1. The Authority reserves the right to exercise each or any of the following irrevocable Contract options in accordance with the terms and conditions of the Contract, it being agreed that the Authority has no obligation to exercise each or any such option(s):
1. The Contract may be extended at the Authority’s sole discretion beyond the Expiry Date for a further period of one, (1), two (2), or three (3) annual option years.
2. The Authority shall provide the Contractor with written notice of its intention to exercise the irrevocable Contract option no later than thirty (30) Business Days prior to the date of commencement for the option, and the option shall take effect on service of that notice. The price for the options shall be that set out in Schedules 16, 17, 19, and 20 of this Contract, in relation to the option period(s).
3. The irrevocable Contract options detailed at Clause 46.9a shall remain valid for exercising, and the Authority will have the right to exercise each or any of the irrevocable Contract option(s), at any time from Contract commencement until the Contract Expiry Date.

**46.10 Continuous Improvement**

1. Throughout the duration of the Contract the Contractor shall continuously look to improve the equipment and performance of the Contract. The Contractor shall therefore propose improvements throughout the duration of the Contract as part of the Quarterly Progress Report. Such improvements may constitute utilising innovative solutions, to include but not limited to use of Commercial Off The Shelf (COTS) equipment, by taking advantage of new technology, or by improving sustainability, etc. The Authority is under no obligation to pursue such proposals. If the Authority considers a proposal offers Value for Money, the task shall be contracted through the Ad-Hoc Tasking procedure.

**46.11 Intellectual Property Rights**

**Intellectual Property Register**

a. Where any of the conditions listed below ((1) to (4)) form part of the terms and conditions of the Contract or where other similar notification obligations exist, the Contractor warrants and confirms that all Intellectual Property Rights restrictions and associated export restrictions relating to the use or disclosure of the Contractor Deliverables that are notifiable under those conditions, or of which the Contractor is or should reasonably be aware as at the date of the Contract, are disclosed in DEFFORM 711 annexed to the Contract.

(1) DEFCON 15 - (including notification of any self-standing background

Intellectual Property).

(2) DEFCON 90 - including copyright material supplied under clause 5.

(3) DEFCON 91 - limitations of Deliverable Software under clause 3b.

(4) DEFCON 632 - notifications under clause 1.

b. The Contractor shall promptly notify the Authority in writing if they become aware during the performance of the Contract of any required additions, inaccuracies or omissions in DEFFORM 711.

c. Any amendment to DEFFORM 711 shall be made in accordance with clause 6 (Formal Amendments to the Contract).

**46.12 Government Furnished Assets**

* 1. The Authority shall be responsible for providing the Government Furnished Assets (GFA) to be supplied under the Contract as detailed at Schedule 15 (Government Furnished Assets Register).
	2. The GFA shall at all times remain the property of the Authority; it shall be used in the execution of the Contract and for no other purpose, without the prior approval in writing of the Authority.
	3. The Contractor shall be responsible for the management of all GFA in accordance with DEFCON 611 (Issued Property) and DEFCON 694 (Accounting for Property of the Authority).
	4. At expiry or earlier termination of the Contract, in accordance with DEFCON 611(Issued Property), the Contractor shall provide to the Authority a list of all GFA holdings under the Contract. The Authority’s Commercial Officer shall issue directions for the transfer, disposal or return to stores of all listed items detailed at Schedule 15 (Government Furnished Assets Register).
	5. The Contractor shall immediately notify the Authority’s Commercial Officer in writing of any additional request(s) for GFA required to perform the obligations of the Contract that they do not already hold or that has not been made available to them.
	6. In addition to the requirements of DEFCON 611 (Issued Property) and Condition 28 (Delivery/Collection), the following shall apply:
1. the right of the Authority to reject Article(s) under the Contract shall in no way be prejudiced by or through the fact that the Article(s) in question may have been made from or include materiel supplied by the Authority;
2. material which is normally available from commercial sources will not be issued from Government stocks unless the circumstances are exceptional. There will be a charge for the use of such Government Articles;
3. material which is only available from Government sources, and which is necessary for the performance of this Contract, should be requested from the Authority’s Project Manager; and
4. any Authority owned documentation issued to the Contractor will also be covered by Contract Loan terms.
	1. Failure by the Authority to supply the GFA at Schedule 15 (Government Furnished Assets Register) shall not be used by the Contractor as a reason for not fulfilling its obligations under the Contract. However, if it is accepted by both Parties that in the event that the Authority has failed to supply any of the GFA requirements by the date(s) specified at Schedule 15 (Government Furnished Supplies) for the provision thereof, the Authority shall only be responsible for those additional costs that have been properly incurred by the Contractor and for any appropriate extension of time for completion of the Contract, provided that the Authority is satisfied such additional costs and/or effect on execution of the Contract are directly and solely the result of the failure of the Authority to make available the GFA on the date(s) stipulated and for the duration specified;
5. the Authority is satisfied such additional costs and/or effect on execution of the Contract are directly and solely the result of the failure of the Authority to make available the GFA on the date(s) stipulated and for the duration specified;
6. the Contractor has taken all reasonable steps to minimise the inclusion of additional costs.
	1. The Authority shall not be responsible for any additional costs and/or effect on the execution of the Contract for late provision of GFA, if it is demonstrated that such late provision is solely due to the Contractor's late delivery of items or information against the Contract which are subsequently issued by the Authority to the Contractor as GFA or which are needed by the Authority to supply the GFA. Any late delivery of such items or information may require the re-negotiation of the date(s) specified at Schedule 15 (Government Furnished Assets Register) and both Parties will assess the consequences to the Contract and shall negotiate a solution in good faith, which shall not preclude schedule amendment and price adjustment as necessary.
	2. Should the Contractor fail to notify the Authority, in a timely manner, of any changes to the GFA dates(s) required and the duration specified and the Authority furnishes the required GFA by the original due date, then the following shall apply:
7. the Authority shall not be liable for any additional costs incurred by the Contractor, if the GFA cannot be provided to the Contractor within its revised timescales; and
8. the Contractor shall be responsible for any consequential cost incurred by the Authority resulting from any failure by the Contractor to notify the Authority in a timely manner,
9. the Authority has taken reasonable steps to minimise the inclusion of consequential costs;
10. the Authority has taken reasonable steps to provide the GFA within the revised timescales; and
11. the Contractor is satisfied that such additional liabilities and/or the effect on execution of the Contract are directly and solely the result of the failure of the Contractor to advise the Authority in a timely manner of the revised GFA timescales.
	1. Where any Government Furnished Information (GFI) supplied by the Authority contains latent errors, omissions or inaccuracies which could not reasonably have been identified by the Contractor at the time such GFI had been supplied by the Authority, both Parties will assess the consequences under the Contract and shall negotiate a solution in good faith.

**46.13 Sustainable Procurement**

a. The Contractor shall take all reasonable steps to procure the observance of the economic, social and environmental legislation related to the subject matter or the execution of the Contract by any servants, employees or agents of the Contractor and any Sub-Contractors engaged in the performance of the Contract.

b. The Contractor shall take all reasonable steps to ensure that all activities under this Contract shall comply with certified environmental management standards based on ISO 14001:2015 or equivalent.

c. The Contractor is encouraged to bring to the attention of the Authority any measures which might promote sustainability from a social, economic and environmental point of view.

**46.14 Variation of Price (VoP)**

a. The prices stated in the Schedule of Requirements for Contract Years four (4) and five (5) and option years six (6), seven (7) and eight (8) are Fixed at [TBC – Month and year of Effective Date of Contract] price levels. The prices do not include provision beyond this date for increases or decreases in the market price of the Articles being purchased. Any such variation shall be calculated in accordance with the following formula:

 **V = P (a+b (Oi/O0)) - P**

Where:

**V** represents the variation of price

**P** represents the Fixed price as stated in the Schedule of Requirements

**O** represents the index ‘HSGG - SPPI INDEX OUTPUT DOMESTIC - M Professional, scientific and technical services’

**O0** represents the 12-month average of the Output Price Index figure for the base period [TBC – 12 months prior to the Effective Date of Contract] to [TBC – month before Effective Date of Contract.] (as above) (to 4 decimal places)

**Oi** represents the 12-month average of the Output Price Index before the payment date period, using the most recently available data (to 4 decimal places)

**a** equals zero (0) and represents the Non- Variable Element (NVE)

**b** equals one (1) and represents the Variable Element

Note: a+b=1

b. The Index referred to in Clause 46.14a above shall be taken from the following Tables:

Office for National Statistics (ONS) SPPI INDEX OUTPUT DOMESTIC – M Professional, Scientific and technical services 2015=100 <https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/hsgg/sppi>

c. In the event that any material changes are made to the indices (e.g. a revised statistical base date) during the period of the contract and before final adjustment of the final contract price, then the re-basing methodology outlined by the Office for National Statistics (ONS, the series providers) to match the original index to the new series shall be applied.

d. In the event the agreed index or indices cease to be published (e.g. because of a change in the Standard Industrial Classification) the Authority and the Contractor shall agree an appropriate replacement index or indices, which shall cover to the maximum extent possible the same economic activities as the original index or indices. The methodology outlined by the Office for National Statistics used for rebasing indices (as in Clause 46.14c above) shall then be applied.

e. Notwithstanding the above, any extant index / indices agreed in the Contract shall continue to be used as long as it is / they are available and subject to ONS revisions policy. Payments calculated using the extant index / indices during its / their currency shall not be amended retrospectively as a result of any change to the index or indices.

f. The Contractor shall notify the Authority of any significant changes in the purchasing / manufacturing plan on the basis of which these provisions were drawn up and agreed, or of any other factor having a material bearing on the operation of these provisions such as to cause a significant divergence from their intended purpose, in order that both parties may consider whether any change in this provision would be appropriate.

g. Prices shall be adjusted taking into account the effect of the above formula as soon as possible after publication of the relevant indices or at a later date if so agreed between the Authority and the Contractor. Where an index value is subsequently amended, the Authority and the Contractor shall agree a fair and reasonable adjustment to the price, as necessary.

**46.15. Authorisation to Proceed**

1. Authorisation to Proceed (ATP) with the Provision of ISS Core Activities under SOR Item 1, in accordance with the Statement of Work at Schedule 11 to the Contract, shall be concurrent with Contract placement.
2. A CP&F Purchase Order raised by the Authority shall be the ATP with the Provision of Obsolescence Rectification under SOR Item 2, in accordance with the Statement of Work.
3. A certified and approved TAF part 3, signed by the APM, Authority’s Finance Officer (AFO) and Authority’s Commercial Officer (ACO), shall be the ATP with the Provision of Ad-Hoc Tasking under SOR Item 3, in accordance with the Statement of Work.
4. A CP&F Purchase Order raised by the Authority shall be the ATP with the Provision of Refurbishments under SOR Item 4, in accordance with the Statement of Work.
5. A CP&F Purchase Order raised by the Authority shall be the ATP with the Provision of Spares under SOR Item 5, in accordance with the Statement of Work.
6. A CP&F Purchase Order raised by the Authority shall be the ATP with the Provision of Repairs under SOR Item 6, in accordance with the Statement of Work.
7. A CP&F Purchase Order raised by the Authority shall be the ATP with the Provision of Training under SOR Item 7, in accordance with the Statement of Work.
8. If a requirement under SOR items 5 and/or 6 and/or 7 is reduced or cancelled the Contractor shall notify the Authority if the reduction or cancellation cannot be accepted. If the amendment / cancellation cannot be accepted Clause 43 shall apply (Dispute Resolution).

