



Ministry
of Defence

Redacted under FOAI Section 40 –
Personal Information

Dr S Ralph and Partners
Kingsteignton Medical Practice

Your Reference:

Our Reference: 710996451

Date: 28 March 2024

Contract No: 710996451– Provision of GP Services for **Redacted** under FOAI Section 40 – **Personal Information**

As you are aware, the Authority intends to enter the above contract with you.

1. Please sign and return the enclosed final version of the Contract within 10 working days of the date of this letter to acknowledge your acceptance of the Terms and Conditions.
2. Please note that no Contract will come into force until both parties have signed it. The Authority will countersign the Contract and return a copy of the same to you.
3. Payment will be made in accordance with the attached Terms and Conditions. If your company has not already provided its banking details to the Defence Business Services (DBS) Finance Branch, please complete the Form CX723, which is available from the Gov.uk (<https://www.gov.uk/government/publications/dbs-finance-payments-nominate-a-bank-form>) and forward to DBS Finance.
4. The Authority may publish notification of the Contract and shall publish Contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person might prejudice fair competition in the supply chain.
5. If you wish to make a similar announcement you must seek approval from the named Commercial Officer.
6. Under no circumstances should you confirm to any third party that you are entering into a legally binding contract prior to both parties signing the Terms and Conditions, or ahead of the Authority's announcement of the Contract award.

Yours Sincerely,

Between the Secretary of State for Defence of the
United Kingdom of Great Britain and Northern Ireland

DBS Military Personnel & Veterans/Security Policy
Organisation Commercial Delivery Team

Redacted under FOAI Section 40 – Personal
Information

And

Contractor Name and address:

DR S RALPH & PARTNERS T/A
KINGSTEIGNTON MEDICAL PRACTICE

Redacted under FOAI Section 40 –
Personal Information

E-mail Address: **Redacted** under FOAI
Section 40 – Personal Information

Standardised Contracting Terms

SC1A

(Edn 10/22)

1 Definitions - In the Contract:

Article means, in relation to Clause 9 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;

The Authority means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown;

Business Day means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays;

Contract means the agreement concluded between the Authority and the Contractor, including all terms and conditions, associated purchase order, specifications, plans, drawings, schedules and other documentation, expressly made part of the agreement in accordance with Clause 2.c;

Contractor means the person, firm or company specified as such in the purchase order. 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;

Contractor Deliverables means the goods and / or services including packaging (and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with the schedule to the purchase order;

Effective Date of Contract means the date stated on the purchase order or, if there is no such date stated, the date upon which both Parties have signed the purchase order;

Firm Price means a price excluding Value Added Tax (VAT) which is not subject to variation;

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;

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;

Legislation means in relation to the United Kingdom any Act of Parliament, any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972.

Mixture means a mixture or solution composed of two or more substances;

Notices means all notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;

Parties means the Contractor and the Authority, and Party shall be construed accordingly;

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 not limited to, The Plastic Packaging Tax (Descriptions of Products) Regulations 2021 and The Plastic Packaging Tax (General) Regulations 2022;

Plastic Packaging Component(s) shall have the same meaning as set out in Part 2 of the Finance Act 2021 together with any associated secondary legislation;

Sensitive Information means the information listed as such in the purchase order, being 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;

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;

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 Act 2004 (EIR), which shall be determined by the Authority, and (ii) any Sensitive Information.

2 General

- a. The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.
- b. Any variation to the Contract shall have no effect unless expressly agreed in writing and signed by both Parties.
- c. If there is any inconsistency between these terms and conditions and the purchase order or the documents expressly referred to therein, the conflict shall be resolved according to the following descending order of priority:
 - (1) the terms and conditions;
 - (2) the purchase order; and
 - (3) the documents expressly referred to in the purchase order.
- d. Neither Party shall be entitled to assign the Contract (or any part thereof) without the prior written consent of the other Party.
- e. Failure or delay by either Party in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver of its rights or remedies. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.
- f. The Parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a Party to it.
- g. The Contract and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in accordance with English Law, and subject to Clause 16 and without prejudice to the dispute resolution procedure set out therein, the Parties submit to the exclusive jurisdiction of the English courts. Other jurisdictions may apply solely for the purpose of giving effect to this Clause 2.g and for enforcement of any judgement, order or award given under English jurisdiction.

