



Ministry
of Defence

**MOD Terms and Conditions for Less Complex
Requirements
(up to £118,133)**

**Contract: 700030342
(BFCCB/1454)**

**Maintenance of Power Washers and
Vacuums**

Authority:

UK Strat Commercial Branch
HQ British Forces Cyprus
C Block
3370 Anglikos Stratos
Episkopi
Cyprus

Contractor:

Panicos Antoniou trading as
PANICOS ANTONIOU
6 Aiakou
3082 Limassol
Cyprus

1 Definitions - In the Contract:

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;

Contractor Commercially Sensitive Information means the information listed as such in the purchase order, which is information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive;

Contractor Deliverables means the goods and / or 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;

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;

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.

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;

Transparency Information means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, and details of any payments made by the Authority to the Contractor under the Contract.

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 under the Contract.
- 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 15 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. Subject to Clause 5.b, but notwithstanding Clause 4, the Contractor understands that the Authority may publish the Transparency Information to the general public. The Contractor shall assist and cooperate with the Authority to enable the Authority to publish the Transparency Information.
- b. Before publishing the Transparency Information to the general public in accordance with Clause 5.a, the Authority shall redact any information that would be exempt from disclosure if it was the subject of a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, including the Contractor Commercially Sensitive Information.
- c. The Authority may consult with the Contractor before redacting any information from the Transparency Information in accordance with Clause 5.b. The Contractor acknowledges and accepts that its representations on redactions during consultation may not be determinative and that the decision whether to redact information is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
- d. For the avoidance of doubt, nothing in this Clause 5 shall affect the Contractor's rights at law.

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 a Business Day in the place of receipt, and otherwise on the first Business Day in the place of receipt 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

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 Hazardous Contractor Deliverables

- a. The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the Regulations set out in this Clause 9. 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).
- b. 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.
- c. 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 are Hazardous Contractor Deliverables; and
 - (2) for each Hazardous Contractor Deliverable, a Safety Data Sheet containing the data set out at Clause 9.d, which shall be updated by the Contractor during the period of the Contract if it becomes aware of any new relevant data.

d. Safety Data Sheets if required under Clause 9.c shall be provided in accordance with the REACH Regulations (EC) No 1907/2006 and any additional information required by the Health and Safety at Work etc. Act 1974 and shall contain:

- (1) Information required by the Chemicals (Hazardous Information and Packaging for Supply) (CHIP) Regulations 2009 and / or the Classification, Labelling and Packaging (CLP) Regulation 1272/2008 (whichever is applicable) or any replacement thereof; and
 - (2) where the Hazardous Contractor Deliverable is, contains or embodies a radioactive substance as defined in the Ionising Radiation Regulations SI 1999/3232, details of the activity, substance and form (including any isotope); and
 - (3) where the Hazardous Contractor Deliverable has magnetic properties, details of the magnetic flux density at a defined distance, for the condition in which it is packed.
- e. The Contractor shall retain its own copies of the Safety Data Sheets provided to the Authority in accordance with Clause 9.d for 4 years after the end of the Contract and shall make them available to the Authority's representatives on request.
- f. Nothing in this Clause 9 reduces or limits any statutory or legal obligation of the Authority or the Contractor.

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 thirty (30) days 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)

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).

13 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.

14 Payment

- a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 14b 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 14a, 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 14b 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 14c 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.

15 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 15.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.

16 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 16.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 16.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.

17 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 its obligations under the Contract. Where the Authority has terminated the Contract under Clause 17 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.

18 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.

19 Limitation of Contractor's Liability

a. Subject to Clause 19.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.

The project specific DEFCONs and DEFCON SC variants that apply to this Contract are:

DEFCON 531 (SC1) – Disclosure of Information
DEFCON 502 (SC1) – Specification Changes
DEFCON 503 (SC1) – Formal Amendments to Contract
DEFCON 532B – Protection of Personal Data
DEFCON 537 – Rights of Third Parties
DEFCON 538 – Severability
DEFCON 566 – Change of Control of Contractor
DEFCON 634 – Subcontracting and Prompt Payment
DEFCON 646 – Law and Jurisdiction (Foreign Suppliers)
DEFCON 694 (SC1) – Accounting for Property of the Authority

20 The special conditions that apply to this Contract are:

Duration

Contract period will be 5 years or parts thereof.

Value AddedTax

A Certificate of Zero Rated Supply of Goods/Services to the British Forces Cyprus or Authorised Service Organisations (VAT Form V6A) will be issued to the Contractor.