**46.16. Contractors on Deployed Operations**

a. Where the Authority has a requirement for the Contractor, a subcontractor, or both, to Deploy to undertake a task at an Expected Work Location in a CONDO Applicable Area, the provisions of DEFCON 697 shall apply. DEFCON 697 shall become effective when such a task is included in the Contract.**47 The processes that apply to this Contract are:**

**47.1 Ad-hoc Tasking Procedure (SOR line item 3)**

* 1. The Authority reserves the right under Line Item 3 of the Schedule of Requirements to instruct the Contractor to undertake ad-hoc tasks as specified in section 5 of the Statement of Work (Schedule 11). The tasking procedure detailed below will be employed by the Authority to initiate such tasks.
	2. When a new task or change to an existing task is proposed, the scope of work for each task shall be specified upon Part 1 of the Tasking Authorisation Form (TAF) (Schedule 13). The form shall be completed and signed by the Authority’s Project Manager (APM) and Commercial Officer.
	3. The Contractor is to provide the Authority with a Firm price quotation for carrying out the task, including the timescales and completion date, in Part 2 of the TAF within ten Business Days of receipt of Part 1. Part 2 shall be supported by a detailed breakdown of the proposed charging including, but not limited to; labour rates and hours (in accordance with Schedule 16 (Rates)), sub-contractor costs, materials costs, overheads and profit, broken down against each element of the Ad-hoc Tasking. The profit rate for taskings shall be in accordance with Schedule 16 (Rates) for the year that the task is raised. The TAF shall also give details of any Government Furnished Assets (GFA) that may be required to complete the Tasking. The TAF together with the price breakdown shall be returned to the Authority for consideration.
	4. In the event that a stage payment plan is deemed appropriate for a specific task, the Contractor may propose a stage payment plan as part of its quotation. Stage payments shall be tied to deliverables and the achievement of key milestones, the value of each payment shall be commensurate with the effort undertaken to meet that milestone with a retention of at least 20% of the total value of the task payable upon final completion of all requirements under that task. Should no payment plan be agreed, payment shall be made upon completion of the task. The Authority is under no obligations to agree to a staged payment plan.
	5. When a Firm Price has been agreed, the Authority shall authorise the task by creating a purchase order on the CP&F system and by returning a signed Part 3 of the TAF to the Contractor. No work may commence prior to the raising of the purchase order and any work carried out by the Contractor in advance of the raising of the purchase order shall be entirely at the Contractor’s own risk and cost.
	6. Once the task is completed and all deliverables have been satisfied the Contractor shall sign and return part 4a of the TAF within five Business Days of completion of the task.
	7. Part 4b of the TAF is to be completed by the Authority once the task has been completed to the satisfaction of the Authority. In the event the Authority rejects or disputes the Contractor's claim of completion, Part 4b will not be issued and payment will not be made until the Authority is satisfied that completion of the task has occurred.
	8. When including Travel and Subsistence (T&S) in its proposed price for a task, the Contractor must include details of the assumptions made about travel and the rates used. Claims for T&S shall be in accordance with Schedule 16 (Rates). The Contractor shall retain copies of itemised receipts to support claims for T&S and in accordance with Condition 17 (Contractor’s Records) Copies of receipts shall be provided to the Authority upon request. Credit card receipts are deemed sufficient evidence to support a T&S claim.
	9. A list of ad-hoc tasks shall be maintained by the Contractor and be provided to the Authority upon request. This list shall form part of the Contractor’s quarterly progress report and include, but not be limited to, the following: TAF number, version number, task title, date of acceptance, agreed task completion date, price, CP&F PO number.

**Task Termination**

* 1. Any ad-hoc task placed under this Contract may be terminated by the Authority at any time, in accordance with Condition 42 (Termination for Convenience).
	2. Where requested by the Authority, the Contractor shall furnish a report covering work done to the date of termination with such recommendations as may be required at that stage.

**Obsolescence Rectification and Re-design of Transportable Manned Compression Chambers (TMCC) with In Service Support**

**707549452**

**SC2 Schedules**

**Schedule 1 – Definitions of Contract**

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| **Article** | means, in relation to clause 24 and Schedule 6 only, an object which during production is given a special shape, surface or design which determines its function to a greater degree than does its chemical composition; |
| **Articles** | means (except in relation to Schedule 10) 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.  |
| **Authority** | means the Secretary of State for Defence acting on behalf of the Crown; |
| **Authority’s Representative(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; ord. 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 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; orb. 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.kid.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; |
| **Delivery Date** | 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); |
| **Effective Date of Contract** | means the date upon which both Parties have signed the Contract; |
| **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; orb. 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, or any exercise of Royal Prerogative; |
| **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 Packaging designers 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); |

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| **Military Packaging Level (MPL)** | shall have the meaning described in Def Stan 81-041 (Part 1); |
| **Mixture** | means a mixture or solution composed of two or more substances; |
| **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; |
| **Plastic Packaging Components** | shall have the same meaning as set out in Part 2 of the Finance Act 2021 together with any associated secondary legislation; |
| **PPT** | means a tax called “plastic packaging tax” charged in accordance with Part 2 of the Finance Act 2021;  |
| **PPT Legislation** | means the legislative provisions set out in Part 2 and Schedule 9-15 of the Finance Act 2021 together with any secondary legislation made under powers contained in Part 2 of the Finance Act 2021. This includes, but is not limited to, The Plastic Packaging Tax (Descriptions of Products) Regulations 2021 and The Plastic Packaging Tax (General) Regulations 2022; |
| **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); |
| **Publishable Performance Information** | means any of the Information in Schedule 9 (KPI Data Report) as it relates to Key Performance Indicator where it is expressed as publishable in the table in Schedule 9 which shall not contain any Information which is exempt from disclosure which shall be determined by the Authority; and which shall not constitute Sensitive Information; |

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| **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; |
| **Robust Contractor Deliverables** | shall mean Robust items as described in Def Stan 81-041 (Part 2) |
| **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; |
| **Sensitive Information** | means the Information listed in the completed Schedule 5 (Contractor’s Sensitive Information), which is Information notified by the Contractor to the Authority, which is acknowledged by the Authority as being sensitive, at the point at which the Contract is entered into or amended (as relevant) and remains sensitive information at the time of publication; |
| **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; |
| **Substance** | means a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition; |
| **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; |
| **Transparency Information** | means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, except for (i) any Information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004 (EIR), which shall be determined by the Authority, and (ii) any Sensitive Information; |
| **Virgin Timber** | means Timber and Wood-Derived Products that do not include Recycled Timber. |

Where project specific DEFCONs are included under Condition 45 definitions shall be in accordance with DEFCON 501.

**Additional Definitions of Contract iaw. Conditions 45 - 47 (Additional Conditions)**

**Fixed Price** means a price (excluding VAT) set at a particular point in time and linked to a price index. The price paid over the duration of the contract is calculated using the contract’s Variation of Price formula

**Minutes** means the written record of what was said at a meeting.

**Schedule 2 - Schedule of Requirements (SoR)**

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| **MINISTRY OF DEFENCE** |
| **CONTRACTOR:** | **SCHEDULE OF REQUIREMENTS**  | **CONTRACT No:** |
| TBC | **for:**Obsolescence Rectification And Re-Design Of Transportable Manned Compression Chambers (TMCC) with In Service Support | 707549452 |
| Contract Issued: DATE TO BE ENTERED AT CONTRACT AWARD |  | Previous Contract No:MCS3B/3503 |
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| **Item****No** | **Description** | **Price** |
|  | The Contractor is to provide In-Service Support and Obsolescence Rectification to the Transportable Manned Compression Chambers during the period TBC to 31st December 2029 (Contract Years 1-5) in accordance with the Terms and Conditions of the Contract. The Authority will have the irrevocable right to exercise each or any of the Contract options to extend the duration of the Contract by up to three years (Contract Years 6-8), in accordance with Clause 46.9 | Contract Years 1-3: Firm PriceContract Years 4-5: Fixed PriceOption Years:Contract Years 6-8 Fixed Price  |
| 1 | Provision of Core In-Service Support Activities in accordance with the Statement of Work at Schedule 11(Sections 1-3) | In accordance with the Payment Plan at Schedule 17 |
| 2 | Provision of Obsolescence Rectification in accordance with the Statement of Work at Schedule 11 (Section 7) | In accordance with Schedule 20 |
| 3 | Provision of Ad-Hoc Tasking in accordance with the Statement of Work at Schedule 11 (Section 5) | In accordance with Schedule 16  |
| 4 | Provision of Refurbishments in accordance with the Statement of Work at Schedule 11 (Section 4) | In accordance Schedule 20 |
| 5 | Provision of Spares in accordance with the Statement of Work at Schedule 11 (Section 9) | In accordance with Schedule 19  |
| 6 | Repair Services in accordance with the Statement of Work at Schedule 11 (Section 6) | In accordance with Schedules 16 and 19  |
| 7 | Provision of Training in accordance with the Statement of Work at Schedule 11 (Section 8) | In accordance with Schedule 20 |

**Schedule 3 – Contract Data Sheet**

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| **General Conditions** |
| **Condition 2 – Duration of Contract:**The Contract expiry date shall be: 31/12/2029. |
| **Condition 4 – Governing Law:**Contract to be governed and construed in accordance with: English LawSolicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with clause 4.g (if applicable) are as follows: |
| **Condition 7 – Authority’s Representatives:**The Authority’s Representatives for the Contract are as follows:Commercial: (as per Annex A to Schedule 3 (DEFFORM 111))Project Manager: (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: (as per Annex A to Schedule 3 (DEFFORM 111))Contractor: [ ]Notices can be sent by electronic mail? Yes  |
| **Condition 19.a – Progress Meetings:**The Contractor shall be required to attend the following meetings:Progress Meetings Details: Meeting requirements can be found at Schedule 11 – Statement of Work |
| **Condition 19.b – Progress Reports:**The Contractor is required to submit the following Reports:Progress Reports: Reports requirements can be found at Schedule 11 -Statement of Work |

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| **Supply of Contractor Deliverables** |
| **Condition 20 – Quality Assurance:**Is a Deliverable Quality Plan required for this Contract?Yes A Deliverable Quality Plan is required in accordance with DEFCON 602A (SC2) If required, the Deliverable Quality Plan and/or Deliverable Quality Plan with Assurance Information must be delivered to the Authority (Quality) within 90 Business Days of Contract Award.Other Quality Requirements:Refer to Statement of Work (Schedule 11)  |
| **Condition 21 – Marking of Contractor Deliverables:** Special Marking requirements:  |
| **Condition 24 - Supply of Data for Hazardous Substances, Mixtures and Articles in Contractor Deliverables:**A completed Schedule 6 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement), and if applicable, UK REACH compliant 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 – DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk to be delivered with the Contractor’s tender submission. |
| **Condition 25 – 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 with the Contractor’s tender submission. |
| **Condition 26 – Certificate of Conformity:**Is a Certificate of Conformity required for this Contract? (delete as appropriate)Yes Applicable to Line Items: Line item 5 of Schedule 2 (Schedule of Requirements)If required, does the Contractor Deliverables require traceability throughout the supply chain? No  |
| **Condition 28.b – Delivery by the Contractor:**The following Line Items are to be Delivered by the Contractor: Line item 5 of Schedule 2 (Schedule of Requirements)        Special Delivery Instructions: Line item 5 to be delivered to:  UIN N5040APortsmouth Freight CentreHM Naval Base PortsmouthPO1 3LU Each consignment is to be accompanied by a DEFFORM 129J. |
| **Condition 28.c - Collection by the Authority:**The following Line Items are to be Collected by the Authority:Line items 4 and 6 of Schedule 2 (Schedule of Requirements)Special Delivery Instructions:        Each consignment is to be accompanied by a DEFFORM 129J.Consignor details (in accordance with Condition 28.c.(4)):Line Items: [ ] Address: [ ]Line Items: [ ] Address: [ ]Consignee details (in accordance with condition 22):Line Items: [ ] Address: [ ]Line Items: [ ] Address: [ ] |
| **Condition 30 – Rejection:**The default time limit for rejection of the Contractor Deliverables is thirty (30) days unless otherwise specified here: |
| **Condition 32 – Self-to-Self Delivery:**Self-to-Self Delivery required? No  |
| **Pricing and Payment** |
| **Condition 35 – Contract Price:**All Schedule 2 line items shall be Firm Price for the first three years of the Contract and Fixed thereafter, with the Variation of Price formula applied. |

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| **Termination** |
| **Condition 42 – 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) |

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| **Annex A to Schedule 3 - Addresses and Other Information** |
| 1. **Commercial Officer:**

Name:  Laura WringAddress: NH 3, Ash 2A, #3202,MoD Abbey Wood,Bristol, BS34 8JHEmail: Laura.Wring100@mod.gov.uk  |  | **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 53972. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD( 44 (0) 161 233 5394 |  |
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| 1. **Project Manager, Equipment Support Manager or PT Leader** (from whom technical information is available):

Name:  Paul WrightAddress: NH 3, Ash 2A, #3202,MoD Abbey Wood,Bristol, BS34 8JHEmail: Paul.Wright136@mod.gov.uk  |  | **9. Consignment Instructions:**The items are to be consigned as follows: To be detailed on individual purchase orders.  |  |
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| 1. **Packaging Design Authority:**

Organisation and point of contact:(where no address is shown please contact the Project Team in Box 2)( |  | **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 8JHAir Freight CentreIMPORTS ( 030 679 81113 / 81114 Fax 0117 913 8943EXPORTS ( 030 679 81113 / 81114 Fax 0117 913 8943Surface Freight CentreIMPORTS ( 030 679 81129 / 81133 / 81138 Fax 0117 913 8946EXPORTS (030 679 81129 / 81133 / 81138 Fax 0117 913 8946B. **JSCS** JSCS Helpdesk ( 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 UKStratCom-DefSp-RAMP@mod.gov.uk in the first instance |  |
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| 1. **(a) Supply/Support Management Branch or Order Manager**