3 Application of Conditions

- a. The purchase order, these terms and conditions and the specification govern the Contract to the entire exclusion of all other terms and conditions. No other terms or conditions are implied.
- b. The Contract constitutes the entire agreement and understanding and supersedes any previous agreement between the Parties relating to the subject matter of the Contract.

4 Disclosure of Information

Disclosure of information under the Contract shall be managed in accordance with DEFCON 531 (SC1).

5 Transparency

- a. Notwithstanding any other condition of this Contract, and in particular Clause 4, the Contractor understands that the Authority may publish the Transparency Information to the general public.
- b. Subject to Clause 5.c, the Authority shall publish and maintain an up-to-date version of the Transparency 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 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 in its entirety. Accordingly, the Authority acknowledges that it shall only exclude Transparency 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, in accordance with the principles set out above. 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 FOIA and/or the EIR, for the avoidance of doubt, including Sensitive Information;
 - (2) taking into account the Sensitive Information set out in the purchase order, 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 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.

6 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 the purchase order;
 - (4) marked with the number of the Contract; and
 - (5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in the purchase order, 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.

7 Intellectual Property

- a. The Contractor shall as its sole liability keep the Authority fully indemnified against an infringement or alleged infringement of any intellectual property rights or a claim for Crown use of a UK patent or registered design caused by the use, manufacture or supply of the Contractor Deliverables.
- b. The Authority shall promptly notify the Contractor of any infringement claim made against it relating to any Contractor Deliverable and, subject to any statutory obligation requiring the Authority to respond, shall permit the Contractor to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. The Authority shall give the Contractor such assistance as it may reasonably require to dispose of the claim and will not make any statement which might be prejudicial to the settlement or defence of the claim
- c. 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

- d. Where any of the Conditions listed below (1 to 3) have been added to these Conditions of the Contract as Project Specific DEFCONs at Clause 21, 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 5 (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;
- e. 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 5. Any amendment to Schedule 5 shall be made in accordance with DEFCON 503 (SC1).

8 Supply of Contractor Deliverables and Quality Assurance

- a. This Contract comes into effect on the Effective Date of Contract.
- b. The Contractor shall supply the Contractor Deliverables to the Authority at the Firm Price stated in the Schedule to the purchase order.
- c. The Contractor shall ensure that the Contractor Deliverables:
 - (1) correspond with the specification;
 - (2) are of satisfactory quality (within the meaning of the Sale of Goods Act 1979, as amended) except that fitness for purpose shall be limited to the goods being fit for the particular purpose held out expressly by or made known expressly to the Contractor and in this respect the Authority relies on the Contractor's skill and judgement; and
 - (3) comply with any applicable Quality Assurance Requirements specified in the purchase order.
- d. The Contractor shall apply for and obtain any licences required to import any material required for the performance of the Contract in the UK. The Authority shall provide to the Contractor reasonable assistance with regard to any relevant defence or security matter arising in the application for any such licence.

9 Supply of Data for Hazardous Substances, Mixtures and Articles in Contractor Deliverables

- a. Nothing in this Clause 9 shall reduce or limit any statutory duty or legal obligation of the Authority or the Contractor.
- b. As soon as possible and in any event within the period specified in the purchase order (or if no such period is specified no later than one month prior to the delivery date), the Contractor shall provide to the Authority's representatives in the manner and format prescribed in the purchase order:
- (1) confirmation as to whether or not to the best of its knowledge any of the Contractor Deliverables contain Hazardous Substances, Mixtures or Articles; and
 - (2) 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);
 - (3) 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
 - (4) 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 supplier, 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 9.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 the purchase order; 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. 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.
- e. 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 on DEFFORM 68 of:
- (1) activity; and
 - (2) the substance and form (including any isotope).
- f. If the Substances, Mixtures and Articles in Contractor Deliverables have magnetic properties which emit a magnetic field, the Contractor shall additionally provide details on DEFFORM 68 of the magnetic flux density at a defined distance, for the condition in which it is packed.
- g. 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 Substance, Mixtures or Articles in Contractor Deliverables shall be regarded as a material breach of Contract under Condition 18 (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 18.
- h. 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.

