**Schedule 1 – Additional Definitions of Contract**

**Schedule 2 – Schedule of Requirements for Contract No: 701554536**

**PROJECT SENATE SCOPING EXERCISE**

**See attached:**

* Annex A – Statement of Requirement (SOR)
* Annex B – Pricing / Payment

**Schedule 3 – Contract Data Sheet for Contract No: 701554536**

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| **Contract Period** | | Effective date of Contract: 18 August 2021  The Contract expiry date shall be: 31 May 2022 |
| **Clause 6 - Notices** | | Notices served under the Contract can be transmitted by electronic mail:  Yes  No  Notices served under the Contract shall be sent to the following address:  Authority: ArmyComrcl-NI-Mailbox@mod.gov.uk  Contractor: |
| **Clause 8 – Supply of Contractor Deliverables and Quality Assurance** | | Is a Deliverable Quality Plan required for this Contract?  Yes  No  If Yes the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within       Business Days of Contract Award. Once agreed by the Authority the Quality Plan shall be incorporated into the Contract. The Contractor shall remain at all times, solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.  **Other Quality Assurance Requirements:**  N/A |
| **Clause 9 – Supply of Data for Hazardous Contractor Deliverables, Materials and Substances** | | A completed DEFFORM 68 (Hazardous Articles, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:  a) The Authority’s Representative (Commercial)   1. b) [DSALand-MovTpt-DGHSIS@mod.uk](mailto:DSALand-MovTpt-DGHSIS@mod.uk)   or: if only a hardcopy is available to:  a) The Authority’s Representative (Commercial)  b) 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  DSA-DLSR-MovTpt-DG HSIS (MULTIUSER)  to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date: |
| **Clause 10 – Delivery/Collection** | Contract Deliverables are to be:  Delivered by the Contractor  Special Instructions: to Designated Officer upon completion  Collected by the Authority  Special Instructions (including consignor address if different from Contractor’s registered address):  N/A | |
| **Clause 12 – Packaging and Labelling of Contractor Deliverables** | Additional packaging requirements:  Not Applicable | |
| **Clause 13 – Progress Meetings** | | The Contractor shall be required to attend the following meetings:  Type: REDACTED  Frequency: Monthly – frequency to be assessed and increased where necessary while in pre-production/production/post-production.  Location: REDACTED  Authority Present: REDACTED |
| **Clause 13 – Progress Reports** | | The Contractor is required to submit the following Reports:  Type: REDACTED  Frequency: Monthly – frequency to be assessed and increased where necessary while in pre-production/production/post-production.  Method of Delivery: Verbal. Electronic summary shared between Intermission Films and the Authority as necessary.  Delivery Address: REDACTED  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type: Post Feasibility Study Report  Frequency: Once, post-production and post-film release.  Method of Delivery: REDACTED  Delivery Address: REDACTED |

**Schedule 4 – Contractor’s Commercially Sensitive Information Form iaw. Clause 5**

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| Contract No: 701554536 |
| Description of Contractor’s Commercially Sensitive Information:  REDACTED |
| Cross Reference(s) to location of sensitive information:  REDACTED |
| Explanation of Sensitivity:  REDACTED |
| Details of potential harm resulting from disclosure:  REDACTED |
| Period of Confidence (if applicable): REDACTED |
| Contact Details for Transparency / Freedom of Information matters:  Name:  Position:  Address:  Telephone Number:  Email Address: |

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| **DEFFORM 111 (Edn 12/17)**  Appendix - Addresses and Other Information | | | | |
|  | **1. Commercial Officer**   Name: Commercial Officer    Address: Rm G6, Bldg 114, Thiepval Barracks, Lisburn BFPO 801    Email:  ArmyComrcl-NI-Mailbox@mod.gov.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)    Name: Army E and C SENATE Project Officer    Address: Army Directorate of Engagement and Comms, Level 5, Zone M, MOD Main Building, Horse Guards Avenue, Whitehill, London, SW1A 2HB    Email:  ArmyEandC-SENATE-PrjOff@mod.gov.uk |  | **9.  Consignment Instructions**   The items are to be consigned as follows: |  |
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|  | 1. **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:**      **Tel No:**    **(b) U.I.N.** |  | **B.** **JSCS**    JSCS Helpdesk No. 01869 256052 (select option 2, then option 3) JSCS Fax No. 01869 256837  [www.freightcollection.com](http://www.freightcollection.com/) |  |
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|  | **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> |  |
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|  | **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 Arncott  Bicester, OX25 1LP  (Tel. 01869 256197  Fax: 01869 256824)  **Applications via fax or email:**[DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk) |  |
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|  | 1. **Quality Assurance Representative:**     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.diif.r.mil.uk](http://dstan.uwh.diif.r.mil.uk/)[/](http://www.dstan.dii.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. |  |
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