**Branch/Name:**( **(b) U.I.N** |  | **11. The Invoice Paying Authority:**Ministry of Defence ( 0151-242-2000DBS FinanceWalker House, Exchange Flags Fax: 0151-242-2809Liverpool, L2 3YL **Website is:** https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement |  |
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| 1. **Drawings/Specifications are available from:**

 |  | **12. Forms and Documentation are available through \*:**Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C SiteLower ArncottBicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)**Applications via fax or email:** Leidos-FormsPublications@teamleidos.mod.uk  |  |
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| 1. **Quality Assurance Representative:**

**Gary Moss** gary.moss210@mod.gov.ukCommercial 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 [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed] |  | **\* NOTE****1.** Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site: <https://www.kid.mod.uk/maincontent/business/commercial/index.htm> 2. If the required forms or documentation are not available on the MOD Intranet site requests should be submitted through the Commercial Officer named in Section 1.  |  |
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**Schedule 4 – Contract Change Control Procedure**

**Contract Change Control Procedure (i.a.w. clause 6.d) for Contract No: 707549452**

**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 a DEFFORM10B in accordance with Condition 6 (Formal Amendments to the Contract), whereupon the Contractor shall promptly sign and return 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 Clause 11a. 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 Commercially Sensitive Information Form (In accordance with condition 12)**

[*Note to Tenderer: Please complete and return as part of Tender Submission]*

|  |
| --- |
| Contract No:       **707549452** |
| Description of Contractor’s 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 Substances, Mixtures and Articles in Contractor Deliverables Supplied under the Contract (i.a.w. Condition 24): Data Requirements for Contract No: 707549452**

[*Note to Tenderer: Please complete and return as part of Tender Submission]*

**Hazardous and Non-Hazardous Substances, Mixtures or**

**Articles Statement by the Contractor**

Contract No: 707549452

Contract Title: Obsolescence Rectification and Re-design of Transportable Manned Compression Chambers (TMCC) with In Service Support

Contractor: [ ]

Date of Contract: [ ]

\* To the best of our knowledge there are no hazardous Substances, Mixtures or Articles in the Contractor Deliverables to be supplied ☐; or

\* To the best of our knowledge the hazards associated with Substances, Mixtures or Articles in the Contractor Deliverables to be supplied under the Contract are identified in the Safety Data Sheets or UK REACH Communication attached in accordance with Condition 24. ☐

Contractor’s Signature: [ ]

Name: [ ]

Job Title: [ ]

Date: [ ]

\* check box ☐ as appropriate

**To be completed by the Authority**

Domestic Management Code (DMC): [ ]

NATO Stock Number: [ ]

Contact Name: [ ]

Contact Phone Number: [ ]

Contact Address: [ ]

Copy to be forwarded to:

Hazardous Stores Information System (HSIS)

Spruce 2C, #1260

MOD Abbey Wood (South)

Bristol BS34 8JH

Email: DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk

**Schedule 7 – Timber and Wood- Derived Products Supplied under the Contract: Data Requirements for Contract No: 707549452**

[*Note to Tenderer: Please complete and return as part of Tender Submission]*

The following information is provided in respect of Condition 25 (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** |
| **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |
| **[ ]** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |

**Schedule 8 – Acceptance Procedure (i.a.w. Condition 29) for Contract No: 707549452**

**Schedule 9: Publishable Performance Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **KPI Description\*** | **Rating Thresholds** | **Frequency of Measurement** | **Quarter and Year\*** | **Average for Reporting Period** | **Rating\*** | **Comment\*** |
| KPI 1 - Progress Reporting | Good\*: |  Quarterly | *[Contractor to insert the relevant Quarter and Year for the period being reported on.]* |  *[Contractor to insert the average Rating for the period being reported.* *This should show the actual performance achieved during the period. The format must be consistent with ‘Rating Thresholds’.]*  |  *[Contractor to insert the Rating for the period being reported.* *The Rating must correspond to the appropriate ‘Rating Thresholds’.]*  |  *[Contractor to insert a comment as appropriate]* *A Comment is only required if a rating of ‘Requires Improvement’ or* *‘Inadequate’ applies* |
| Approaching Target: |
| Requires Improvement: |
| Inadequate: |
| KPI 3 - Factory Acceptance Testing (FAT | Good\*: | Quarterly |   |   |   |   |
| Approaching Target: |
| Requires Improvement: |
| Inadequate: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| KPI 4 - Management of S2022s | Good\*: |  Quarterly |   |   |   |   |
| Approaching Target: |
| Requires Improvement: |
| Inadequate: |
| Approaching Target: |
| Requires Improvement: |
| Inadequate: |

\*Publishable fields. Please note, of the four Rating Thresholds, only the ‘Good’ threshold is published. Please see the DEFFORM 539B Explanatory Notes for guidance on completing the KPI Data Report.

**Schedule 10 -– NOTIFICATION OF INTELLECTUAL PROPERTY RIGHTS (IPR) RESTRICTIONS (DEFFORM 711)**

**DEFFORM 711 - PART A – Notification of IPR Restrictions**

|  |  |
| --- | --- |
| 1. ITT / Contract Number
 | **707549452** |
| ID #  | Unique Technical Data Reference Number / Label | Unique Article(s)\* Identification Number / Label | Statement Describing IPR Restriction | Ownership of the Intellectual Property Rights |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

Please continue on additional sheets where necessary.

∗ Article(s), for the purpose of this form only, means part or the whole of any item, component or process which the Contractor is required under the Contract to supply or in connection with which it is required under the Contract to carry out any service and any other article or part thereof to the same design as that article.

**DEFFORM 711 - PART B – System / Product Breakdown Structure (PBS)**

The Contractor should insert their PBS here. For Software, please provide a Modular Breakdown Structure.

(Please see the [DEFORM 711 Completion Notes](https://www.kid.mod.uk/maincontent/business/commercial/downloads/defforms/expl_not/711_expln.pdf) for guidance on completing the Notification of Intellectual Property Rights (IPR) Restrictions form)

**Schedule 11 – Statement of Work**

Schedule 11 is attached as a separate document:

[20240822\_TMCC\_707549452\_Schedule 11\_SoW-OS]

**Schedule 12- Key Performance Indicators (KPIs)**

The following Key Performance Indicators (KPIs) shall be managed in accordance with Condition 46.3 of this Contract (No. 707549452) and any other applicable conditions or processes.

|  |  |
| --- | --- |
| **KPI 1** | Contract Management Activities |
| Performance Indicator | Progress Reporting  |
| Description | **Provision of Deliverable Documentation** |
| Incidence Measure  | The Contractor is required to provide all Deliverable Documentation as defined in Annex E to Schedule 11.The measure shall be delivery of all required documentation to agreed timescales, and compliance of the documentation with the requirements.  |
| Start  | Effective Date of Contract |
| Stop | Authority acceptance of Deliverable Documentation  |
| Data Source | The Contractor |
| Data Maintainer | The Contractor |
| Monitoring & Reporting Frequency | Quarterly |

|  |
| --- |
| **Performance Bands** |
| Good(0% Retention) | The Authority receives the documentation by the due date, as detailed in Annex E to Schedule 11, and acceptance given with no amendments or revisions required. |
| Approaching Target(5% Retention) | The Authority receives the documentation no later than 10 Business Days after the due date as detailed in Annex E to Schedule 11AND (if applicable)Amended documentation received within 10 Business Days of Authority comments being issued and acceptance given with no further amendments or revisions required. |
| Requires Improvement(10% Retention) | The Authority receives the documentation no later than 20 Business Days after the due date as detailed in Annex E to Schedule 11AND (if applicable)Amended documentation received within 10 Business Days of Authority comments being issued and acceptance given with no further amendments or revisions required. |
| Inadequate(20% Retention) | The Authority receives the documentation more than 20 Business Days after the due date as detailed in Annex E to Schedule 11OR Amended documentation received more than 20 Business Days after Authority comments have been issued to the Contractor and acceptance given with no further amendments or revisions required.ORAmended documentation is not accepted by the Authority.  |

|  |  |
| --- | --- |
| **KPI 2** | **Spares and Repairs** |
| Performance Indicator | Provision of Spares and Repairs |
| Description | Management of Spares and the Repair of repairable items of supply to achieve delivery timescales specified in the Contract. |
| Incidence Measure  | Covers all deliveries of Spares and Repairs against CP&F Orders. |
| Start  | Date CP&F order received by the Contractor. In the case of Repairs the date of item received for repair. |
| Stop | Receipt of item at Authority stores or specific delivery address detailed on the CP&F PO. |
| Data Source | Monthly Progress Report |
| Data Maintainer | The Contractor |
| Monitoring Frequency | Monthly: calendar month following period |
| Reporting Frequency | Quarterly  |

|  |
| --- |
| **Performance Bands** |
| Good(0% Retention) | ≥95% of items delivered within the contracted timescales at Schedule 19 for spares and agreed repair timescale as per Statement of Work WP 6.1 |
| Approaching Target(5% Retention) | 91 – 94.9% of items delivered within the contracted timescales at (Schedule 19) and agreed repair timescale as per Statement of Work WP 6.1 |
| Requires Improvement(10% Retention) | 87 – 90.9% of items delivered within the contracted timescales at (Schedule 19) and agreed repair timescale as per Statement of Work WP 6.1 |
| Inadequate(20% Retention) | 86.9% and under of items delivered within the contracted timescales at (Schedule 19) and agreed repair timescale as per Statement of Work WP 6.1 |

If, due to delays in MOD transport (collection and delivery to MOD stores), a contractual delivery date is not met, then this mitigation is to be stated in the Contractor’s quarterly KPI reports, along with the date the Remote Access Movements Portal (RAMP) collection was requested. This information will be reviewed by the Authority, and mitigation accepted in instances where the Contractor can evidence that if the MOD transport not been delayed, the RAMP collection was booked early enough to meet the contractual delivery date.

|  |  |
| --- | --- |
| **KPI 3** | **TMCC Refurbishment – FAT**  |
| Performance Indicator | Factory Acceptance Test (FAT)  |
| Description | The requirement for FAT following a refurbishment.  |
| Incidence Measure  | Following a refurbishment, a FAT is required for Ship Fit Transportable Manned Compression Chambers (TMCC) Containerised TMCC and Support Units.  |
| Start  | On completion of the refurbishment with FAT date agreed date agreed by the Authority and Contractor (via email). |
| Stop | On completion of the FAT with attendance of the Equipment Ops Manager (or representative) MOD QA and the Contractor |
| Data Source | Monthly Progress Report/FAT  |
| Data Maintainer | The Contractor |
| Monitoring Frequency | With each refurbishment |
| Reporting Frequency | Quarterly  |

|  |
| --- |
| **Performance Bands** |
| Good(0% Retention) | FAT is conducted following refurbishment of TMCC provided within 20 Business Days of Authority’s request iaw section 4.7 of Statement of Work (Annex A) |
| Approaching Target(5% Retention) | The FAT is conducted following refurbishment of TMCC provided between 21 and 25 Business Days of Authority’s request iaw section 4.7 of Statement of Work (Annex A) |
| Requires Improvement(10% Retention) | FAT is conducted following refurbishment of TMCC provided between 26 to 30 Business Days of Authority’s request iaw section 4.7 of Statement of Work (Annex A) |
| Inadequate(20% Retention) | FAT is conducted in more than 30 Business Days or the TMCC does not meet the FAT requirements |

|  |  |
| --- | --- |
| **KPI 4** | **Response to S2022s** |
| Performance Indicator | Management of S2022s  |
| Description | Response time and management for S2022 defects  |
| Incidence Measure  | PI 1 – Management of S2022s – Initial ResponsePI 2 – Management of S2022s – Resolution |
| Start  | See relevant PI |
| Stop | See relevant PI |
| Data Source | Quarterly progress report/DRACAS Database/the Contractor |
| Data Maintainer | The Contractor |
| Monitoring Frequency | See relevant PI |
| Reporting Frequency | Quarterly  |

* 1. The overall KPI performance outcome for KPI 4 shall be determined as follows:
* If any PIs are assessed as Yellow, the Overall Performance Outcome for KPI 4 will be Yellow.
* If any PIs are assessed as Amber, the Overall Performance Outcome for KPI 4 will be Amber.
* If any PIs are assessed as Red, the Overall Performance Outcome for KPI 4 will be Red.