10 Delivery / Collection

- a. The purchase order 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. Title and risk in the Contractor Deliverables shall pass from the Contractor to the Authority on delivery or on collection in accordance with Clause 10.a.
- c. The Authority shall be deemed to have accepted the Contractor Deliverables within a reasonable time after title and risk has passed to the Authority unless it has rejected the Contractor Deliverables within the same period.

11 Marking of Contractor Deliverables

- a. Each Contractor Deliverable shall be marked in accordance with the requirements specified in the purchase order. or 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 shown in the Contract.
- 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 12 (Packaging and Labelling (excluding Contractor Deliverables containing Ammunition or Explosives)).

12 Packaging and Labelling of Contractor Deliverables (Excluding Contractor Deliverables Containing Ammunition or Explosives)

- a. The Contractor shall pack or have packed the Contractor Deliverables in accordance with any requirements specified in the purchase order and Def Stan 81-041 (Part 1 and Part 6).
- b. The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the Regulations set out in this Clause 12. Any that do shall be packaged for UK or worldwide shipment by all modes of transport in accordance with the following unless otherwise specified in the Schedule to the purchase order:
 - (1) the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO), IATA Dangerous Goods Regulations;
 - (2) the International Maritime Dangerous Goods (IMDG) Code;
 - (3) the Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID); and
 - (4) the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR).
- c. Certification markings, incorporating the UN logo, the package code and other prescribed information indicating that the package corresponds to the successfully designed type shall be marked on the packaging in accordance with the relevant regulation.

13 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 DEFCON 609 (SC1) 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 13.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.

14 Progress Monitoring, Meetings and Reports

The Contractor shall attend progress meetings and deliver reports at the frequency or times (if any) specified in the purchase order and shall ensure that its Contractor's representatives are suitably qualified to attend such meetings. Any additional meetings reasonably required shall be at no cost to the Authority.

15 Payment

a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 15b 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 15a, 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 15b 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 15c 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 this 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.

g. This contract contains terms relating to fees and charges which have the same effect as those set out in paragraphs (2) to (4) of Regulation 24 of National Health Service (General Medical Services Contracts) Regulation 2004 [Regulation 24](#)

16 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 16.a the dispute shall be referred to arbitration and 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 it is agreed between the Parties that the arbitration process and anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential as between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise. No report relating to anything said, done or produced in or in relation to the arbitration process may be made beyond the tribunal, the Parties, their legal representatives and any person necessary to the conduct of the proceedings, without the concurrence of all the Parties to the arbitration.

17 Termination for Corrupt Gifts

The Authority may terminate the Contract with immediate effect, without compensation, by giving written notice to the Contractor at any time after any of the following events:

- a. where the Authority becomes aware that the Contractor, its employees, agents or any sub-contractor (or anyone acting on its behalf or any of its or their employees):
 - (1) has offered, promised or given to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward;
 - (2) commits or has committed any prohibited act or 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;
 - (3) has entered 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 it or on its behalf, or to its 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.
- b. In exercising its rights or remedies to terminate the Contract under Clause 17.a. the Authority shall:
 - (1) act in a reasonable and proportionate manner having regard to such matters as the gravity of, and the identity of the person committing the prohibited act;
 - (2) give due consideration, where appropriate, to action other than termination of the Contract, including (without being limited to):
 - (a) requiring the Contractor to procure the termination of a subcontract where the prohibited act is that of a Subcontractor or anyone acting on its or their behalf;
 - (b) requiring the Contractor to procure the dismissal of an employee (whether its own or that of a Subcontractor or anyone acting on its behalf) where the prohibited act is that of such employee.
- c. Where the Contract has been terminated under Clause 17.a. the Authority shall be entitled to purchase substitute Contractor Deliverables from elsewhere and recover from the Contractor any costs and expenses incurred by the Authority in obtaining the Contractor Deliverables in substitution from another supplier.

18 Material Breach

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. Where the Authority has terminated the Contract

under Clause 18 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.

19 Insolvency

The Authority shall have the right to terminate the contract if the Contractor is declared bankrupt or goes into liquidation or administration. This is without prejudice to any other rights or remedies under this Contract.