21 The processes that apply to this Contract are:

Contracting, Purchasing and Finance (CP&F)

CP&F e-procurement tool will be used for all payments.

Out of Scope Repairs/Ad-Hoc Repairs

Any additional requirement found during scheduled servicing must be agreed prior to any work being undertaken. Agreement from the Authority will be via the Designated Officer as per Defform 111 Box 2.

Schedule 1 – Additional Definitions of Contract

**STATEMENT OF REQUIREMENT
PRESSURE WASHER AND VACCUM CAPABILITY**

CONTENTS

1. INTRODUCTION
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7. LOCATION
8. SECURITY REQUIREMENTS
9. AUTHORISING PAYMENT

1. Introduction

Cyprus Operational Support Unit Mechanical Transport Flight.

1.1 Service vehicles are mandated to have a wash and vacuum cleanse as a part of the daily inspection (DI) which is conducted by MOD drivers. As such, it is a requirement for such facilities to be available across British Forces Cyprus (BFC) to allow MOD drivers to properly conduct a DI.

2. Purpose

2.1 There is a requirement to have 9 pressure washers and 3 vacuum cleaners across BFC to fully conduct a DI. The requirement is for, but not limited to, the maintenance and repair of these items.

3. Background to the authority

3.1 The MTO of Cyprus Operational Support Unit (COSU) will be the contract Designated Officer (DO) located at MT HQ, RAF Akrotiri. The contractor will always liaise directly with the MTO regarding the fulfilment of the contract.

3.2 All queries or concerns relating to the delivery of these services are to be directed initially to the DO.

4. Background to requirement/overview of requirement

4.1 The contractor shall provide the following range of services to COSU MT and other users across BFC (all listed below) to ensure there are suitable facilities for MOD drivers to fully conduct a DI and to ensure the cleanliness and hygiene of vehicles.

The 3 vacuums and 9 washers to be included are:

Ser	Pressure Washers	Vacuum Cleaners
1	RAF Akrotiri MT	RAF Akrotiri MT
2	RAF Akrotiri MT	Dhekelia Station MT
3	RAF Akrotiri VSS	Episkopi Garrison MT
4	RAF Akrotiri GEF	
5	RAF Akrotiri Camp Grey	
6	RAF Akrotiri Camp Grey	
7	Dhekelia Station MT	
8	Episkopi Fire Station	
9	Episkopi Garrison MT	

4.2 The requirement is for:

4.2.1 Ad hoc maintenance and repair.

4.2.2 6 monthly inspections.

4.2.3 Annual inspections.

5. Service levels and performance

5.1 The DO will monitor and analyse the quality of the Contractors service delivery.

5.1.1 Details of the key performance indicators can be found in the Requirement Scope below.

6. Requirement scope

6.1 The following is a list of the requirement scope for this contract.

6.1.1 The contractor is to provide daily access during normal hours of business¹ for MT staff or the points of contact listed at paragraph 7.1.1 to request and schedule servicing and / or repair of a pressure washer or vacuum.

6.1.2 The contractor will be responsible for the procurement of spares, the fitting of spares and the disposal of spares or items being removed from a pressure washer or vacuum if they are being replaced with a functional replacement.

6.1.3 Provide a call out facility to be utilised by MT staff or personnel listed at paragraph 7.1.1 in the event of a service or maintenance / repair event being required.

6.1.4 Provide a regular maintenance programme (annual and 6-monthly inspections and maintenance).

6.1.5 A response within 24 hours of a request.

6.1.6 A visit within 2 working days to determine what steps to rectify the issue are required.

6.1.7 Within 4 working days, a full repair made to restore the item to full operating capability.

6.1.8 Should multiple units require attention at the same time, the contractor should prioritise work as per the orders of units in paragraph 7.1.

6.1.9 The contractor should provide evidence of how parts are covered under a warranty scheme and how these are ordered, whether through the main dealer or an alternative source.

6.2.0 The contractor should provide evidence of insurance and a licence to operate.

6.2.1 Provide a feedback and complaints procedure for MT staff or the POCs listed at 7.1.1 to utilise if works completed are not sufficient in restoring the unit to full operating capability. The contractor should then liaise with the DO to resolve the issue through further repair.

7. Locations

7.1 The pressure washers and vacuum cleaners that require maintenance, servicing or repair are located at the following areas. Make and model information is also highlighted.

