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**DIOCB1/266 - Guard Force**

**At**

**British Gurkhas Nepal**

**MOD Terms and Conditions for Less Complex Requirements**

**1 Definitions - In the Contract:**

**Articles** means, in relation to Clause 9 and Schedule 3 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, , 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 Contract. 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 of requirements.

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

**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 Schedules 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 is 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 Schedule 4, 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 this 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 associated 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 schedules; and

(3) the documents expressly referred to in the agreement.

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 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. These terms and conditions, schedules 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**

Information received or in connection with the Contract shall be managed in accordance with DEFCON 531 (SC1) and Clause 5.

**5 Transparency**

a. Notwithstanding an other condition of this Contract, including 531 (SC1), 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.

c. 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 the Sensitive Information.

(2) taking into account the Sensitive Information set out in Schedule 4, consult with the Contractorwhere 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 the 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 Contract;

(4) marked with the number of the Contract; and

(5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in the Contract, 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**

* 1. 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;
	2. 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.
	3. 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 Contract.

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 Contract.

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 Contract (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 Contract:

(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 Schedule 3; 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 Contract 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 Contract, 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 specified in the schedule of requirements.

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 Contract 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 Contract.:

(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 Contract 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 bank transfer on completion and acceptance of orders tasked under this contract.

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.

**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**

## 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).

## Nothing in this Contract shall operate to limit or exclude the Contractor's liability:

## for:

## any liquidated damages (to the extent expressly provided for under this Contract);

## 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);

## any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;

## any amount payable by the Contractor to the Authority in relation to TUPE or pensions to the extent expressly provided for under this Contract;

## under Condition 7 of the Contract (Intellectual Property), and DEFCONs 91 or 638 (SC1) where specified in the contract;

##  for death or personal injury caused by the Contractor’s negligence or the negligence of any of its personnel, agents, consultants or sub-contractors;

## For fraud, fraudulent misrepresentation, wilful misconduct or negligence;

## in relation to the termination of this Contract on the basis of abandonment by the Contractor;

## for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or

## for any other liability which cannot be limited or excluded under general (including statute and common) law.

## 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.

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

## DEFCON 76 (SC1) Edition 11/22 – Contractors Personnel at Government Establishments

## DEFCON 503 (SC1) Edition 06/22 – Formal Amendments to Contract

## DEFCON 531 (SC1) Edition 09/21 – Disclosure of Information

## DEFCON 532A (SC1) Edition 05/22 – Protection of Personal Data

## DEFCON 534 Edition 06/21 – Subcontracting and Prompt Payment

## DEFCON 538 Edition 06/02 – Severability

## DEFCON 540 (SC1) Edition 05/23 – Conflicts of Interest

## DEFCON 566 Edition 10/20 – Change of Control of Contractor

DEFCON 611 (SC1) Edition 12/22 – Issued Property

## DEFCON 620 (SC1) Edition 06/22 – Contract Change Control Procedure

## DEFCON 646 Edition 10/98 – Law and Jurisdiction

## DEFCON 656A Edition 08/16 – Termination for Convenience – Under £5m

**22 The special conditions that apply to this Contract are:**

**Insurance**

a. The Contractor shall effect and maintain for the duration of the Contract, and the longest maintenance period the insurances required by this Condition and any Additional Insurance required by the Authority. The cost of effecting and maintaining any such Additional Insurance will, as considered appropriate and agreed by the Authority, be incorporated into the Contract Price prior to acceptance of the Contractor’s offer.

 b. Without prejudice to its obligation to indemnify or otherwise be liable to the Authority under this Contract, the Contractor shall take out and maintain or procure the taking out and maintenance in full force and effect the required insurances as detailed in this Condition b and any other insurances as may be required by law from time to time. The Contractor shall ensure that the required insurances as detailed in this Condition are effective in each case not later than the date on which the relevant risk commences.

Third Part Liability Insurance

 c. Third Party Public and Products Liability Insurance indemnifying the Contractor in respect of all sums that they may become legally liable to pay whether contractually or otherwise (including claimant’s costs and expenses) as damages in respect of accidental death or bodily injury, illness or disease contracted by any person (not an employee of the Contractor) and/or loss or damage to third party property (including property of the Authority) arising out of or in connection with the provision of the Specification and in connection with the Contract.