20 Limitation of Contractor's Liability

- a. Subject to Clause 20.b the Contractor's liability to the Authority in connection with this Contract shall be limited to £5m (five million pounds).
- b. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:
 - (1) for:
 - a. any liquidated damages (to the extent expressly provided for under this Contract);
 - b. any amount(s) which the Authority is entitled to claim, retain or withhold in relation to the Contractor's failure to perform or under-perform its obligations under this Contract, including service credits or other deductions (to the extent expressly provided for under this Contract);
 - c. any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;
 - d. any amount payable by the Contractor to the Authority in relation to TUPE or pensions to the extent expressly provided for under this Contract;
 - (2) under Condition 7 of the Contract (Intellectual Property), and DEFCONs 91 or 638 (SC1) where specified in the contract;
 - (3) for death or personal injury caused by the Contractor's negligence or the negligence of any of its personnel, agents, consultants or sub-contractors;
 - (4) for fraud, fraudulent misrepresentation, wilful misconduct or negligence;
 - (5) in relation to the termination of this Contract on the basis of abandonment by the Contractor;
 - (6) for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or
 - (7) for any other liability which cannot be limited or excluded under general (including statute and common) law.
- c. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by general (including statute and common) law.

General Conditions

Third Party IPR Authorisation

AUTHORISATION BY THE CROWN FOR USE OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS

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.

PURCHASE ORDER

SC1A PO
(Edn02/24)

Contract No: 710996451

Contract Name: 710996451– Provision of GP Services for **Redacted** under FOAI Section 40 – **Personal Information**.

Dated: 28 March 2024

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements.

Contractor	Quality Assurance Requirement (Clause 8)
Name: DR S RALPH & PARTNERS T/A KINGSTEIGNTON MEDICAL PRACTICE Registered Address: Redacted under FOAI Section 40 – Personal Information	

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name: NOT APPLICABLE Address:	Select method of transport of Deliverables NOT APPLICABLE To be Delivered by the Contractor (Y/N) [Special Instructions] To be Collected by the Authority (Y/N) [Special Instructions] Each consignment of the Deliverables shall be accompanied by a delivery note

Progress Meetings (Clause 14)	Progress Reports (Clause 14)
The Contractor shall be required to attend the following meetings:	The Contractor is required to submit the following Reports:
Subject:	Subject:
Frequency:	Frequency:
Location:	Delivery Address:
Subject:	
Frequency:	
Location:	

Payment (Clause 15)
Payment is to be enabled by CP&F.

Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
Forms can be obtained from the following websites: https://www.kid.mod.uk/maincontent/business/commercial/index.htm (Registration is required). https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing https://www.dstan.mod.uk/ (Registration is required). The MOD Forms and Documentation referred to in the Conditions are available free of charge from: Ministry of Defence, Forms and Pubs Commodity Management	A completed DEFFORM 68 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement) and, if applicable, UK REACH compliant Safety Data Sheet(s) (SDS) including any related information to be supplied in compliance with the Contractor's statutory duties under Clauses 9.b, and any information arising from the provisions of Clause 9 are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to: (1) Hard copies to be sent to: Hazardous Stores Information System (HSIS) (2) Emails to be sent to: b. SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS)

Applications via email: If you require this document in a different format (i.e. in a larger font) please contact the Authority's Representative (Commercial Officer), detailed below.	for Ordnance, Munitions or Explosives (OME) are not to be sent to HSIS and must be held by the respective Authority Delivery Team
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Contractor's Sensitive Information (Clause 5). Not to be published. This list shall be agreed in consultation with the Authority and the Contractor and may be reviewed and amended by agreement. The Authority shall review the list before publication of any information.	
Description of Contractor's Sensitive Information:	
Cross reference 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: Redacted under FOAI Section 40 – Personal Information Position: Redacted under FOAI Section 40 – Personal Information Address: Kingsteignton Medical Practice. Telephone Number: Redacted under FOAI Section 40 – Personal Information E-mail Address: Redacted under FOAI Section 40 – Personal Information	

Offer and Acceptance	
A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for days from the date of signature. By signing the Purchase Order the Contractor agrees to be	B) Acceptance

bound by the attached Terms and Conditions for Less Complex.