Power Washers	Make and model details.	Vacuum Cleaners	Make and model details.
RAF Akrotiri MT HQ x 2	High Pressure Water Machine Single Face (AXEL 200/15).	RAF Akrotiri MT HQ	Vacuum Cleaner Hoover (Axel).
Dhekelia Station MT	High Pressure Washer Machine Single Face (AXEL 170/15).	Dhekelia Station MT	Vacuum Cleaner Hoover (Axel).
Episkopi Garrison MT	High Pressure Water Machine (AVANT MAER 100/12 TST).	Episkopi Garrison MT	Vacuum Cleaner Hoover (Small LAVOR YELLOW).
Episkopi Garrison DFRMO	High Pressure Water Machine (AVANT MAER 100/12 TST).		
RAF Akrotiri Camp Grey x 2	High Pressure Water Machine (AVANT MAER 100/12 TST.)		
RAF Akrotiri GEF	High Pressure Water Machine (AVANT MAER 100/12 TST).		
RAF Akrotiri VSS	High Pressure Water Machine (AVANT MAER 100/12 TST).		

¹ Taken to be normal daytime hours of business Monday to Friday.

7.1.1. Points of contacts at each location are as follows:

RAF Akrotiri MT HQ.

RAF Akrotiri GEF.

GEF Control.

RAF Akrotiri Camp Grey.

RQMS.

RAF Akrotiri VSS.

Dhekelia Station MT.

Episkopi Garrison MT

Episkopi Garrison DFRMO.

7.2 Maintenance, repair and servicing should be conducted in situ of the unit requiring such maintenance events.

8. Security requirements

8.1 The contractor shall agree to comply with any relevant Security Standing orders or health and safety guidance pertaining to relevant MOD policies and procedures.

8.2 Following the appointment of the contract, the contractor must conduct a security vetting procedure in accordance with BFC HQ security policy to provide staff access to the relevant defence estates.

9. Authorising procedures

9.1 Services are paid for in arrears via CP&F; prior to payment being completed all services provided must be validated, it is the contractor's responsibility to:

9.1.1 Provide the DO with an itemised invoice covering services provided (see Annex A).

PAYMENT FOR REPAIR, SERVICING, MAINTENANCE, LABOUR & SPARES SERVICES PROVIDED**SECTION 1: (CONTRACTOR to complete)**

Contractor Name:		Contract Number:	
Date of Services:		Time:	
		Location services provided:	
Services Provided (list):			Cost:
Comment from Contractor:			
		Stamp:	
Signed:	Name:		

SECTION 2: (BFC POINT OF CONTACT to complete)

Point of Contact at Location:		Telephone Nr:	
Confirmation Services Completed:			
		Stamp:	
Signed:	Name:	Rank:	

SECTION 3: CERTIFICATE OF ACCURACY (DESIGNATED OFFICER to complete)

Comment of Designated Officer:		UIN to charge:	
1. The information mentioned above is correct as per checks carried out by the BFC POC and payment is authorised. 2. All charges raised are correct; less VAT checked and substantiated. 3. Payment authorised through CP&F.			
		Stamp:	
Signed:	Name:	Rank:	

SECTION 4: REQUISITION ON CP&F

Requisition No:		Purchase Order No:		Payment authorised by:	
Signed:	Name:	Rank:			



Ministry of Defence

PURCHASE ORDER

Contract No: 7000030342 (BFCCB/1454)

Contract Name: PROVISION OF MAINTENANCE OF POWER WASHERS AND VACUUMS

Dated: 06 January 2020

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (up to £118,133).

Contractor	Quality Assurance Requirement (Clause 8)
Name: Panicos Antoniou trading as Panicos Antoniou Registered Address: 6 Aiakou 3082, Limassol Cyprus	

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

Progress Meetings (Clause 13)	Progress Reports (Clause 13)
The Contractor shall be required to attend the following meetings: Subject: N/A Frequency: N/A Location: N/A	The Contractor is required to submit the following Reports: Subject: N/A Frequency: N/A Method of Delivery: N/A Delivery Address: N/A

Payment (Clause 14)
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.aol.mod.uk/aolcontent/tactical/toolkit (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 PO Box 2, Building C16, C Site Lower Arncott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824) Applications via email: DESLCSLS-OpsFormsandPubs@mod.uk 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.	A completed DEFFORM 68 and, if applicable, Safety Data Sheet(s) are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to: a. The Commercial Officer detailed in the Purchase Order, and b. DSA-DLSR-MovTpt-DGHSIS@mod.uk by the following date: N/A or if only hardcopy is available to the addresses below: Hazardous Stores Information System (HSIS) Defence Safety Authority (DSA) Movement Transport Safety Regulator (MTSR) Hazel Building Level 1, #H019 MOD Abbey Wood (North) Bristol BS34 8QW

