

Request for Procurement Action COTS/MOTS Lab Assets

General Notes:

This form must be used for the purchase of all *Commercial-Off-The-Shelf (COTS)* i.e. *products that are commercially available and can be bought "as is."*

Modified-Off-The-Shelf (MOTS) i.e. *typically a COTS product that is modified by a commercial vendor to respond to specific business or military requirements.*

Please complete the following sections as fully as possible. Where the question is not applicable to your requirement, please insert 'N/A' and move on to the next box. Any information that is mandatory is marked with "**".

Links to the Guidance Notes at the back of this form are provided to aid you in the completion of this form.

Section 1 - Demander Details:

Title	[REDACTED]	Forename	[REDACTED]	Surname	[REDACTED]
Division or Function	CIS	Group	[REDACTED]	Programme	[REDACTED]
Site	PTN	Building/ Room	Building 5	Tel No.	[REDACTED]
Date			<u>01/08/2022</u>		

Section 2 - Background Information

* iCAS requisition No: [REDACTED]

This requirement includes elements of IT and the ICT Lifecycle System Management document has

been reviewed Yes ☐ N/A ☒

This requirement is subject to Dstl [REDACTED] approval Yes ☐ No ☒ If Yes, please attach approval.

A supplier quote has already been obtained Yes ☒ No ☐ If Yes, please attach quote.

In accordance with the [REDACTED] this will be a:

Customer Funded/Owned Asset

Section 3 - The Requirement

Requirement and Deliverables - Describe the requirement and deliverables in sufficient detail to be incorporated into the contract.

The deliverables will need to meet the respective specifications

Deliverable Acceptance Criteria - Describe any specific acceptance criteria or process required in sufficient detail to be incorporated into the contract.

Deliverables will need to perform within described parameters

Post Delivery Service Requirements - Describe any maintenance and operation costs e.g. price of consumables, any maintenance/servicing/repair plan that may be required etc.

Standard warranty applies

Delivery Date(s) - State any specific delivery date(s).

Note that MOD policy is to buy goods, works and services under an open and fair procurement process, maximising use of competitive procurement and seeking value for money. Indicative timescale for DCO competitive tender is 4 to 8 weeks and for OJEU competitive tender minimum of 183 working days but can be significantly longer depending on complexity.

03/10/2022

Quality - Describe any relevant Quality Assurance or Quality Control levels in sufficient detail to be incorporated into the contract.

Deliverables will need to meet quality standards and perform to specifications

Import & Export Issues - If buying from an overseas supplier, or buying an item subject to foreign export control e.g. US International Traffic in Arms Regulations (ITAR) etc. describe any relevant issues. **N/A**

Warranty/Guarantee - Post-delivery performance risk for COTS/MOTS items should typically be managed through reliance on the remedies implied by common law (an Implied Warranty), however sometimes specific provisions may need to be included in the contract (an Express Warranty) where this delivers better value for money. Describe any specific Express Warranty that may be required

Standard warranty

Packaging Requirements - Describe any specific packaging that may be required for the contract deliverable e.g. some laboratory samples may need to be shipped on dry ice, triple packed etc.

Supplier will dictate packaging

Transport and Delivery - State whether the Deliverables are to be delivered to Dstl by the seller or collected from the seller by Dstl. To be Delivered by the Contractor

Describe any specific transportation and/or delivery issues for the contract deliverables.

[Click here to enter text.](#)

INCOTERMS - (please refer to Annex A for a fuller explanation)

INCOTERMS are a set of standard trade terms commonly used in international contracts for the sale of goods. If known, state if any one of the following should apply to the deliverables.

For any mode of transport

EXW – Ex Works (named place of delivery)

☐

DAT – Delivered At Terminal (named terminal at port or place of destination)

☐

FCA – Free Carrier (named place of delivery)

☐

DAP – Delivered At Place (named place of destination)

☐

CPT – Carriage Paid To (named place of destination)

☐

DDP – Delivered Duty Paid (named place of destination)

☐

CIP – Carriage and Insurance Paid to (named place of destination)

☐

For transport by sea and inland waterway

FAS – Free Alongside Ship (named port of shipment)

☐

CFR – Cost and Freight (named port of destination)

☐

FOB – Free on Board (named port of shipment)

☐

CIF – Cost, Insurance & Freight (named port of destination)

☐

Safety - Describe any relevant safety issues in relation to the contract deliverables

N/A

If the deliverables include Hazardous items the supplier must provide appropriate Safety Data Sheets by email with attachment(s) in Adobe PDF or MS WORD format to the Commercial Officer detailed in the Contract, and the Dstl Demander/Project Manager (as follows):

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Proposed Supplier - *Requirements should be acquired through competition in all but exceptional cases where there are justifiable and legally compliant reasons not to do so.*

A supplier must possess the necessary good standing, capability and capacity to deliver the contract.

Any recommendation for single source procurement must be supported from a technical/project/programme perspective by the relevant Dstl Division Head, or individual with appropriate sub-delegated authority, and approved by Commercial Services at an appropriate level to ensure that it is justifiable and legally compliant.

Name: Photonic Solutions

Registered Address: Unit 2.2 Quantum Court, Heriot-Watt University Research Park

Tel: 0131 664 8122

Point of Contact: photonic solutions

Email: sales@photronicsolutions.co.uk

Single Source justification: attached

This justification is supported from a technical/project/programme perspective by the relevant Dstl Division Head, or individual with appropriate sub-delegated authority. ☒

(Supporting evidence attached e.g. copy of email).

Completed Forms – Please send completed applications, together with any supporting documents, as attachments, to DSTLlabassets@dstl.gov.uk.

Annex A - Incoterms

"Incoterms" is short for International Commercial Terms, a set of pre-defined commercial terms issued by the International Chamber of Commerce which defines who is responsible for transportation and other associated costs at any point of the delivery transaction. Incoterms are often included in supplier's quotations.

Incoterms 2010 is the current version;

EXW – Ex Works (named place of delivery): *The seller's only responsibility is to make the goods available at his premises at the time stated in the contract. The costs of transportation, insurance etc. are borne by Dstl.*

FCA – Free Carrier (named place of delivery): *The seller delivers the goods, cleared for export, at a named place (possibly including the seller's own premises).*

CPT – Carriage Paid To (named place of destination); *The seller pays for the carriage of the goods up to the named place of destination.*

CIP – Carriage and Insurance Paid to (named place of destination): *Similar to CPT, with the exception that the seller is required to obtain insurance for the goods while in transit.*

DAT – Delivered At Terminal (named terminal at port or place of destination): *The seller delivers the goods, unloaded, at the named terminal. All charges after unloading e.g., Import duty, taxes, customs and onward carriage are borne by buyer.*

DAP – Delivered At Place (named place of destination): *The seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. .*

DDP – Delivered Duty Paid (named place of destination): *The seller bears all the costs associated with transportation of the goods to the named destination, including both paying the duties and taxes, and obtaining the necessary authorizations and registrations from the authorities in that country.*

FAS – Free Alongside Ship (named port of shipment): *The seller delivers when the goods are placed alongside the buyer's vessel at the named port of shipment.*

FOB – Free on Board (named port of shipment): *The seller bears all costs and risks up to the point the goods are loaded on board the vessel.*

CFR – Cost and Freight (named port of destination): *The seller pays for the carriage of the goods up to the named port of destination.*

CIF – Cost, Insurance & Freight (named port of destination): *The seller is required to obtain insurance for the goods while in transit to the named port of destination.*