Name (Block Capitals):

Position:

For and on behalf of the Contractor

Authorised Signatory

Redacted under FOAI Section 40 –
Personal Information

Date:

Name (Block Capitals):

Position:

For and on behalf of the Authority

Authorised Signatory

Redacted under FOAI Section 40 –
Personal Information

Date:

C) Effective Date of Contract:

DEFFORM 111

1. Commercial Officer

Name: **Redacted** under FOAI Section 40 – Personal Information
Address: **Redacted** under FOAI Section 40 – Personal Information
Email: **Redacted** under FOAI Section 40 – Personal Information

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

Name: **Redacted** under FOAI Section 40 – Personal Information
Address: **Redacted** under FOAI Section 40 – Personal Information
Email: **Redacted** under FOAI Section 40 – Personal Information

3. Packaging Design Authority Organisation & point of contact:

N/A

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



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

Branch/Name: N/A



(b) U.I.N.

5. Drawings/Specifications are available from N/A

6. Intentionally Blank

7. Quality Assurance Representative: N/A

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

8. **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].

9. **Consignment Instructions** The items are to be consigned as follows: See Schedule of Requirement.

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

A. **DSCOM**, DE&S, DSCOM,

Air Freight Centre

IMPORTS Fax 0117 913 8943

EXPORTS Fax 0117 913 8943

Surface Freight Centre

IMPORTS Fax 0117 913 8946

EXPORTS Fax 0117 913 8946

B.JSCS

JSCS Fax No. 01869 256837

www.freightcollection.com

11. The Invoice Paying Authority

Ministry of Defence, DBS Finance,

Fax: 0151-242-2809

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 (Fax: 01869 256824)

Applications via fax or email: Redacted under FOAI Section 40 – Personal Information

*** 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 Internet site requests should be submitted through the Commercial Officer named in Section 1.

DEFCONS

DEFCON 005J

DEFCON 005J (Edn. 18/11/16) - Unique Identifiers

DEFCON 076 (SC1)

DEFCON 76 (SC1) (Edn. 11/22) - Contractor's Personnel At Government Establishments

DEFCON 532A (SC1)

DEFCON 532A (SC1) (Edn. 05/22) – Protection of Personal Data (Where Personal Data is not being processed on behalf of the Authority)

DEFCON 532B

DEFCON 532B (Edn. 12/22) - Protection Of Personal Data (Where Personal Data is being processed on behalf of the Authority)

DEFCON 503 (SC1)

DEFCON 503 (SC1) (Edn. 06/22) - Formal Amendments to the Contract

DEFCON 531 (SC1)

DEFCON 531 (SC1) (Edn. 09/21) - Disclosure of Information

DEFCON 534

DEFCON 534 (Edn 06/21) - Subcontracting and Prompt Payment

DEFCON 537

DEFCON 537 (Edn 12/21) - Rights of Third Parties

DEFCON 538

DEFCON 538 (Edn 06/02) – Severability

DEFCON 566

DEFCON 566 (Edn 10/20) - Change of Control of Contractor

DEFCON 609 (SC1)

DEFCON 609 (SC1) (Edn. 07/21) - Contractor's Records

DEFCON 620 (SC1)

DEFCON 620 (SC1) (Edn. 06/22) - Contract Change Control Procedure

DEFCON 656A

DEFCON 656A (Edn. 08/16) - Termination for Convenience (Contracts Under £5M)

DEFFORM 532**Personal Data Particulars****DEFFORM 532**

Edn 10/19

.....
This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

Data Controller	The Data Controller is the Secretary of State for Defence (the Authority). The Personal Data will be provided by: Redacted under FOAI Section 40 – Personal Information
Data Processor	The Data Processor is the Contractor. The Personal Data will be processed at: DR S RALPH & PARTNERS T/A KINGSTEIGNTON MEDICAL PRACTICE
Data Subjects	The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: Redacted under FOAI Section 40 – Personal Information who are registered Patients of Kingsteignton Medical Practice under the contract.
Categories of Data	The Personal Data to be processed under the Contract concern the following categories of data: Include name, address, telephone number, medical records, every sensitive information relating to our residence that could significantly impact residence's security, cause loss of privacy and, in some cases, identity theft etc.
Special Categories of data (if appropriate)	The Personal Data to be processed under the Contract concern the following Special Categories of data: Anything that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sex life or sexual orientation or genetic or biometric data.