For example:

|  |  |  |
| --- | --- | --- |
| **PI 1**  | **PI 2**  | **KPI Outcome**  |
| **GREEN**  | **GREEN**  | **GREEN** |
| **YELLOW** | **GREEN** | **YELLOW** |
| **AMBER**  | **GREEN**  | **AMBER** |
| **RED**  | **GREEN**  | **RED** |
| **YELLOW** | **RED** | **RED** |
| **AMBER**  | **YELLOW**  | **AMBER** |
| **YELLOW** | **YELLOW**  | **YELLOW** |
| **AMBER** | **RED** | **RED**  |

|  |  |
| --- | --- |
| **PI 1** | **Response to S2022s** |
| Performance Indicator | Management of S2022s – Initial Response |
| Incidence Measure  | Timescales taken to action and resolve initial responses to S2022s |
| Start  | Date of receipt of S2022 by The Contractor |
| Stop | Date response issued by The Contractor and accepted by the Authority |
| Data Source | Quarterly progress report/DRACAS Database/the Contractor |
| Data Maintainer | The Contractor |
| Monitoring Frequency | Quarterly |
| Reporting Frequency | Quarterly  |

|  |  |
| --- | --- |
| **PI 2** | **Response to S2022s** |
| Performance Indicator | Management of S2022s – Resolution |
| Incidence Measure  | Timescales taken resolve S2022s |
| Start  | Date of receipt of item by The Contractor |
| Stop | Date response issued by The Contractor and accepted by the Authority |
| Data Source | Quarterly progress report/DRACAS Database/the Contractor |
| Data Maintainer | The Contractor |
| Monitoring Frequency | Quarterly |
| Reporting Frequency | Quarterly  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Safety** | **Priority** | **Routine** |
| Initial Response | 3 Business Days | 30 calendar days |
| S2022 completion following receipt of item (resolution) | 21 calendar days | 5 months | 10 months |

|  |
| --- |
| **Performance Bands** |
| Good(0% Retention) | All S2022s closed within stated period below |
| Approaching Target(5% Retention) | Priority or Routine: Any S2022 ≤ 5 Business Days later than stated below |
| Requires Improvement(10% Retention) | Priority or Routine: Any S2022 > 5 Business Days later than stated below |
| Inadequate(20% Retention) | Safety: S2022 outstanding for more than periods stated below |

|  |  |
| --- | --- |
| **KPI 5** | **Ad-hoc Tasking**  |
| Performance Indicator | Delivery of Ad-Hoc Tasking |
| Description | As required, the Authority will raise a TAF for the Contractor to undertake specified requirements. The Contractor will provide a response to the TAF and agree a task delivery timescale. The APM will measure the Contractor performance against the contracted due date for completion of the task and actual date fulfilled |
| Definitions | Contractor is required to complete Ad-Hoc Tasking on time and in scope.  |
| Start  | Date agreed in the TAF and of receipt by Contractor of accepted CP&F Order |
| Stop | Date agreed in the TAF Acceptance of Task Completion by the Authority |
| Data Source | The Contractor in the monthly Progress Report |
| Data Maintainer | The Contractor |
| Monitoring Frequency | Quarterly |
| Reporting Frequency | Quarterly |

|  |
| --- |
| **Performance Bands** |
| Good(0% Retention) | All tasks due for delivery within the reporting quarter delivered on time |
| Approaching Target(5% Retention) | Any task due for delivery within the reporting quarter delivered ≤10 Business Days late |
| Requires Improvement(10% Retention) | Any task due for delivery within the reporting quarter delivered ≤15 Business Days late |
| Inadequate(20% Retention) | Any task due for delivery within the reporting quarter delivered more than 16 Business Days late |

|  |  |
| --- | --- |
| **KPI 6** | **Social Value** |
| Performance Indicator | Demonstration of Social Value |
| Description | *To be inserted at contract award* |
| Definitions | *To be inserted at contract award* |
| Start  | *To be inserted at contract award* |
| Stop | *To be inserted at contract award* |
| Data Source | *To be inserted at contract award* |
| Data Maintainer | *To be inserted at contract award* |
| Monitoring Frequency | *To be inserted at contract award* |
| Reporting Frequency | *To be inserted at contract award* |

|  |
| --- |
| **Performance Bands** |
| Good(0% Retention) | *To be inserted at contract award* |
| Approaching Target(5% Retention) | *To be inserted at contract award* |
| Requires Improvement(10% Retention) | *To be inserted at contract award* |
| Inadequate(20% Retention) | *To be inserted at contract award* |

**Schedule 13: Ad-Hoc Tasking Authorisation Form (TAF)**

### **Task Authorisation Form for Contract Number 707549452**

Note: Please ensure the TAF Version Control is maintained on the TAF register

**PART 1 – REQUIREMENT**

*(Completed by the Authority)*

|  |  |  |
| --- | --- | --- |
| **CONTRACT NUMBER:** 707549452 | **TASK NUMBER:**       | **VERSION:**       |
| You are hereby requested to provide a **Firm** Price Proposal for the below requirement. Your Proposal should be submitted in accordance with Clause 47.1 (Ad-Hoc tasking) using the agreed rates in Schedule 16. |
| **TASK TITLE:**       |
| **TASK REQUIREMENT(S)** *(Insert detailed description of the requirement – to be written by assigned Technical representative)* |
|       |

|  |  |
| --- | --- |
| **Does this Task include any Task-specific Terms, or Quality Standards / Requirements**  | **REQUIREMNT TIMESCALE / COMPLETION DATE** |
| **Required-by Date:**      **or** **Completion Date / Duration:**      |
| Record any task specific terms, conditions, quality standards etc here.       |
| **Raiser of task** |
| **Name:**      |
| **Post Title:**      |
| **Signature:**      |
| **Date:**       |
| **Commercial Review** |
| **Name:**      |
| **Post Title:**      |
| **Signature:**      |
| **Date:**       |
|  |

**PART 2 – PROPOSAL**

*(Completed by the Contractor)*

**a. Proposed Solution, incl. (but not limited to):**

* **Deliverables.**
* **Assumptions, Exclusions and Dependencies.**
* **GFA requirements.**
* **ASSC (Export Control / ITAR implications;) and**
* **Potential IPR generated / flow-down of IP to third party**

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
|  |  **TASK NUMBER:**       |  **VERSION:**       |

      |
|

|  |
| --- |
| **WOULD THIS TASK SOLUTION IMPACT THE CORE SERVICE PROVISION?****YES ☐****NO ☐** |

 |

**b. Price & Payment**

A **Firm** Price of £      (ex-VAT) is quoted for the performance of this Task.

The Price Breakdown, comprising Hours, Labour, Materials, T&S and any other provisions is attached.

The proposed Payment Plan is as follows: ***(delete if not appropriate i.e., in instances of one-off payment-on-completion****)*

|  |  |  |
| --- | --- | --- |
| **Milestone:** | **Price:** | **Claimed Upon:** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**c. Completion Date**

A completion date of       is given for this Task.

This Task Proposal is open and valid until

**Electronically Signed** (Name and post):

*On behalf of*       (Contractor)

**Date:**

**PART 3 – APPROVALS AND AUTHORITY TO PROCEED**

*(Completed by the Authority)*

**The following approvals relate to TAF Proposal Version**      , **dated**

**a. Project approval**

The timescale and level of work reported in the Contractor’s Proposal are acceptable for this Task. I am content that the hours, material/sub-contract costs and T&S quoted are fair and reasonable, and commensurate with the work to be undertaken. All GFA requirements necessary to complete this Task (where applicable) have been agreed. All necessary approvals (BC, CC etc.) have been attained and stored in the Contract file (if applicable).

A completion date of       is agreed for this Task.

Project Manager approval is hereby given for this Task.

**Electronically Signed** (Name and post):

**Date:**

**b. Finance approval**

Financial approval is hereby given for this Task.

**Electronically Signed** (Name and post):

**Date:**

**c. For Tasking including Inventory items**

SCM approval is hereby given for this Task.

**Electronically Signed** (Name and post):

**Date:**

**d. Commercial approval**

Commercial approval is hereby given, and you are authorised to proceed with this Task at a **Firm** / **Fixed** / **LoL** *(delete as appropriate)* Price of £      (ex-VAT).

Payment will be in accordance with the following agreed Payment Plan: (*Delete sentence and table if not applicable)*

|  |  |  |
| --- | --- | --- |
| **Milestone:** | **Price:** | **Claimed Upon:** |
|       |       |       |
|       |       |       |
|       |       |       |

All other Terms and Conditions of the Contract remain unchanged.

This Task is placed under Schedule of Requirements line item

The Purchase Order (PO) number for this Task is

**Electronically Signed** (Name and post):

**Date:**

**PART 4 – TASK COMPLETION**

**a. Notification of completion of Task**       (*to be completed by the Contractor)*

All work on this Task is complete and all deliverables have been dispatched.

I hereby notify the Authority that the above Task was completed on

**Electronically Signed** (Name and post):

*On behalf of*      (Contractor)

**Date:**

**b. Confirmation of completion of Task**       **(***to be completed by the Authority)*

I confirm that all work on the above Task has been completed to the satisfaction of       DT.

I confirm that the completion date for this Task was      , and that the approved payments can be made to the Contractor.

**Electronically Signed** (Name and post):

**Date:**

(Copy to:       DT – Commercial)

**Schedule 14 – Security Aspects Letter**

**Date of Issue:** 22/08/2024

**Salvage and Marine Operations**

|  |
| --- |
| Mr Darron FieldingProject Security OfficerDarron.Fielding105@mod.gov.uk  |
| Defence Equipment & Support SALMO Team Ash 2A #3212MOD Abbey Wood                                                 Bristol   BS34 8JH  |

**For the attention of:**

Contractor’s Facility Security Controller

 **DCPP RAR: 101881729**

 **Cyber Risk Profile:** **Very Low**

 **DPIA: P331941**

**ITN NUMBER & TITLE: 707549452 –** **Obsolescence Rectification and Re-design of Transportable Manned Compression Chambers (TMCC) with In Service Support**

1. On behalf of the Secretary of State for Defence, I hereby give you notice of the information or assets connected with, or arising from, the referenced ITN that constitute classified material.

2. Aspects that constitute OFFICIAL-SENSITIVE for the purpose of DEFCON 660 are specified below. These aspects must be fully safeguarded. The enclosed Security Condition outlines the minimum measures required to safeguard OFFICIAL-SENSITIVE assets and information.

|  |  |
| --- | --- |
| **ASPECTS** | **CLASSIFICATION** |
| Information that is disclosed orally in confidence by Authority (Condition 13 of the Contract applies – Nothing in this condition shall affect the parties’ obligations of confidentiality where information is discussed orally in confidence).  | OFFICIAL - SENSITIVE |
| Contract documentation including tender document, costings, and Commercial Strategy. | OFFICIAL – SENSITIVE COMMERCIAL |
| Personal details of Authority staff, Contractors, and System Operators | OFFICIAL – SENSITIVE PERSONAL |
| Project deliverables including associated Security, training schedule and Support documentation. | OFFICIAL - SENSITIVE |
| System Test information, data sets and records/results including limitations and performance metrics specific to the Authority. | OFFICIAL - SENSITIVE |
| Hardware or Software Code containing security enforcing functionality | OFFICIAL - SENSITIVE |
| High-Level Information Systems design documents specific to the Authority i.e., Design intent. | OFFICIAL - SENSITIVE |

3. 3. Your attention is drawn to the provisions of the Official Secrets Act 1989 and the National Security Act 2023. In particular you should take all reasonable steps to make sure that all individuals employed on any work in connection with this ITN have notice of the above specified aspects and that the aforementioned statutory provisions apply to them and will continue to apply should the ITN be unsuccessful.

5. Will you please confirm that:

a. This definition of the classified aspects of the referenced Invitation to Negotiate has been brought to the attention of the person directly responsible for security of classified material.

b. The definition is fully understood.

c. Measures can, and will, be taken to safeguard the classified aspects identified herein in accordance with applicable national laws and regulations. [The requirement and obligations set out above and in any contractual document can and will be met and that the classified material shall be protected in accordance with applicable national laws and regulations.]

d. All employees of the company who will have access to classified material have either signed an OSA/NSA Declaration Form in duplicate and one copy is retained by the Company Security Officer or have otherwise been informed that the provisions of the OSA/NSA apply to all classified information and assets associated with this ITN.

6. If you have any difficulty either in interpreting this definition of the classified aspects or in safeguarding them, will you please let me know immediately.

7. Classified Information associated with this ITN must not be published or communicated to anyone without the approval of the MOD Contracting Authority.

8. Any access to classified information or assets on MOD premises that may be needed will be subject to MOD security regulations under the direction of the MOD Project Security Officer (PSyO) in accordance with DEFCON 76.

9. Contact details for the MOD Project Security Officer (PSyO) (responsible for the co-ordination of effective security measures throughout the Project/Programme) are above.

