

**PURCHASE ORDER****Contract No:** CB/PJHQ/413**Contract Name:** PROVISION AND MAINTENANCE OF HIRE VEHICLES FOR BAGHDAD DIPLOMATIC SUPPORT CENTRE (BDSC), IRAQ**Dated:** 26 May 2019

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (Edn 02/18)

Contractor	Quality Assurance Requirement (Clause 8)
Name: Prasia Company for General Trading Ltd Prasia Group Baghdad, Al-Jadryia Sec. 913 St. 7/1 House # 13/1 Baghdad Iraq	N/A

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name: N/A Address: N/A	Select method of transport of Deliverables To be Delivered by the Contactor <input checked="" type="checkbox"/> [Special Instructions] To be Collected by the Authority <input type="checkbox"/> [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 will be via BACS transfer; CP&F may be used at the Authority's discretion.

Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
<p>Forms can be obtained from the following websites:</p> <p>https://www.aof.mod.uk/aofcontent/tactical/toolkit (Registration is required).</p> <p>https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</p> <p>https://www.dstan.mod.uk/ (Registration is required).</p> <p>The MOD Forms and Documentation referred to in the Conditions are available free of charge from:</p> <p>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)</p> <p>Applications via email: DESLCSLS-OpsFormsandPubs@mod.uk</p> <p>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.</p>	<p>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:</p> <p>a. The Commercial Officer detailed in the Purchase Order, and</p> <p>b. DSA-DLSR-MovTpt-DGHSIS@mod.uk</p> <p>by the following date:</p> <p>or if only hardcopy is available to the addresses below:</p> <p>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</p>

Appendix - Addresses and Other Information

1. Commercial Officer

Name: CivSec-BME-Commercial

Address: Civsec-BME-Commercial, Joint Force Support (Middle East), BFPO 779

Email: CivSec-BME-Commercial@mod.uk



8. Public Accounting Authority

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

Role: SO3 J4 CSO

Address: SO3 J4 CSO, Joint Force Support (Middle East), BFPO 779

Email: JFSpME-J4SOSO3@mod.uk



9. Consignment Instructions

The items are to be consigned as follows:

N/A

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:



(b) U.I.N. N/A

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

A. DSCOM. DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH
Air Freight Centre
IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943
EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943
Surface Freight Centre
IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946
EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)
JSCS Fax No. 01869 256837
www.freightcollection.com

5. Drawings/Specifications are available from

N/A

11. The Invoice Paying Authority

Send Invoices to the Project Manager detailed in Section 2
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>

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12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site
Lower Amcott
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)
Applications via fax or email: DESLCSLS-OpsFormsandPubs@mod.uk

7. Quality Assurance Representative:

Name: N/A

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.uwh.dif.r.mil.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: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

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

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	
<p>A) Offer</p> <p>Purchase Order CB/PJHQ/413 constitutes an offer by the Authority for the Supplier to supply the Deliverables. This is open for acceptance by the Supplier for 10 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 (Edn 02/18).</p> <p>Name (Block Capitals): Richard March</p> <p>Position: CivSec-BME-Commercial</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory<i>Richard March</i>.....</p> <p>Date: 26 May 2019</p>	<p>B) Acceptance</p> <p>I acknowledge receipt of the Authority's Purchase Order CB/PJHQ/413. I confirm that I accept the Offer it contains and agree to be bound by its Terms and Conditions.</p> <p>Name (Block Capitals):</p> <p>Position:</p> <p>For and on behalf of the Contractor</p> <p>Authorised Signatory</p> <p>Date:</p>
<p>C) Effective Date of Contract: 29 May 2019</p>	

SCHEDULE OF REQUIREMENTS FOR PROVISION AND MAINTENANCE OF HIRE VEHICLES FOR BAGHDAD DIPLOMATIC SUPPORT CENTRE (BDSC), IRAQ

DETAILED STATEMENT OF REQUIREMENT

1. The Authority is looking to appoint a Contractor who shall offer a value for money solution with respects to the supply and servicing of White Fleet (WF) vehicles in Baghdad Diplomatic Support Centre (BDSC).