Subject matter of the processing	The processing activities to be performed under the contract are as follows: Personal Data.
Nature and the purposes of the Processing	The Personal Data to be processed under the Contract will be processed as follows: Any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction of data (whether by automated means or not) etc. The purpose might include employment processing, statutory obligation, recruitment assessment etc)
Technical and organisational measures	The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: As per the Statement of Requirement.
Instructions for disposal of Personal Data	The disposal instructions for the Personal Data to be processed under the Contract are as follows: To be discussed with the authority at the time of the contract closure or anytime disposal of personal data is required.
Date from which Personal Data is to be processed	Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here: N/A(This is a re-let contract where data is already processed)

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.

Russian and Belarusian Exclusion Condition for Inclusion in Contracts

Russian and Belarusian Exclusion Condition for Inclusion in Contracts

1. The Contractor shall, and shall procure that their Sub-contractors shall, notify the Authority in writing as soon as they become aware that:
 - a. the Contract Deliverables and/or Services contain any Russian/Belarusian products and/or services; or
 - b. 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:
 - (1) 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
 - (2) 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.
2. 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.
3. 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.
4. The Contractor shall include provisions equivalent to those set out in this clause in all relevant Sub-contracts.

SCHEDULE OF REQUIREMENTS (Including the Statement of Requirement at Annex A)

FOR THE PROVISION OF GP Service **Redacted** under FOAI Section 40 – Personal Information

Deliverables									
Item Number	MOD Stock Reference No.	Part No. (where applicable)	Specification	Consignee Address Code (full address is detailed in DEFFORM 96)	Packaging Requirements inc. PPQ and DofQ (as detailed in DEFFORM 96)	Delivery Date	Total Qty months	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery if specified in the Purchase Order)
1	N/A	FY 24/25	Redacted under FOAI Section 40 – Personal Information.	N/A	N/A	As detailed in the Statement of Requirement	Redacted under FOAI Section 43 – Commercial Interest	Redacted under FOAI Section 43 – Commercial Interest	Redacted under FOAI Section 43 – Commercial Interest
2	N/A	FY 25/26	Redacted under FOAI Section 40 – Personal Information.	N/A	N/A	As detailed in the Statement of Requirement	Redacted under FOAI Section 43 – Commercial Interest	Redacted under FOAI Section 43 – Commercial Interest	Redacted under FOAI Section 43 – Commercial Interest
3	N/A	FY 26/27	Redacted under FOAI Section 40 – Personal Information.	N/A	N/A	As detailed in the Statement of Requirement	Redacted under FOAI Section 43 – Commercial Interest	Redacted under FOAI Section 43 – Commercial Interest	Redacted under FOAI Section 43 – Commercial Interest
4	N/A	Option Year 27/28	Redacted under FOAI Section 40 – Personal Information.	N/A	N/A	As detailed in the Statement of Requirement	Redacted under FOAI Section 43 – Commercial Interest	Redacted under FOAI Section 43 – Commercial Interest	Redacted under FOAI Section 43 – Commercial Interest
								Total Firm Price	Redacted under FOAI Section 43 – Commercial Interest

STATEMENT OF REQUIREMENT(SOR) - GP Services **Redacted** under FOAI Section 40 – Personal Information.

BACKGROUND

1. The Authority, namely the **Redacted** under FOAI Section 40 – Personal Information., is an element of the Defence Business Services (DBS). The requirement as detailed below is for the Provision of General Practitioner Services for the Residents at the **Redacted** under FOAI Section 40 – Personal Information..

2. The location and address of the Home is as follows:

Redacted under FOAI Section 40 – Personal Information.

DESCRIPTION OF SERVICES

3. The Contractor is to provide General Practitioner Services as detailed below.

3.1 On site General Practitioner Services to all **Redacted** under FOAI Section 40 – Personal Information. residents who wish to be registered with the Contractor's medical practice.

3.2 One surgery of 4 hours per session per week to be held at the **Redacted** under FOAI Section 40 – Personal Information. for 50 weeks of the year as follows:

Friday from between 0830 and 1230 hours

3.3 Each surgery is to be attended by one Doctor. One surgery a week is to be for urgent cases and patient medical reviews with the Care Management Team. The day of the week to be agreed by the Designated Officer.