Yours faithfully

Darron Fielding

Copy via email to:

ISAC-Group (MULTIUSER)

COO-DSR-IIPCSy (MULTIUSER)

UKStratComDD-CyDR-CySAAS-021

**Annexes:**

1. Acceptance of Salmo Security Aspects Letter (SAL)
2. OFFICIAL SENSITIVE Security Condition for UK Contracts.

**ANNEX A TO SAL:**  **ITN NUMBER & TITLE**: **707549452 –** Obsolescence Rectification and Re-design of Transportable Manned Compression Chambers (TMCC) with In Service Support

**DATED:** **22/08/2024**

|  |
| --- |
| FOA: Contractor’s Facility Security Controller  |

**ACCEPTANCE OF SALMO SECURITY ASPECTS LETTER (SAL)**

Receipt of the above **707549452 – TMCC In Service Support SAL** dated **22/08/2024** is acknowledged and understood.

On behalf of the Contractor, I confirm that:

a. The SAL is understood and all personnel (as defined within the contract) who require access to Government Identifiable Information have been briefed on the security requirements in this SAL, and meet the security and access requirements, including ‘need to know’, clearance and nationality.

b. The definitions of OFFICIAL-SENSITIVE Matter of the above contract, and all the security requirements in this SAL, have been brought to the attention of the person directly responsible for the security of this contract. This will include supplying suitable cascaded SALs and references to subcontractors,

c. Individual need to know and access requirements in relation to the TMCC In Service Support Contract, are strictly role-based, and therefore automatically rescinded on job change or departure and procedures will be taken to maintain this requirement.

d. All conditions and requirements in this SAL will be complied with.

Signed: …………………………………………………

Date: ……………………………………………..

Name: …………………………………………………..

Job Title …………………………………………..

**ANNEX B to SAL – ITN NUMBER & TITLE: 707549452 -** Obsolescence Rectification and Re-design of Transportable Manned Compression Chambers (TMCC) with In Service Support

**UK OFFICIAL AND UK OFFICIAL-SENSITIVE CONTRACTUAL SECURITY CONDITIONS**

**Purpose**

1. This document provides guidance for Contractors where classified material provided to or generated by the Contractor is graded UK OFFICIAL or UK OFFICIAL-SENSITIVE. Where the requested below cannot be achieved or are not fully understood, further advice should be sought from the UK Designated Security Authority (Email: COO-DSRIIPCSy@mod.gov.uk).

 **Definitions**

1. The term "Authority" for the purposes of this Annex means the HMG Contracting Authority.
2. The term "Classified Material" for the purposes of this Annex means classified information and assets.

**Security Grading**

1. The SENSITIVE caveat is used to denote UK OFFICIAL material that is of a particular sensitivity and where there is a need to reinforce the ‘need to know’. The Security Aspects Letter, issued by the Authority shall define the UK OFFICIAL-SENSITIVE material that is provided to the Contractor, or which is to be developed by it, under this Contract. The Contractor shall mark all UK OFFICIAL-SENSITIVE documents which it originates or copies during the Contract with the applicable security grading. The Contractor is not required to mark documents graded UK OFFICIAL unless they are transmitted overseas or generated by a Contractor based outside the UK in a third-party country.

**Security Conditions**

1. The Contractor shall take all reasonable steps to adhere to the provisions specified in the Contract or listed in this Annex. The Contractor shall make sure that all individuals employed on any work in connection with the Contract have notice that these provisions apply to them and shall continue so to apply after the completion or earlier termination of the Contract. The Authority must state the data retention periods to allow the Contractor to produce a data management policy. If you are a Contractor located in the UK your attention is also drawn to the provisions of the Official Secrets Acts 1911 to 1989 in general, and to the provisions of Section 2 of the Official Secrets Act 1911 (as amended by the Act of 1989) in particular.

 **Protection of UK OFFICIAL and UK OFFICIAL-SENSITIVE Classified Material**

1. The Contractor shall protect UK OFFICIAL, and UK OFFICIAL-SENSITIVE material provided to or generated by it in accordance with the requirements detailed in this Security Condition and any other conditions that may be specified by the Authority. The Contractor shall take all reasonable steps to prevent the loss or compromise of classified material whether accidentally or from deliberate or opportunist attack.
2. Once the Contract has been awarded, where Contractors are required to store or process UK MOD classified information electronically, they are required to comply with the accreditation requirements specified in ISNs, Defence Condition 658 and Defence Standard 05-138. Details can be found at the links below:

[**https://www.gov.uk/government/publications/industry-security-notices-isns**](https://www.gov.uk/government/publications/industry-security-notices-isns)

[**http://dstan.gateway.isg-r.r.mil.uk/standards/defstans/05/138/000002000.pdf**](http://dstan.gateway.isg-r.r.mil.uk/standards/defstans/05/138/000002000.pdf)

[**https://www.gov.uk/government/publications/defence-condition-658-cyber-flow-down**](https://www.gov.uk/government/publications/defence-condition-658-cyber-flow-down)

1. All UK classified material including documents, media and other assets must be physically secured to prevent unauthorised access. When not in use UK classified material shall be handled with care to prevent loss or inappropriate access. As a minimum UK OFFICIALSENSITIVE material shall be stored under lock and key and shall be placed in a lockable room, cabinets, drawers or safe and the keys/combinations shall be controlled.
2. Disclosure of UK classified material must be strictly controlled in accordance with the "need to know" principle. Except with the written consent of the Authority, the Contractor shall not disclose the Contract or any provision thereof to any person other than to a person directly employed by the Contractor or sub-Contractor.
3. Except with the consent in writing of the Authority the Contractor shall not make use of the Contract or any classified material issued or provided by or on behalf of the Authority otherwise than for the purpose of the Contract, and, same as provided for in paragraph 8 above, the Contractor shall not make use of any article or part thereof similar to the articles for any other purpose.
4. Subject to any intellectual property rights of third parties, nothing in this Security Condition shall restrict the Contractor from using any specifications, plans, drawings, and other documents generated outside of this Contract.
5. Any samples, patterns, specifications, plans, drawings, or any other documents issued by or on behalf of the Authority for the purposes of the Contract remain the property of the Authority and must be returned on completion of the Contract or, if directed by the Authority, destroyed in accordance with paragraph 34.

 **Access**

1. Access to UK classified material shall be confined to those individuals who have a “need-to-know”, have been made aware of the requirement to protect the material and whose access is essential for the purpose of their duties.
2. The Contractor shall ensure that all individuals requiring access to UK OFFICIALSENSITIVE material have undergone basic recruitment checks. This should include establishing proof of identity; confirming that they satisfy all legal requirements for employment by the Contractor; and verification of their employment record. Criminal record checks should also be undertaken where permissible under national/local laws and regulations. This is in keeping with the core principles set out in the UK Government (HMG) Baseline Personnel Security Standard (BPSS) which can be found at:

[**https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/714002/HMG\_Baseline\_Personnel\_Security\_Standard\_-\_May\_2018.pdf**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf)

 **Hard Copy Distribution**

1. UK OFFICIAL and UK OFFICIAL-SENSITIVE documents may be distributed internally and externally of Contractor premises. To maintain confidentiality, integrity and availability, distribution is to be controlled such that access to documents is only by authorised personnel. They may be sent by ordinary post in a single envelope. The words UK OFFICIAL or UK OFFICIAL-SENSITIVE must not appear on the envelope. The envelope must bear a stamp or marking that clearly indicates the full address of the office from which it was sent. Commercial Couriers may be used.
2. Advice on the distribution of UK OFFICIAL-SENSITIVE documents abroad or any other general advice including the distribution of UK OFFICIAL-SENSITIVE shall be sought from the Authority.

 **Electronic Communication and Telephony and Facsimile Services**

1. UK OFFICIAL information may be emailed unencrypted over the internet. UK OFFICIALSENSITIVE information shall normally only be transmitted over the internet encrypted using either a National Cyber Security Centre (NCSC) Commercial Product Assurance (CPA) cryptographic product or a UK MOD approved cryptographic technique such as Transmission Layer Security (TLS). In the case of TLS both the sender and recipient organisations must have TLS enabled. Details of the required TLS implementation are available at:

[**https://www.ncsc.gov.uk/guidance/tls-external-facing-services**](https://www.ncsc.gov.uk/guidance/tls-external-facing-services)

 Details of the CPA scheme are available at:

[**https://www.ncsc.gov.uk/scheme/commercial-product-assurance-cpa**](https://www.ncsc.gov.uk/scheme/commercial-product-assurance-cpa)

1. Exceptionally, in urgent cases UK OFFICIAL-SENSITIVE information may be emailed unencrypted over the internet where there is a strong business need to do so, but only with the prior approval of the Authority. However, it shall only be sent when it is known that the recipient has been made aware of and can comply with the requirements of these Security Conditions and subject to any explicit limitations that the Authority require. Such limitations including any regarding publication, further circulation or other handling instructions shall be clearly identified in the email sent with the information.
2. UK OFFICIAL information may be discussed on fixed and mobile telephones with persons located both within the country of the Contractor and overseas. UK OFFICIALSENSITIVE information may be discussed on fixed and mobile telephones only where there is a strong business need to do so.
3. UK OFFICIAL information may be faxed to recipients located both within the country of the Contractor and overseas, however UK OFFICIAL-SENSITIVE information may be transmitted only where there is a strong business case to do so and only with the prior approval of the Authority.

 **Use of Information Systems**

1. The detailed functions that must be provided by an IT system to satisfy the minimum requirements cannot all be described here in specific detail; it is for the implementers to identify possible means of attack and ensure proportionate security mitigations are applied to prevent a successful attack.
2. The Contractor should ensure 10 Steps to Cyber Security (Link below) is applied in a proportionate manner for each IT and communications system storing, processing, or generating UK OFFICIAL or UK OFFICIAL-SENSITIVE information. The Contractor should ensure competent personnel apply 10 Steps to Cyber Security.

[**https://www.ncsc.gov.uk/guidance/10-steps-cyber-security**](https://www.ncsc.gov.uk/guidance/10-steps-cyber-security)

1. As a general rule, any communication path between an unauthorised user and the data can be used to carry out an attack on the system or be used to compromise or ex-filtrate data.
2. Within the framework of the 10 Steps to Cyber Security, the following describes the minimum-security requirements for processing and accessing UK OFFICIAL-SENSITIVE information on IT systems.
3. Access. Physical access to all hardware elements of the IT system is to be strictly controlled. The principle of “least privilege” will be applied to System Administrators. Users of the IT System (Administrators) should not conduct ‘standard’ User functions using their privileged accounts.
4. Identification and Authentication (ID&A). All systems are to have the following functionality:

(1). Up-to-date lists of authorised users.

(2). Positive identification of all users at the start of each processing session.

1. Passwords. Passwords are part of most ID&A security measures. Passwords are to be “strong” using an appropriate method to achieve this, e.g., including numeric and “special” characters (if permitted by the system) as well as alphabetic characters.
2. Internal Access Control. All systems are to have internal Access Controls to prevent unauthorised users from accessing or modifying the data.
3. Data Transmission. Unless the Authority authorises otherwise, UK OFFICIALSENSITIVE information may only be transmitted or accessed electronically (e.g., point to point computer links) via a public network like the Internet, using a CPA product or equivalent as described in paragraph 17 above.
4. Security Accounting and Audit. Security relevant events fall into two categories, namely legitimate events, and violations.

(1). The following events shall always be recorded:

1. All log on attempts whether successful or failed,
2. Log off (including time out where applicable),
3. The creation, deletion or alteration of access rights and privileges,

(d) The creation, deletion or alteration of passwords.

 (2). For each of the events listed above, the following information is to be recorded:

1. Type of event,
2. User ID,
3. Date & Time,

(d) Device ID.

The accounting records are to have a facility to provide the System Manager with a hard copy of all or selected activity. There also must be a facility for the records to be printed in an easily readable form. All security records are to be inaccessible to users without a need to know. If the operating system is unable to provide this, then the equipment must be protected by physical means when not in use i.e., locked away or the hard drive removed and locked away.

g. Integrity & Availability. The following supporting measures are to be implemented:

 (1). Provide general protection against normally foreseeable accidents/mishaps and known

 recurrent problems (e.g., viruses and power supply variations),

 (2). Defined Business Contingency Plan,

 (3). Data backup with local storage,

 (4). Anti-Virus Software (Implementation, with updates, of an acceptable industry standard Anti-

 virus software),

 (5). Operating systems, applications and firmware should be supported,

 (6). Patching of Operating Systems and Applications used are to be in line with the manufacturers

 recommended schedule. If patches cannot be applied an understanding of the resulting risk

 will be documented.

1. Logon Banners. Wherever possible, a “Logon Banner” will be provided to summarise the requirements for access to a system which may be needed to institute legal action in case of any breach occurring. A suggested format for the text (depending on national legal requirements) could be:

 “Unauthorised access to this computer system may constitute a criminal offence”

1. Unattended Terminals. Users are to be automatically logged off the system if their terminals have

 been inactive for some predetermined period of time, or systems must activate a password protected screen saver after 15 minutes of inactivity, to prevent an attacker making use of an unattended terminal.