CORE FLEET

2. The core requirement for White Fleet vehicles is detailed at Table 1.

Table 1 – Core Fleet Requirement

Serial	Description	Qty	Firm Price Per Vehicle, Per Month (US Dollars)
1	Provision of TOYOTA Hilux Vehicle in BDSC, for the period 29 May 2019 until 29 May 2020.	1	INFORMATION REDACTED
2 (OPTION)	Provision of TOYOTA Hilux Vehicle in BDSC, for the period 29 May 2020 until 29 May 2021.	1	INFORMATION REDACTED

VEHICLE SPECIFICATIONS

3. All vehicles are required to meet the following criteria:
 - 3.1. Have valid Motor Insurance policies
 - 3.2. Have valid MOT certificate (Iraq equivalent)
 - 3.3. Left Hand Drive;
 - 3.4. Working ABS braking system;
 - 3.5. Working Air Bags;
 - 3.6. Working Seatbelts;
 - 3.7. Working Air Conditioning system.
 - 3.8. Full-Size Spare Tyre and Tyre change kit.
 - 3.9. Be clean, fit for purpose and ready to drive (i.e. not delivered with significant damage or flat batteries, etc.)
4. **General Capabilities: 4x4 Pick Up Vehicles.** There is a requirement for the vehicles to be robust and have a minimum of 5 seats. Must also have a Large Stowage area in order to carry heavy and large amounts of equipment. The safety rating for this type of vehicle must be the equivalent of NCAP rating 4 or higher: to adhere to the BOI recommendations for off-base vehicles.

SERVICE REQUIREMENTS

5. The service shall include all maintenance support, recovery of all vehicles from a location to be agreed between the Parties, vehicle replacement and vehicle spares.
6. The Contractor shall be responsible for vehicle procurement, vehicle serviceability and collection of vehicles when no longer required, or when taken for maintenance etc.
7. Standard inspections will be undertaken when vehicles are 'on-hired' and 'off-hired', in order to

minimise liability, and to encourage users to look after vehicles. Upon handover of the vehicle to the Authority, the Contractor shall be responsible for retaining the registration documents.

VEHICLE REPLACEMENTS

8. The Contractor shall provide roadworthy vehicles within the agreed replacement cycles by mileage or age, whichever comes first. Vehicles that incur high maintenance charges may be replaced earlier at the Contractors' discretion. Vehicles will be replaced in line with the following limits:

8.1. 60,000kms or 3 years old.

9. All vehicles are to be reliable and roadworthy and have as a minimum, an annual service to ensure vehicles are maintained in the highest possible condition in accordance with manufacturers' guidelines.
10. The Contractor shall provide replacement vehicles during servicing, recovery or damage repair. Replacement vehicles shall be of an identical or higher specification and shall be provided at nil (\$0) cost to the Authority.

ROUTINE SERVICING/MAINTENANCE

11. Responsibility for servicing and repair lies with the Contractor who shall produce a schedule of routine maintenance for all WF vehicles. The Contractor shall liaise with the Designated Officer (DO) to achieve a programme that shall cause minimum disruption to the users.
12. The Contractor shall be required to undertake and complete the scheduled servicing within 24hrs, in line with the manufacturers' guidelines. Should the Contractor fail to undertake servicing within this period, he shall provide a replacement vehicle, as per condition 11, above.
13. In the case of the Contractor finding damage during routine servicing/maintenance that does not fall under the vehicle warranty or the fair wear and tear policy, then the Contractor shall notify the DO accordingly, advising him of the relevant problem with an estimate of the repair costs for approval. Upon receiving this estimate the DO shall decide whether the repair should be authorised. If the damage is not a safety issue, the Authority reserves the right for the DO to deem that the repair is not critical and can delay the repair work. For example, a small crack in windscreen would fall into this category.
14. All replacement parts which may be renewed during the provision of routine servicing are to be manufacturers' authorised parts only.

MINOR MODIFICATIONS TO VEHICLES

15. In the interests of achieving best value for money, the Contractor's vehicles must be maintained to as near to standard condition as tasking allows. Whenever possible the requirement for permanent fixtures that for example require holes to be drilled is to be avoided. No modifications are to be made without the prior agreement of the Contractor and the DO

VEHICLE CHECKS

16. Authority staff shall endeavour to carry out daily vehicle inspection checks (DI) to ensure that the leased vehicle are maintained to a high standard. The aim is to avoid the payment of charges for damage that fall outside the provisions of fair wear and tear, and to minimise the long-term effects of minor damage.

