

## Schedule 3 – Contract Data Sheet

### General Conditions

#### Condition 2 – Duration of Contract:

The Contract commencement date shall be: 01 April 2021

Contract Period 1 – 01 April 2021 – 31 March 2024 (36 months) – Core Contract

Contract Period 2 – 01 April 2024 – 31 March 2025 (12 months) – Option Period 1

Contract Period 3 – 01 April 2025 – 31 March 2026 (12 months) – Option Period 2

Option Years:

In addition to the contract period above, the Contractor hereby grants to the Authority the following irrevocable options to extend this Contract for a further period of 2 years or parts thereof in accordance with the terms and conditions set out in this Contract.

The Authority shall have the right to exercise these options at any point of the Contract, but not later than 6 months prior to the agreed end of Contract duration.

The Authority shall not be obliged to use Contract options.

#### Condition 4 – Governing Law:

Contract to be governed and construed in accordance with:

English Law

Scots Law  clause 4.d shall apply *(one must be chosen)*

Solicitors 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 8 – Authority's Representatives:

The Authority's Representatives for the Contract are as follows:

Commercial: As per DEFFORM 111 – Box 1

Project Manager: As per DEFFORM 111 – Box 2

#### Condition 19 – Notices:

Notices served under the Contract shall be sent to the following address:

Authority: Commercial and Project Manager as per DEFFORM 111 – Box 1 & 2

Contractor: [REDACTED]

Notices can be sent by electronic mail?  *(tick as appropriate)*

**Condition 20.a – Progress Meetings:**

The Contractor shall be required to attend Contract Review Meetings as per Annex A Section 14 of the Statement of Requirements.

The Contractor shall be required to attend ad-hoc meetings as requested by the Authority.

**Condition 20.b – Progress Reports:**

The Contractor is required to submit the following Reports:

Vehicle demand/hire as per Annex A Section 14f - Statement of Requirements.

KPI reporting as per Schedule 11 – Key Performance Indicators

Ad-hoc as requested by the Authority

Reports shall be Delivered to the following address:

Hard Copy: Commercial and Project Manager as per DEFFORM 111 – Box 1 & 2

Email: Commercial and Project Manager as per DEFFORM 111 – Box 1 & 2

**Supply of Contractor Deliverables****Condition 21 – Quality Assurance:**

Is a Deliverable Quality Plan required for this Contract?  (*tick as appropriate*)

If required, the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within \_\_\_\_\_ Business Days of Contract Award. Once agreed by the Authority the Quality Plan shall be incorporated into the Contract. The Contractor shall remain at all times solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.

**Other Quality Assurance Requirements:****Condition 22 – Marking of Contractor Deliverables:**

Special Marking requirements:

Not applicable.

**Condition 24 - Supply of Data for Hazardous Contractor Deliverables, Materials and Substances:**

A completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:

- a) The Authority's Representative (Commercial)
- b) Defence Safety Authority – [DSA-DLSR-MovTpt-DGHSIS@mod.uk](mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk)

to be Delivered with 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 tender submission.

**Condition 26 – Certificate of Conformity:**

Is a Certificate of Conformity required for this Contract?  (*tick as appropriate*)

Applicable to Line Items:

The Contractor must confirm that they hold a Certificate of Conformity for all line items and the Authority reserves the right to request copies as evidence.

If required, does the Contractor Deliverables require traceability throughout the supply chain?   
(*tick as appropriate*)

Applicable to Line Items:

It is the Contractor's responsibility to ensure any sub-contractors used to deliver the Contract hold Certificates of Conformity for all line items. The Authority reserves the right to request copies as evidence.

**Condition 28.b – Delivery by the Contractor:**

The following Line Items are to be Delivered by the Contractor:

All lines detailed within the Schedule of requirement. Delivery to be made in line with the Statement of Requirements.

**Condition 28.c - Collection by the Authority:**

The following Line Items are to be Collected by the Authority:

Serials 52/49 – 52/55 as detailed within the Schedule of Requirements  
(Schedule 2 – Appendix 7 – lines 75 – 82)

**Condition 30 – Rejection:**

The Authority reserves the right to reject proposed vehicles and drivers in line with the Statement of Requirements.

**Condition 32 – Self-to-Self Delivery:**

Not applicable.

**Pricing and Payment**

**Condition 35 – Contract Price:**

All line items with Schedule 2 shall be Firm Priced.

**Termination****Condition 42 – Termination for Convenience:**

The Notice period for terminating the Contract shall be twenty (20) days.

**Other Addresses and Other Information** *(forms and publications addresses and official use information)*

See Annex A to Schedule 3 (DEFFORM 111)

**Schedule 3**  
**Annex A**

DEFFORM 111

(Edn 12/17)

Appendix - Addresses and Other Information

**1. Commercial Officer**

Name: [REDACTED]

Address: Commercial Branch, C Block, HQ BFC, 3370 Angliko Stratos, Episkopi, 4620

Email: [REDACTED]

**2. Project Manager, Equipment Support Manager or PT Leader**

(from whom technical information is available)

Name: [REDACTED]

Address: J4, F Block, HQ BFC, 3370 Angliko Stratos, Episkopi, 4620

Email: [REDACTED]

**3. Packaging Design Authority**

Organisation & point of contact:

(Where no address is shown please contact the Project Team in Box 2)

**4. (a) Supply / Support Management Branch or Order Manager:**

**Branch/Name:**

**BFC Aki JMETS MT**

Email: [REDACTED]

**(b) U.I.N. [REDACTED]**

**5. Drawings/Specifications are available from**

Specifications and standards for vehicles and services are set out within the **SOR**.

**6. INTENTIONALLY BLANK**

**7. Quality Assurance Representative:**

**AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

**8. Public Accounting Authority**

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5394

**9. Consignment Instructions**

The demand orders will be raised as per the Statement of Requirement:

Appendix 1 - Section 3 – Buses

Appendix 2 - Section 3 – Taxis

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

**A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

**B. JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

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

**11. The Invoice Paying Authority**

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

**Website is:**

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

**12. Forms and Documentation are available through\*:**

Ministry of Defence, Forms and Pubs Commodity Management  
PO Box 2, Building C16, C Site

Lower Arncott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

**Applications via fax or email: [DESLCSLS-](mailto:DESLCSLS-)**

[OpsFormsandPubs@mod.uk](mailto:OpsFormsandPubs@mod.uk)

**\*NOTE**

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

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

2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the **Commercial Officer named in Section 1.**