1. Internet Connections. Computer systems must not be connected direct to the Internet or “un-trusted” systems unless protected by a firewall (a software based personal firewall is the minimum, but risk assessment and management must be used to identify whether this is sufficient).
2. Disposal. Before IT storage media (e.g., disks) are disposed of, an erasure product must be used to overwrite the data. This is a more thorough process than deletion of files, which does not remove the data.

 **Laptops**

1. Laptops holding any UK OFFICIAL-SENSITIVE information shall be encrypted using a CPA product

or equivalent as described in paragraph 17 above.

1. Unencrypted laptops and drives containing personal data are not to be taken outside of secure sites (Secure Sites are defined as either Government premises or a secured office on the contractor premises). For the avoidance of doubt the term “drives” includes all removable, recordable media e.g., memory sticks, compact flash, recordable optical media (CDs and DVDs), floppy discs and external hard drives.
2. Any token, touch memory device or password(s) associated with the encryption package is to be kept separate from the machine whenever the machine is not in use, left unattended or in transit.
3. Portable CIS devices holding the Authorities’ data are not to be left unattended in any public location. They are not to be left unattended in any motor vehicles either in view or in the boot or luggage compartment at any time. When the vehicle is being driven the CIS is to be secured out of sight in the glove compartment, boot, or luggage compartment as appropriate to deter opportunist theft.

 **Loss and Incident Reporting**

1. The Contractor shall immediately report any loss or otherwise compromise of any Defence Related

Classified Material to the Authority. The term Defence Related Classified Material includes MOD Identifiable Information (MODDII) (as defined in ISN2016/05) and any information or asset that has been given a security classification by the UK MOD. The term also includes classified information and assets held by UK Defence Contractors which are owned by a third party e.g., NATO or another country for which the UK MOD is responsible.

1. In addition, any loss or otherwise compromise of Defence Related Classified Material is to be

 immediately reported to the UK MOD Defence Industry Warning, Advice and Reporting Point (WARP). This will assist the UK MOD in formulating a formal information security reporting process and the management of any associated risks, impact analysis and upward reporting to the UK MOD’s Chief Information Officer (CIO) and, as appropriate, the Contractor concerned. The UK MOD Defence Industry WARP will also advise the Contractor what further action is required to be undertaken.

**UK MOD Defence Industry WARP Contact Details**

 **Email:** DefenceWARP@mod.gov.uk (OFFICIAL with no NTK restrictions)

 **RLI Email:** defencewarp@modnet.r.mil.uk (MULTIUSER)

**Telephone** (Office hours): +44 (0) 30 6770 2185

**Mail:** Defence Industry WARP, DE&S PSyA Office

MOD Abbey Wood, NH2 Poplar-1 #2004, Bristol, BS34 8JH

1. Reporting instructions for any security incidents involving Defence Related Classified Material can be found in the Incident Reporting Industry Security Notice at:

[**https://www.gov.uk/government/publications/industry-security-notices-isns**](https://www.gov.uk/government/publications/industry-security-notices-isns)

 **Sub-Contracts**

1. Where the Contractor wishes to sub-contract any elements of a Contract to sub-Contractors within its own country or to Contractors located in the UK such sub-contracts will be notified to the Contracting Authority. The Contractor shall ensure that these Security Conditions are incorporated within the sub-contract document.
2. The prior approval of the Authority shall be obtained should the Contractor wish to subcontract any UK OFFICIAL-SENSITIVE elements of the Contract to a sub-Contractor facility located in another (third party) country. The first page of Annex A (MOD Form 1686 (F1686) of ISN 2022/08 is to be used for seeking such approval. The MOD Form 1686 can be found at:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1095602/ISN_2022-08_Subcontracting_or_Collaborating_on_Classified_MOD_Programmes.pdf>

1. If the sub-contract is approved, the Contractor shall flow down the Security Conditions in line with

 paragraph 32 above to the sub-Contractor. Contractors located overseas may seek further advice and/or assistance from the Authority with regards the completion of F1686.

 **Physical Destruction**

1. As soon as no longer required, UK OFFICIAL and UK OFFICIAL-SENSITIVE material shall be destroyed in such a way as to make reconstitution very difficult or impossible, for example, by burning, shredding or tearing into small pieces. Advice shall be sought from the Authority when the classified material cannot be destroyed or, unless already authorised by the Authority, when its retention is considered by the Contractor to be necessary or desirable. Unwanted UK OFFICIAL-SENSITIVE classified material which cannot be destroyed in such a way shall be returned to the Authority.

 **Private Venture Activities**

1. Private Venture (PV) funded (i.e., non-MOD funded) defence related projects and technology fall within one of the following three categories:

• Variants. Variants of standard defence equipment under research, development or in production,

 e.g., aircraft, military vehicles or ships, etc. with non-standard equipment or fitments, offered to

 meet special customer requirements or to avoid security or commercial difficulties associated with

 the sale of an item in-Service with UK Armed Forces;

 • Derivatives. Equipment for military or civil use that is not based on standard Service designs but

 Is dependent upon expertise or technology acquired in the course of defence contracts;

 • Freelance. Equipment of defence importance that is in no way based on information gained from

 defence contracts.

1. UK Contractors shall ensure that any PV activity that falls into one of the above categories has been formally security graded by the MOD Directorate of Security and Resilience. Please see PV guidance on the following website further information:

[**https://www.gov.uk/government/publications/private-venture-pv-grading-and-exhibition-clearance-information-sheets**](https://www.gov.uk/government/publications/private-venture-pv-grading-and-exhibition-clearance-information-sheets)

 **Publicity Material**

1. Contractors wishing to release any publicity material or display assets that arises from a Contract to which these Security Conditions apply must seek the prior approval of the Authority. Publicity material includes open publication in the Contractor’s publicity literature or website or through the media; displays at exhibitions in any country; lectures or symposia; scientific or technical papers, or any other occasion where members of the general public may have access to the information even if organised or sponsored by the UK Government.
2. For UK Contractors where the exhibition assets relate to multiple Delivery Teams or for Private Venture defence related material where there is no defined Delivery Team, the Contractor shall request clearance for exhibition from the Directorate of Security and Resilience when it concerns Defence Related Material. See the MOD Exhibition Guidance on the following website for further information:

[**https://www.gov.uk/government/publications/private-venture-pv-grading-and-exhibition-clearance-information-sheets**](https://www.gov.uk/government/publications/private-venture-pv-grading-and-exhibition-clearance-information-sheets)

 **Export sales/promotion**

1. The MOD Form 680 (F680) security procedure enables HMG to control when, how, and if defence related classified material is released by UK Contractors to foreign entities for the purposes of promotion or sales of equipment or services. Before undertaking any targeted promotion or demonstration or entering into any contractual commitments involving the sale or release of defence equipment, information or technology classified UK OFFICIALSENSITIVE or above to a foreign entity, a UK Contractor shall obtain F680 approval from the Export Control Joint Unit (ECJU) MOD Team. This includes assets classified UK OFFICIAL-SENSITIVE or above either developed to meet a UK MOD requirement or Private Venture (PV) equipment, as formally advised in a Security Aspects Letter (SAL) issued by the relevant Contracting Authority, or PV Security Grading issued by the MOD Directorate of Security and Resilience. Guidance regarding the F680 procedure issued by ECJU can be found at:

[**https://www.gov.uk/government/publications/ministry-of-defence-form-680-procedure-guidance**](https://www.gov.uk/government/publications/ministry-of-defence-form-680-procedure-guidance)

1. If a Contractor has received an approval to sub-contract, under an MOD Form 1686 (F1686), for development/production of parts of an equipment, that approval also permits the production of additional quantities for supply to an export customer, when the Contractor has MOD Form 680 approval for supply of the complete equipment, as long as:

1. they are identical, except for component obsolescence, to items produced under the UK

 programme that the approval to subcontract relates to; and

1. no additional OFFICIAL-SENSITIVE or above material is required to be released to the overseas

 subcontractor.

 **Interpretation/Guidance**

1. Advice regarding the interpretation of the above requirements should be sought from the Authority.
2. . Further requirements, advice, and guidance for the protection of UK classified material at the level of UK OFFICIAL and UK OFFICIAL-SENSITIVE may be found in Industry Security Notices at:

[**https://www.gov.uk/government/publications/industry-security-notices-isns**](https://www.gov.uk/government/publications/industry-security-notices-isns)

 **Audit**

1. Where considered necessary by the Authority the Contractor shall provide evidence of compliance with this Security Condition and/or permit the inspection of the Contractor’s processes and facilities by representatives of the Contractor’s National/Designated Security Authorities or the Authority to ensure compliance with these requirements.

**Schedule 15 – Government Furnished Asset (GFA) Register**

The Contractor shall observe any instructions from the Authority regarding the use of any GFA issued for the purposes of this Contract, including the restoration of GFA back to the Authority, if so required by the Authority’s Project Manager.

GFA shall be managed in accordance with DEFCONs 611(SC2) and 694(SC2), and the process detailed at Condition 46.12 to the Contract.

The following table lists all items of GFA which may be issued under this Contract and on what loan terms they can be held.

\* denotes potential CWI’s to be issued by the Authority.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **NSN** | **Part Number** | **Description** | **Quantity** | **Location** | **Date required by Contractor** | **Date of return to the Authority** | **Loan Item Definition** |
|  | 996763811 | 9000-0064 | ELECTRONIC COMPONENTS AS |  |  |  |  | **CWI\*** |  |
|  | 997254263 | WD7289-AS-001 | EXTINGUISHER HYPERBARIC |  |  |  |  | **CWI\*** |  |
|  | 990017073 | E14280 | MASK DIVERS |  |  |  |  | **CWI\*** |  |
|  | 994572042 | SA1 SO3 BC91T001 | SENSOR ASSEMBLY CARBONDI |  |  |  |  | **CWI\*** |  |
|  | 999126581 | SA1S17BG78T01 | SENSOR HELIUM |  |  |  |  | **CWI\*** |  |
|  | 992694439 | 103344 | VALVE REGULATING FLUID P |  |  |  |  | **CWI\*** |  |
|  | 995985956 | NB50939/1 | VALVE REGULATING FLUID P |  |  |  |  | **CWI\*** |  |
|  | 998111565 | NB50941/4 | VALVE SAFETY RELIEF |  |  |  |  | **CWI\*** |  |
|  | 994744768 | 9231-7443 | SWITCH FLOW |  |  |  |  | **CWI\*** |  |
|  | 998778024 | A4CD 5115 ITEM 008 | GAUGE PRESSURE DIAL INDI |  |  |  |  | **CWI\*** |  |
|  | 994391996 | WD7400 | CHAMBER RECOMPRESSION DI |  |  |  |  | **CWI\*** |  |
|  | 993187103 | IS 5889/007 | CHARGER BATTERY |  |  |  |  | **CWI\*** |  |
|  | 994748204 | 103288 | MONITOR OXYGEN-CARBON DI |  |  |  |  | **CWI\*** |  |
|  | 999308162 | E14956 | MASK |  |  |  |  | **CWI\*** |  |
|  | 998111911 | NB50940 | VALVE SAFETY RELIEF |  |  |  |  | **CWI\*** |  |
|  | 992128014 | IS5889/022 | GAGE PRESSURE DIAL INDIC |  |  |  |  | **CWI\*** |  |
|  | 993921057 | SA1S17BG78T02 | SENSOR HELIUM |  |  |  |  | **CWI\*** |  |
|  | 996179051 |  | REGULATOR COMPRESSED GAS |  |  |  |  | **CWI\*** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 991262215 | WD7300 | CONTAINER SUPPORT UNIT |  |  |  |  | **CWI\*** |  |

Schedule 16 – Rates

[*Note to Tenderer: Please complete and return as part of Tender Submission]*

**Labour rates and profit rate**

1. The tables below represent the agreed rates which shall apply to any activities under SoR line items 3 and 6.

Table 1 – Labour rates (fully inclusive, including overheads and profit)

|  |  |  |
| --- | --- | --- |
| **Resource Grade/Band Code** | **Role Description** | **Charging Rate (£ ex VAT)** |
| **FIRM prices** | **FIXED prices\*** |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** |
|  |  |  |  |  |  |  | **OPTION YEARS** |
|   |   |   |   |   |   |   |  |  |  |
|   |   |   |   |   |   |   |  |  |  |
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**\*** To be priced in accordance with Condition 46.14 – Variation of PriceTable 2 – Profit rate and handling charge

|  |  |
| --- | --- |
| **Description** | **Charging Rate (£ ex VAT)** |
| **FIRM prices** | **FIXED prices\*** |
|  |  |  |  |  | **Option Years**  |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** |
|  Profit rate\*\* |   |   |   |   |   |  |  |  |
|  Materials/servicing handling (inc. \*\*\* |   |   |   |   |   |  |  |  |

**\*** To be priced in accordance with Condition 46.14 – Variation of Price

\*\* Rate applicable only when purchasing materials and services not already priced under the Contract

\*\*\* Rate applicable when purchasing, receiving, handling and/or storing parts, materials and services not already priced under the Contract.