DEFECT AND FAULT REPORTING

17. In the event of a vehicle being found defective, a report is to be made to the Contractor in writing. The Contractor shall make arrangements for the fault to be rectified as soon as practicable, although repairs may be delayed and incorporated within the vehicles routine maintenance schedule if the safe operation of the vehicle is not compromised. The vehicle will be collected from the main gate at BDSC.
18. Defects which result from damage, negligence or misuse, which can be attributed to the Authority, will result in a maintenance charge and continuing lease charges. Where the defect or damage are the result of the Authorities misuse of the vehicle then the Contractor shall upon inspection provide an estimate for consideration by the Designated Officer prior to the repair being authorised by J8 Finance.

TYRES

19. Tyres shall be changed automatically by the Contractor when the tread depth gets to 3mm remaining on 4x4 utility vehicles and pick-ups. Normal replacement costs for this will be borne by the Contractor. Obvious damage to tyre walls caused by abuse, neglect, misuse and accident damage, including 'kerbing' will attract a charge to the Authority. Charges for tyre replacement including punctures shall be reduced proportionally to reflect usage prior to replacement. This should be based on the percentage of tread left on the tyre prior to normal replacement.

FUEL

20. The Contractor shall deliver each vehicle with a full tank of fuel. At the end of the hire period, the Authority shall return each vehicle with a full tank of fuel.

VEHICLE CONSUMABLES

21. The Authority shall be allowed to hold stocks of oil and consumable spare parts. The provision of vehicle consumables (e.g. bulbs, wiper blades, oil) will be arranged by the Contractor and provided free of charge to the Authority.
22. The Contractor shall provide the following consumable items alongside each vehicle in the Core Fleet:
 - 22.1. Qty 1.5 Litre Container of appropriate Engine Oil;
 - 22.2. Qty 1 Set (2) of Windscreen Wiper Blades;
 - 22.3. Qty 2 Brake Light Bulbs;
 - 22.4. Qty 2 Headlight Bulbs;
 - 22.5. Qty 1 Fan Belt.

PARTS

23. All parts supplied to vehicles should be manufacturers authorised parts only and are to be fitted within the manufacturers' guidelines.

BREAKDOWN RECOVERY AND REPLACEMENT VEHICLES

24. The Contractor shall be responsible for the replacement of any vehicle that has broken down within 6 hours of the Authority's notification (unless otherwise agreed by the Authority's Commercial Officer). The Contractor shall provide a replacement vehicle of identical or higher specification at nil (\$0) cost to the Authority until the original vehicle is repaired and returned.

TRAFFIC FINES

25. Any traffic fines incurred by the Authority are to be billed by the Contractor to the Authority. The Contractor shall provide full details of every traffic fine issued, including the time, date and nature of the offence. Details shall be emailed to the Authority's Commercial Officer.

FLEET MANAGEMENT

26. The successful Contractor shall provide an English-speaking Fleet Manager who shall manage the vehicle on behalf of the Authority. The Fleet Manager shall undertake the following duties:

- 26.1. Instigate and manage a WF servicing programme.
- 26.2. Manage the WF on behalf of the Authority.
- 26.3. Call forward the Fleet for servicing.
- 26.4. Attend Authority/Contractor meetings as required.
- 26.5. Maintain all vehicle records and service history.
- 26.6. Maintain all original vehicle registration documents and number plates.
- 26.7. Undertake the production of any reports requested by the Contracts Manager.
- 26.8. Ensure compliance of Contractor invoices with Authority billing requirements.
- 26.9. Manage the requirements for 'spot hire' vehicles as and when required.
- 26.10. Manage the provision of free consumables as per contract agreement.
- 26.11. Manage the replacement of vehicles as and when required.
- 26.12. Rotate WF vehicles as applicable.

CONTRACT OPTION

27. The Authority hold the irrevocable right to extend the Contract by a period of one (1) year from 29 May 2020 until 29 May 2021. The Authority will take up this option by informing the Contractor via email and will be followed up by a formal Contract Amendment.