3.4 Diabetic clinics at **Redacted** under FOAI Section 40 – Personal Information. three times per year. The clinics shall take place on Fridays in lieu of the normal surgery day.

3.5 Inoculation programmes at **Redacted** under FOAI Section 40 – Personal Information. including, but not limited to, Flu, Pneumovax and Hepatitis B.

3.6 Clinical supervision of Nurse Manager and clinical guidance to all primary Nurses. Awareness and support sessions in relation to care of the elderly for the Care Management Team to be undertaken as requested by the Designated Officer. These sessions are to be conducted during the normal Friday surgeries.

4. The Residents are to have full access to NHS care and during normal surgery hours (para 3.2 above), this will be provided by the Contractor. Outside normal surgery hours, including Saturdays, Sundays, and Bank Holidays, this will be provided by the Devon On-Call Services.

MEDICAL PRACTICE RESPONSIBILITIES

5. The Contractor is responsible for:

5.1 Employing suitably qualified staff in accordance with British Medical Association (BMA)

Guidelines.

5.2 Providing evidence of the Principal List and/or Supplementary List of the Primary Care Trust.

5.3 Providing documentary evidence of the Medical Indemnity Insurance.

5.4 Provide proof of Hepatitis B Vaccination status of appropriate Locum General Practitioner staff.

GENERAL PRACTITIONER'S QUALIFICATIONS

6. Any Doctor(s) provided under this contract, must be registered with the General Medical Council (GMC) and be in possession of a Certificate of Prescribed or Equivalent Experience unless they meet one of the exemptions listed below.

6.1 He/she possesses a Certificate of Specific Training or a Certificate of Acquired Rights in General Medical Practice awarded in one of the member states of the European Economic Area (EEA) other than the UK, or

6.2 He/she was a principal in NHS practice on 15 February 1981; or

6.3 He/she was, on 15 February 1981, serving in the Defence Medical Services in a capacity which could be regarded as equivalent to that of a Principal in General Practice in the NHS and is in possession of a statement from the Director General of the Medical Services to that effect; or

6.4 He/she was a principal in the NHS General Practice before 15 February 1981 and returned to the medical list of a Health Authority Health Board as a Principal General in the NHS before 15 February 1990; or

6.5 He/she holds a recognised primary medical qualification awarded in one of the member states of the EEA other than the UK entitling them to be fully registered under Section 3 of the Medical Act 1983 and was established in the UK on 31 December 1994.

Redacted under FOAI Section 43– Commercial Interest

7. The **Redacted under FOAI Section 40 – Personal Information.** will provide the following facilities free of charge:

7.1 An examination room with an examination bed.

7.2 A waiting/reception room.

7.3 Use of a telephone.

7.4 Appropriate filing cabinets.

7.5 A desk and pedestals.

8. The **Redacted under FOAI Section 40 – Personal Information.** will also provide (free of charge) a translator if required.

EQUIPMENT TO BE PROVIDED BY THE CONTRACTOR

9. The Contractor must provide the following equipment.

9.1 All examination equipment.

9.2 IT equipment to ensure an effective link between **Redacted under FOAI Section 40 – Personal Information.** and the Contractor's Medical Practice, enabling on-line access to the latest medical information relevant to each resident.

9.3 All stationery for the Doctors' use.

REVIEW MEETINGS

10. Review Meetings will be held as detailed below.

10.1 Every two months with the **Redacted under FOAI Section 40 – Personal Information.** Nursing and Care Management Team. This meeting is to cover mainly day to day medical issues in relation to the Residents' medical and care needs but may also deal with contractual issues.

10.2 Every six months to specifically discuss contractual performance. This shall replace the monthly meeting;

11. The above meetings will take place during the Friday surgery allocation.

MANAGEMENT INFORMATION

12. The Contractor will provide management information in the form of a written report every six months from commencement of contract and be available to the Designated Officer immediately prior to the six monthly contract review meeting. The format of the report will be agreed between the parties but the report is to include the minimum information as follows:

12.1. Review of services provided.

12.2. The number of Ilford Park Polish Ho **Redacted under FOAI Section 40 – Personal Information.** me Residents registered with the Contractor.