**Travel and Subsistence**

1. Claims for Travel and Subsistence shall be in accordance with the actual limits listed below, unless the Authority agrees otherwise. The limits listed are inclusive of VAT.

a. The Contractor may claim up to a maximum of £100 per night for accommodation

b. The Contractor may claim up to a maximum of £5 for lunch and/or £22.50 for an evening meal, including all drinks (excluding alcoholic drinks).

c. Any price in excess of these limits will require justification and the approval of the Authority’s Commercial Officer.

d. For any car journeys made in the performance of the Contract, the Contractor may claim thirty (30) pence per mile. Claims including vehicle insurance are inadmissible.

1. The above limits for Travel and Subsistence shall remain unchanged throughout the duration of the Contract.
2. In exceptional circumstances and with the prior authorisation of the Authority, where it is deemed to be in the public interest, the Contractor may request reimbursement for short-term car hire to meet specifically the performance of the Contract.
3. For Air, Sea and Rail, wherever possible the Contractor shall use any benefits obtained as a direct consequence of the Contractor’s performance under the Contract (e.g. Air Miles) to offset the costs of further travel required in performance of the Contract.
4. For Air, Sea and Rail Travel, wherever possible the Contractor shall book standard or economy class and wherever possible pre-book tickets to take advantage of reduced advanced fares. The Contractor may only book first/business class tickets where value for money can be demonstrated, for example where first/business class are cheaper than standard fare tickets.
5. The Contractor shall retain copies of receipts to support for T&S claims. Copies of receipts shall be provided upon request. The Contractor shall retain receipts in accordance with Condition 17 – Contractors Records.
6. For the avoidance of doubt, any claims for T&S under the Contract shall not include any handling charge or Contractor’s profit or have VAT charged more than once.

**Business Day**

1. 7.5 working hours will constitute a full Business Day.

**Schedule 17 - Payment Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SOR ITEM** | **Contract Year** | **Q1****Payment****(£GBP Ex VAT)** | **Q2****Payment****(£GBP Ex VAT)** | **Q3****Payment****(£GBP Ex VAT)** | **Q4****Payment****(£GBP Ex VAT)** | **TOTAL****(£GBP Ex VAT)** |
| **1** | 1 | TBC | TBC | TBC | TBC | TBC |
| 2 | TBC | TBC | TBC | TBC | TBC |
| 3 | TBC | TBC | TBC | TBC | TBC |
| 4 | TBC | TBC | TBC | TBC | TBC |
| 5 | TBC | TBC | TBC | TBC | TBC |
| Option year - 6 | TBC | TBC | TBC | TBC | TBC |
| Option year - 7 | TBC | TBC | TBC | TBC | TBC |
| Option year - 8 | TBC | TBC | TBC | TBC | TBC |

Years 4-8 shall be calculated using the Variation of Price formula at Clause 46.14 of the Contract.

For the purposes of managing payments within the CP&F system, two Purchase Orders will be created for each Contract Year; one for the Core element not subject to Performance Payment (column D) and one for the Performance element (column E). Any retention of KPI payments shall be in accordance with Condition 46.3 of the Contract.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** |  | **F** | **G** |
| **SOR Item** | **Contract Year** | **Total Price (£) per Quarter**  | **Element of Quarterly Price (£) not subject to Performance Payment** **(80% of price)** | **Element of Quarterly Price (£) subject to Performance element** **(20% of price)** | **YELLOW** **Retention value (£) per Quarter****(5% of price)** | **AMBER Retention value (£) per Quarter** **(10% of price)** | **RED Retention value (£) per Quarter** **(20% of price)** |
| 1 | 1 | TBC | TBC | TBC | TBC | TBC | TBC |
| 2 | TBC | TBC | TBC | TBC | TBC | TBC |
| 3 | TBC | TBC | TBC | TBC | TBC | TBC |
| 4 | TBC | TBC | TBC | TBC | TBC | TBC |
| 5 | TBC | TBC | TBC | TBC | TBC | TBC |
| 6\* | TBC | TBC | TBC | TBC | TBC | TBC |
| 7\* | TBC | TBC | TBC | TBC | TBC | TBC |
| 8\* | TBC | TBC | TBC | TBC | TBC | TBC |

\*Option Years

Years 4-8 shall be calculated using the Variation of Price formula at Clause 46.14 of the Contract.

**Schedule 18 – TUPE**

**TRANSFER REGULATIONS**

**EMPLOYEE TRANSFER ARRANGEMENTS ON EXIT**

1. Definitions
	1. In this Schedule 18, save where otherwise provided, words and terms defined in Schedule 1 (Definitions) of the Contract shall have the meaning ascribed to them in Schedule 1 (Definitions) of the Contract.
	2. Without prejudice to Schedule 1 (Definitions) of the Contract unless the context otherwise requires:
2. “**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:
3. (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”);
4. (ii) the Data Protection Act 2018;
5. (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;

"**Employee Liability Information**" has the same meaning as in Regulation 11(2) of the Transfer Regulations;

"**Employing Sub-Contractor**" means any sub-contractor of the Contractor providing all or any part of the Services who employs or engages any person in providing the Services;

"**New Provider**" means any replacement service provider or providers engaged to provide the Services (or part thereof) or substantially similar services or the Authority itself where the Services or substantially similar services or part thereof continue to be provided by the Authority after partial termination, termination or expiry of this Contract;

"**Relevant Transfer**" means a transfer of the employment of Transferring Employees from the Contractor or any Employing Sub-Contractor to a New Provider or the Authority under the Transfer Regulations;

"**Transfer Date**" means the date on which the transfer of a Transferring Employee takes place under the Transfer Regulations;

"**Transferring Employee**" means an employee wholly or mainly employed or otherwise assigned to the Services (or in respect of partial termination, the relevant part of the Services) whose employment transfers under the Transfer Regulations from the Contractor or any Employing Sub-Contractor to a New Provider;

"**Transfer Regulations**" means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended from time to and/or the Service Provision Change (Protection of Employment) Regulations (Northern Ireland) 2006 (as amended from time to time), as appropriate.

1. EMPLOYMENT
	1. **Information on Re-tender, Partial Termination, Termination or Expiry**
		1. No earlier than two years preceding the termination, partial termination or Expiry of this Contract or a potential Transfer Date or at any time after the service of a notice to terminate this Contract or the provision of any of the Services (whether in whole or part) or on receipt of a written request by the Authority, the Contractor shall (and shall procure that any Employing Sub-Contractor shall):
			1. supply to the Authority such information as the Authority may reasonably require in order to consider the applicaton of the Transfer Regulations on the termination, partial termination or expiry of this Contract;
			2. supply to the Authority such full and accurate and up-to-date information as may be requested by the Authority including the information listed in Appendix 1 to this Schedule 18 relating to the employees who are wholly or mainly employed, assigned or engaged in providing the Services or part of the Services under this Contract who may be subject to a Relevant Transfer;
			3. provide the information promptly and in any event not later than three months from the date when a request for such information is made and at no cost to the Authority;
			4. acknowledge that the Authority will use the information for informing any prospective New Provider for any services which are substantially the same as the Services or part of the Services provided pursuant to this Contract;
			5. inform the Authority of any changes to the information provided under paragraph 2.1.1(a) or 2.1.1(b) up to the Transfer Date as soon as reasonably practicable.
		2. Three months preceding the termination, partial termination or expiry of this Contract or on receipt of a written request from the Authority the Contractor shall:
			1. ensure that Employee Liability Information and such information listed in Part A of Appendix 2 of this Schedule 18 (Personnel Information) relating to the Transferring Employees is provided to the Authority and/or any New Provider;
			2. inform the Authority and/or any New Provider of any changes to the information provided under this Paragraph 2.1.2 up to any Transfer Date as soon as reasonably practicable;
			3. enable and assist the Authority and/or any New Provider or any sub-contractor of a New Provider to communicate with and meet those employees and their trade union or other employee representatives.
		3. No later than 28 days prior to the Transfer Date the Contractor shall provide the Authority and/or any New Provider with a final list of the Transferring Employees together with the information listed in Part B of Appendix 2 of this Schedule 18 (Personnel Information) relating to the Transferring Employees. The Contractor shall inform the Authority and/or New Provider of any changes to this list or information up to the Transfer Date.
		4. Within 14 days following the relevant Transfer Date the Contractor shall provide to the Authority and/or any New Provider the information set out in Part C of Appendix 2 of this Schedule 18 in respect of Transferring Employees.
		5. Paragraphs 2.1.1 and 2.1.2 of this Schedule are subject to the Contractor's obligations in respect of the Data Protection Legislation and the Contractor shall use its best endeavours to obtain the consent of its employees (and shall procure that its Sub-Contractors use their best endeavours to obtain the consent of their employees) to the extent necessary under the Data Protection Legislation or provide the data in an anonymous form in order to enable disclosure of the information required under paragraphs 2.1.1 and 2.1.2. Notwithstanding this paragraph 2.1.5, the Contractor acknowledges (and shall procure that its Sub-Contractors acknowledge) that they are required to provide sufficient information to the Authority to enable the Authority to determine the nature of the activities being undertaken by employees engaged in providing the Services, to assess whether there is an organised grouping for the purposes of the Transfer Regulations and to assess who is assigned to such organised grouping. To the extent that anonymous data has been provided by the Contractor pursuant to its obligations under Paragraph 2.1.1 or 2.1.2 above, the Contractor shall provide full data to the Authority no later than 28 days prior to the Transfer Date.
		6. On notification to the Contractor by the Authority of a New Provider or within the period of six months prior to the Termination Date or after service of a notice to terminate this Contract (whether in whole or in part), whichever is earlier and in any event on receipt of a written request by the Authority, the Contractor shall not and shall procure that an Employing Sub-Contractor shall not:
			1. materially amend or promise to amend the rates of remuneration or other terms and conditions of employment of any person wholly or mainly employed or engaged in providing the Services under this Contract; or
			2. replace or re-deploy from the Services any person wholly or mainly employed or engaged in providing the Services, or materially increase or decrease the number of persons performing the Services under this Contract or the working time spent on the Services (or any part thereof); or
			3. reorganise any working methods or assign to any person wholly or mainly employed or engaged in providing the Services (or any part thereof) any duties unconnected with the Services (or any part thereof) under this Contract; or
			4. terminate or give notice to terminate the employment of any person wholly or mainly employed or engaged in providing the Services (or any part thereof) under this Contract other than in the case of serious misconduct or for poor performance,

save in the ordinary course of business and with the prior written consent of the Authority (not to be unreasonably withheld or delayed) and the Contractor shall indemnify and keep indemnified the Authority in respect of any reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any breach of paragraphs 2.1.1, 2.1.2, 2.1.3, 2.1.4 or 2.1.6 of this Schedule 18.