Contractor Commercially Sensitive Information (Clause 5). Not to be published.
Description of Contractor's Commercially 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 20 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 £118,133). Name (Block Capitals): Panicos ANTONIOU Position: For and on behalf of the Contractor Authorised Signatory  Date: 06 January 2020	B) Acceptance Name (Block Capitals): Position: Commercial Officer For and on behalf of the Authority Authorised Signatory  Date: 06 January 2020
C) Effective Date of Contract: 06 January 2020	

Appendix - Addresses and Other Information

1. Commercial Officer

Name: UK Strat Com -Commercial – D-07

Address: UKStratCom Commercial Branch, C Block, HQ British Forces Cyprus,
3370 Anglikos Stratos, 4620 Episkopi, Cyprus

Email: UKStratCom-ComrcID-07@mod.gov.uk

☎ 00357 2596 2828

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

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

Name: Steve Barnes

Address: MTO, Operational Support Unit Mechanical Transport Flight, JMETS,
RAF Akrotiri BFPO 57

Email: BFC-AKI-JMETS-MT-MTO@mod.gov.uk

☎ 00357-2596 5721

9. Consignment Instructions

The items are to be consigned as follows:

3. Packaging Design Authority

Organisation & 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 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

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

☎

(b) U.I.N. D4008E

B. JSCS

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

JSCS Fax No. 01869 256837

www.freightcollection.com

5. Drawings/Specifications are available from

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>

6. Intentionally Blank

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management

PO Box 2, Building C16, C Site

Lower Arncliffe

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

Applications via fax or email: DES&C.SLS&OpsFormsandPubs@mod.uk

7. Quality Assurance Representative:

Name:

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

AQAPS and DEF STANs are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit

<http://dstan.mod.uk> [intranet] or <https://www.dstan.mod.uk> [extranet, registration needed].

* NOTE

1. Many DEFCONs and DEFFORMs can be obtained from the MOD

Internet Site: <http://www.defmod.uk.gov.uk/content/contracting/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.

		Year 4			
		06 January 2023 to 05 January 2024			
		Firm Price in Euro (€) - ex VAT – per machine			
		Power Washers		Vacuum Cleaners	
		Axel 200/15	Axel 170/15	Avant Maer 100/12	Hoover (Axel) Hoover (Lavor)
1	To provide ad-hoc maintenance and repair on request				
2	To provide a 6 monthly inspection				
3	To provide an annual inspection				

		Year 5			
		06 January 2024 to 05 January 2025 – per machine			
		Firm Price in Euro (€) - ex VAT			
		Power Washers		Vacuum Cleaners	
		Axel 200/15	Axel 170/15	Avant Maer 100/12	Hoover (Axel) Hoover (Lavor)
1	To provide ad-hoc maintenance and repair on request				
2	To provide a 6 monthly inspection				
3	To provide an annual inspection				

SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF MAINTENANCE OF POWER WASHERS AND VACUUMS

PRICING SCHEDULE

Item	Requirement	SOR Reference	Year 1				
			06 January 2020 to 05 January 2021				
			Firm Price in Euro (€) - ex VAT - per machine				
			Power Washers		Vacuum Cleaners		
			Axel 200/15	Axel 170/15	Avant Maer 100/12	Hoover (Axel)	Hoover (Lavor)
1	To provide ad-hoc maintenance and repair on request	Paras 4.1 and 4.2					
2	To provide a 6 monthly inspection	Paras 4.1 and 4.2					
3	To provide an annual inspection	Paras 4.1 and 4.2					

Item	Requirement	SOR Reference	Year 2				
			06 January 2021 to 05 January 2022				
			Firm Price in Euro (€) - ex VAT - per machine				
			Power Washers		Vacuum Cleaners		
			Axel 200/15	Axel 170/15	Avant Maer 100/12	Hoover (Axel)	Hoover (Lavor)
1	To provide ad-hoc maintenance and repair on request	Paras 4.1 and 4.2					
2	To provide a 6 monthly inspection	Paras 4.1 and 4.2					
3	To provide an annual inspection	Paras 4.1 and 4.2					

Item	Requirement	SOR Reference	Year 3				
			06 January 2022 to 05 January 2023				
			Firm Price in Euro (€) - ex VAT - per machine				
			Power Washers		Vacuum Cleaners		
			Axel 200/15	Axel 170/15	Avant Maer 100/12	Hoover (Axel)	Hoover (Lavor)
1	To provide ad-hoc maintenance and repair on request	Paras 4.1 and 4.2					
2	To provide a 6 monthly inspection	Paras 4.1 and 4.2					
3	To provide an annual inspection	Paras 4.1 and 4.2					