12.3. Average number of Residents that attended surgeries.

12.4. Any issues of concern.

CLAUSES

13. With the surgery being once per week, there will be exception and understanding by the GP Surgery regarding the flexibility to provide a telephone service. There should be less need for any rescheduling, however if there ever should be a shortage of staff due to absences or an outbreak of illness which prohibits the surgery from visiting (or vice versa) etc, then this may be useful.
14. A single weekly visit of 4 hours on Friday mornings has been allocated and agreed with flexibility, and the caveat that in the likely event of needing to change the day that this is not a Monday in case of staff absences. This would assist the practice in managing holiday cover, sickness etc. **Redacted** **under FOIA Section 40 – Personal Information.** can still access GP services in the usual way and arrange appointments for individual patients as required. The GP Surgery plans rota 3 months in advance, and it is advisable that any change is to be communicated to the Surgery at least 3 months in advance to ensure cover is available.

International Financial Reporting Standard 16 Information

To be completed by winning/chosen tenderer at Contract Award

a. To aid the Authority with obligations placed on it by HM Treasury regarding International Financial Reporting Standard (IFRS) 16, please confirm in writing to [insert email address], whether or not there are any assets (which are Contractor-owned or the Contractor has leased that are being used through the Contract) for which the Authority has a right-of-use explicitly or implicitly present within the Contract. Where you identify such assets, please provide a full list in writing, including their location and the extent of the right-of-use by the Authority. The lease term Lease term includes: periods covered by an option to extend the lease if the MOD is reasonably certain to exercise that option; and periods covered by an option to terminate the lease if the MOD is reasonably certain not to exercise that option. will be assumed to be the duration of the Contract (from start and end dates); if the asset is not available for use for the Contract duration, please provide start and end dates of when the asset is available for use. Please refer to the [HM Treasury IFRS 16 Leases Application Guidance](#) for further information. You will not be required to provide this for any associated asset under the Contract which is valued, when new, at less than £2,000,000 (subject to it not being defined as a peppercorn lease). **[Remove this condition if the total contract value is less than £2,000,000 and is not applicable to the relevant exclusions]**

Appendix 2: PURCHASE ORDER AMENDMENT**Contract No:****Contract Name:****Dated:****Amendment:**

You are invited to submit a quotation for the amended quantity set out in this abbreviated Purchase Order and the attached Schedule of Requirements. In the event that the Authority accepts your quotation the Contract shall in all respects be subject to the Terms and Conditions of the original Contract.

Contractor	Quality Assurance Requirement (Clause 8)
Name:	Is a Deliverable Quality Plan required for this Contract? (tick as appropriate)
	Yes
Registered Address:	No
	If yes.
	A Deliverable Quality Plan is required in accordance with DEFCON 602A (SC1)
	OR
	A Deliverable Quality Plan with additional Quality Assurance Information is required in accordance with DEFCON 602C (SC1)
	If required, the Deliverable Quality Plan and/or Deliverable Quality Plan with additional Quality Assurance Information must be delivered to the Authority (Quality) within Business Days of Contract Award.
	Other Quality Assurance Requirements:

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name:	Select method of transport of Deliverables
Address:	To be Delivered by the Contractor (Y/N) [Special Instructions]
	To be Collected by the Authority (Y/N) [Special Instructions]
	Each consignment of the Deliverables shall be accompanied by a delivery note.

Progress Meetings (Clause 14)	Progress Reports (Clause 14)
The Contractor shall be required to attend the following meetings:	The Contractor is required to submit the following Reports:
Subject:	Subject:
Frequency:	Frequency:
Location:	Method of Delivery:
	Delivery Address

Payment (Clause 15)
Payment is to be enabled by CP&F

Contractor's Sensitive Information (Clause 5).Not to be published.
Description of Contractor's Sensitive Information:
Cross reference 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: E-mail Address:

Offer and Acceptance	
A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (Up to the applicable procurement threshold). Name (Block Capitals): Position: For and on behalf of the Contractor: Authorised Signatory Date	B)Acceptance Name (Block Capitals): Position: For and on behalf of the Authority: Authorised Signatory Date
C) Effective Date of Amendment to Contract:	