* + 1. The Authority may at any time prior to the period set out in paragraph 2.1.5 of this Schedule 18 request from the Contractor any of the information in sections 1(a) to (d) of Appendix 1 and the Contractor shall and shall procure any Sub-Contractor will provide the information requested within 28 days of receipt of that request.
	1. **Obligations in Respect of Transferring Employees**
		1. To the extent that the Transfer Regulations apply on expiry, termination or partial termination of this contract, the Contractor shall and shall procure any Employing Sub-Contractor shall and the Authority shall and shall procure that a New Provider shall in such circumstances:
			1. before and in relation to the Transfer Date liaise with each other and shall co-operate with each other in order to implement effectively the smooth transfer of the Transferring Employees to the Authority and/or a New Provider; and
			2. comply with their respective obligations under the Transfer Regulations including their obligations to inform and consult under Regulation 13 of the Transfer Regulations.
	2. **Unexpected Transferring Employees**
		1. If a claim or allegation is made by an employee or former employee of the Contractor or any Employing Sub-Contractor who is not named on the list of Transferring Employees provided under paragraph 2.1.3 (an "**Unexpected Transferring Employee**") that he has or should have transferred to the Authority and/or New Provider by virtue of the Transfer Regulations, the Party receiving the claim or allegation shall notify the other Party (or the Contractor shall notify the Authority on the Sub-Contractor’s behalf and the Authority shall notify the Contractor on the New Provider’s behalf) in writing as soon as reasonably practicable and no later than ten Business Days after receiving notification of the Unexpected Transferring Employee's claim or allegation, whereupon:
			1. the Contractor shall (or shall procure that the Employing Sub-Contractor shall), as soon as reasonably practicable, offer and/or confirm continued employment to the Unexpected Transferring Employee or take such other steps so as to effect a written withdrawal of the claim or allegation; and
			2. if the Unexpected Transferring Employee's claim or allegation is not withdrawn or resolved the Contractor shall notify the Authority (who will notify any New Provider who is a party to such claim or allegation), and the Authority (insofar as it is permitted) and/or New Provider (as appropriate) shall employ the Unexpected Transferring Employee or as soon as reasonably practicable, (subject to compliance with its obligations at paragraph 2.3.1(c)(iii)), serve notice to terminate the Unexpected Transferring Employee's employment in accordance with his contract of employment; and
			3. the Contractor shall indemnify the Authority against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any of the following liabilities incurred by the Authority or New Provider in dealing with or disposing of the Unexpected Transferring Employee's claim or allegation:
				1. any additional costs of employing the Unexpected Transferring Employee up to the date of dismissal where the Unexpected Transferring Employee has been dismissed in accordance with paragraph 2.3.1(b);
				2. any liabilities acquired by virtue of the Transfer Regulations in relation to the Unexpected Transferring Employee;
				3. any liabilities relating to the termination of the Unexpected Transferring Employee's employment but excluding such proportion or amount of any liability for unfair dismissal, breach of contract or discrimination attributable:
1. to a failure by the Authority or a New Provider to act reasonably to mitigate the costs of dismissing such person);
2. directly or indirectly to the procedure followed by the Authority or a New Provider in dismissing the Unexpected Transferee; or
3. to the acts/omissions of the Authority or a New Provider not wholly connected to the dismissal of that person;
	* + - 1. any liabilities incurred under a settlement of the Unexpected Transferring Employee's claim which was reached with the express permission of the Contractor (not to be unreasonably withheld or delayed);
				2. reasonable administrative costs incurred by the Authority or New Provider in dealing with the Unexpected Transferring Employee's claim or allegation, subject to a cap per Unexpected Transferring Employee of £5,000; and
				3. legal and other professional costs reasonably incurred;
		1. the Authority shall be deemed to have waived its right to an indemnity under paragraph 2.3.1(c) if it fails without reasonable cause to take, or fails to procure any New Provider takes, any action in accordance with any of the timescales referred to in this paragraph 2.3.
	1. **Indemnities on transfer under the Transfer Regulations on Partial Termination, Termination or Expiry of the Contract**
		1. If on the expiry, termination or partial termination of the Contract there is a Relevant Transfer, the Contractor shall indemnify the Authority and any New Provider against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any claim by any employee or trade union representative or employee representative arising whether before or after the Transfer Date out of any failure by the Contractor or any Sub-Contractor to comply with their obligations under Regulation 13 of the Transfer Regulations in relation to any Transferring Employee or any other employee of the Contractor or any Sub-Contractor affected by the Relevant Transfer (as defined by Regulation 13 of the Transfer Regulations), save to the extent that all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities are a result of the act or omission of the Authority or the New Provider.
		2. If there is a Relevant Transfer, the Authority shall indemnify the Contractor against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of, or in connection with:
			1. any claim or claims by a Transferring Employee at any time on or after the Transfer Date which arise as a result of an act or omission of the Authority or a New Provider or a sub-contractor of a New Provider during the period from and including the Transfer Date;
			2. subject to paragraph 2.4.1 any claim by any employee or trade union representative or employee representative arising whether before or after the Transfer Date out of any failure by the Authority or a New Provider or a sub-contractor of a New Provider to comply with their obligations under Regulation 13 of the Transfer Regulations in relation to any Transferring Employee or any other employee engaged wholly or mainly in connection with the Services by the New Provider or any other employee of the Authority or any New Provider affected by the Relevant Transfer effected by this Contract (as defined by Regulation 13 of the Transfer Regulations),

save to the extent that all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities are a result of the act or omission of the Contractor or any Employing Sub-Contractor.

* + 1. In the event of a Relevant Transfer, the Authority shall indemnify the Contractor in respect of all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and other liabilities arising out of or in connection with or as a result of a substantial change by the Authority (or a New Provider or any sub-contractor of a New Provider) on or after the Transfer Date to the working conditions of any Transferring Employee to the material detriment of any such Transferring Employee. For the purposes of this paragraph 2.4.3, the expressions "substantial change" and "material detriment" shall have the meanings as are ascribed to them for the purposes of Regulation 4(9) of the Transfer Regulations.
	1. **Contracts (Rights of Third Parties) Act 1999**
		1. A New Provider may enforce the terms of paragraph 2.3 and 2.4 against the Contractor in accordance with the Contracts (Rights of Third Parties) Act 1999.
		2. The consent of a New Provider (save where the New Provider is the Authority) is not required to rescind, vary or terminate this Contract.
		3. Nothing in this paragraph 2.5 shall affect the accrued rights of the New Provider prior to the rescission, variation, expiry or termination of this Contract.
	2. **General**
		1. The Contractor shall not recover any Costs and/or other losses under this Schedule 18 where such Costs and/or losses are recoverable by the Contractor elsewhere in this Contract and/or are recoverable under the Transfer Regulations or otherwise.

**Appendix 1**

**CONTRACTOR PERSONNEL-RELATED INFORMATION TO BE RELEASED UPON RE-TENDERING WHERE THE TRANSFER REGULATIONS APPLIES**

1. Pursuant to paragraph 2.1.1(b) of this Schedule 18, the following information will be provided:

a) The total number of individual employees (including any employees of Sub-Contractors) that are currently engaged, assigned or employed in providing the Services and who may therefore be transferred. Alternatively the Contractor should provide information why any of their employees or those of their Sub-Contractors will not transfer;

b) The total number of posts or proportion of posts expressed as a full-time equivalent value that currently undertakes the work that is to transfer;

c) The preceding 12 months total pay costs – (Pay, benefits employee/employer national insurance contributions and overtime);

d) Total redundancy liability including any enhanced contractual payments;

2. In respect of those employees included in the total at 1(a), the following information:

a) Age (not date of Birth);

b) Employment Status (i.e. Fixed Term, Casual, Permanent);

c) Length of current period of continuous employment (in years, months) and notice entitlement;

d) Weekly conditioned hours of attendance (gross);

e) Standard Annual Holiday Entitlement (not "in year" holiday entitlement that may contain carry over or deficit from previous leave years);

f) Pension Scheme Membership:

g) Pension and redundancy liability information;

h) Annual Salary;

i) Details of any regular overtime commitments (these may be weekly, monthly or annual commitments for which staff may receive an overtime payment);

j) Details of attendance patterns that attract enhanced rates of pay or allowances;

k) Regular/recurring allowances;

l) Outstanding financial claims arising from employment (i.e. season ticket loans, transfer grants);

3. The information to be provided under this Appendix 1 should not identify an individual employee by name or other unique personal identifier unless such information is being provided 28 days prior to the Transfer Date.

4. The Contractor will provide (and will procure that the Sub-Contractors provide) the Authority/tenderers with access to the Contractor's and Sub-Contractor’s general employment terms and conditions applicable to those employees identified at paragraph 1(a) of this Appendix 1.

**Appendix 2**

**PERSONNEL INFORMATION TO BE RELEASED PURSUANT TO THIS CONTRACT**

**Part A**

1. Pursuant to paragraph 2.1.2 of this Schedule 18, the written statement of employment particulars as required by section 1 of the Employment Rights Act 1996 together with the following information (save where that information is included within that statement) which will be provided to the extent it is not included within the written statement of employment particulars:
	1. **Personal, Employment and Career**

a) Age;

b) Security Vetting Clearance;

c) Job title;

d) Work location;

e) Conditioned hours of work;

f) Employment Status;

g) Details of training and operating licensing required for Statutory and Health and Safety reasons;

h) Details of training or sponsorship commitments;

i) Standard Annual leave entitlement and current leave year entitlement and record;

j) Annual leave reckonable service date;

k) Details of disciplinary or grievance proceedings taken by or against transferring employees in the last two years;

l) Information of any legal proceedings between employees and their employer within the previous two years or such proceedings that the transferor has reasonable grounds to believe that an employee may bring against the transferee arising out of their employment with the transferor;

m) Issue of Uniform/Protective Clothing;

n) Working Time Directive opt-out forms; and

o) Date from which the latest period of continuous employment began.

* 1. **Superannuation and Pay**

a) Maternity leave or other long-term leave of absence (meaning more than 4 weeks) planned or taken during the last two years;

b) Annual salary and rates of pay band/grade;

c) Shifts, unsociable hours or other premium rates of pay;

d) Overtime history for the preceding twelve-month period;

e) Allowances and bonuses for the preceding twelve-month period;

f) Details of outstanding loan, advances on salary or debts;

g) Pension Scheme Membership;

h) For pension purposes, the notional reckonable service date;

i) Pensionable pay history for three years to date of transfer;

j) Percentage of any pay currently contributed under additional voluntary contribution arrangements; and

k) Percentage of pay currently contributed under any added years arrangements.

* 1. **Medical**

a) Details of any period of sickness absence of 3 months or more in the preceding period of 12 months; and

b) Details of any active restoring efficiency case for health purposes.

* 1. **Disciplinary**

a) Details of any active restoring efficiency case for reasons of performance; and

b) Details of any active disciplinary cases where corrective action is on going.

* 1. **Further information**

a) Information about specific adjustments that have been made for an individual under the Equality Act 2010;

b) Short term variations to attendance hours to accommodate a domestic situation;

c) Individuals that are members of the Reserves, or staff that may have been granted special leave for public duties such as a School Governor; and;

d) Information about any current or expected maternity or other statutory leave or other absence from work.

**Part B**

* 1. **Information to be provided 28 days prior to the Transfer Date:**

a) Employee's full name;

b) Date of Birth

c) Home address;

d) Bank/building society account details for payroll purposes Tax Code.

**Part C**

* 1. **Information to be provided within 14 days following a Transfer Date:**
		1. Performance Appraisal

The current year's Performance Appraisal;

Current year’s training plan (if it exists); and

Performance Pay Recommendations (PPR) forms completed in the current reporting year, or where relevant, any bonus entitlements;

Superannuation and Pay

Cumulative pay for tax and pension purposes;

Cumulative tax paid;

National Insurance Number;

National Insurance contribution rate;

Other payments or deductions being made for statutory reasons;

Any other voluntary deductions from pay.

**Schedule 19 – Spares Pricing**

Schedule 19 Spares Pricing and a list of uncodified spares is attached as a separate document:

[20240826\_707549452\_TMCC\_Schedule 19\_Spares Pricing-OSC]

**Schedule 20 – Refurbishment, Obsolescence Rectification and Training Pricing**

Schedule 20 Refurbishment Pricing is attached as a separate document:

*[20240826\_707549452\_TMCC\_Schedule 20\_Refurbishment Obsolescence Rectification and Training Pricing\_OSC*

**Schedule 21 – DEFFORM 565 – Supply Chain Resilience and Risk Mapping**

Schedule 21 is attached as a separate document:

*[20240826\_TMCC\_707549452\_Schedule 21\_DEFFORM 565-OSC]*

**Schedule 22 – DEFFORM 315 – Contract Data Requirement**

**MINISTRY OF DEFENCE**

**DEFFORM 315**

**CONTRACT DATA REQUIREMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. ITT/Contract Number** | **2. CDR Number** | **3. Data Category** | **4. Contract Delivery Date** |
| 707549452 | CDR 001 | DEFCON 21 (Retention of Records) | Refer to DEFCON 21 and Annex E to Schedule 11 |
| **5. Equipment/Subsystem Description** | **6. General Description of Data Deliverable** |
| Transportable Manned Compression Chamber Type C – The compression chamber is designed to be fitted to a Ship or in a container with a support unit to be deployed in support of Diving Operations. | There is a full list deliverable plans required from the Contractor within Annex E to the Statement of Work (Schedule 11)The recordable plans are to be kept in MS Office format. Where the Annex stipulates a meeting there will be Minutes for that meeting that are to be retained. |
| **7. Purpose for which data is required** | **8. Intellectual Property Rights** |
| The inclusion of all the contract deliverables in Block 6 for DEFCON 21 will ensure MOD has sufficient information to enable the Freedom of Information. However any of the contract deliverables can be amended, refined, added to or deleted by the project manager or project engineer in accordance with the user requirements. | **a. Applicable DEFCONs** DEFCON 21 (Edn 2/98) Retention of records. |
|  |
| **b. Special IP Conditions -** NONE |
|  |
| **9. Update/Further Submission Requirements** |
| The submission of the data is specified within the contract Statement of Work (Schedule 11). |
| **10. Medium of Delivery** | **11. Number of Copies** |
| The format of documents is to be in MS Office format and delivered electronically as per contract deliverables. | A Single copy retained electronically. |

**Schedule 23 – DEFFORM 528 – Import and Export Controls**

Schedule 23 is attached as a separate document:

*[20240826\_TMCC\_707549452\_Schedule 23\_DEFFORM 528-OSC]*