Employers Liability/Workers Compensation Insurance

d. Indemnifying the Contractor for all sums which the Contractor shall become legally liable to pay as a result of any claim or claims against the Contractor in respect of persons in the Contractors employment.

e. The required insurances referred to in this Condition shall be taken out and maintained with insurers who (in the reasonable opinion of the Authority) are of good financial standing and of good repute in the relevant insurance market.

f. The Contractor shall not (and the Contractor shall procure that none of its supply chain of any tier shall) take any action, or permit anything to occur in relation to it, which would entitle any insurer to refuse to pay any claim under any insurance policy in which that party is an insured, a co-insured or additional insured person.

g. The Contractor shall provide, on request, to the Authority evidence of the required insurances referred to in this Condition, in a form satisfactory to the Authority; and that the premiums payable under the required insurances referred to in this Condition have been paid and that the insurances are in full force and effect and meet the insurance requirements of the Contractor in respect thereof. Neither inspection, nor receipt of such evidence, shall constitute acceptance by the Authority of the terms thereof, nor be a waiver of the Contractor's liability under this Contract.

h. Where the insurers purport to cancel, suspend or terminate the required insurances referred to in this Condition, the Contractor shall procure that the insurers shall, as soon as is reasonably practicable, notify the Contractor in writing in the event of any such proposed suspension, cancellation or termination. Where the Contractor receives such notification from insurers the Contractor shall promptly notify the Authority in writing of receipt of such proposed suspension, cancellation or termination.

i. If the Contractor is in breach of this Condition the Authority may pay (at its option) any premiums required to keep such insurance in force or itself procure such insurance, and in either case, recover such amounts from the Contractor on written demand, together with all expenses incurred in procuring such insurance.

j. Where any insurance requires the payment of a premium, the Contractor shall be liable for such premium.

k. Where any insurance is subject to an excess or deductible below which the indemnity from the insurers is excluded, the Contractor shall be liable for such excess or deductible. Furthermore, the Contractor shall not be entitled to recover from the Authority any sum paid by way of excess or deductible under the insurances whether under the terms of this Contract or otherwise.

**Russian and Belarusian Exclusion**

a. The Contractor shall, and shall procure that their Sub-contractors shall, notify the Authority in writing as soon as they become aware that:

1. the Contractor Deliverables and/or Services contain any Russian / Belarussian products and/or services; or
2. 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:
3. 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
4. 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.

b. 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.

c. 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.

d. The Contractor shall include provisions equivalent to those set out in this clause in all relevant Sub-contracts.

**23 The processes that apply to this Contract are:**

**none**

# Schedule 1 – Additional Definitions of Contract

Not Used

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**BRITISH GURKHAS NEPAL**

**SCHEDULE 2**

**SCHEDULE OF REQUIREMENTS**

**FOR**

**DIOCB1/266 - GUARD FORCE AT BRITISH GURKHAS NEPAL**

**Schedule 2 – Schedule of Requirements for Contract No: DIOCB1/266**
 **Definitions**

**1.** Some of the definitions detailed below will not be referred to within this SOR. They may, however, be referred to during the Contract period.

1.1 **Unit Commanding Officer (CO) or Head of Establishment (HoE)**.

The CO or HoE has overall responsibility for the staff and equipment under their command, irrespective of whether that ‘support’ is provided by Service Personnel, Civil Servants, or External Suppliers. For Contractor provided Services, the CO or HoE normally exercises that responsibility through the Designated Officer (DO). Statutory responsibilities in respect of Health and Safety and all other statutory obligations are retained by the CO or HoE, and not transferred to the Contractor.

1.2 **Designated Officer (DO)**.

Wherever possible the Designated Officer (DO) is to be a Staff Officer in the Garrison or Station Headquarters covering the unit receiving the Contract Guard Force (CGF). The DO will be nominated by the Authority (see below for definition.)

1.2.1 The DO is responsible for ensuring that the CGF adhere to the requirements as stated within this contract.

 1.2.2 Other DO’s responsibilities include:

* Liaison with Commercial Branch Defence Infrastructure Organisation and Regional Command Security Branch.
* Task any new work within the contract’s scope.
* Authorise payment to the contractor.
* Plan and communicate requirements to the Contractor.
* Provide support to the Supervising Officer (SO).
* Convene and chair meetings with the Contractor.
* Process or initiate requests for Contract Amendments.
* Measure overall Contractor performance.
* Maintain day-to-day relationship with the Contract Management Team.

1.3 **Supervising Officer (SO).**

The SO is usually a Warrant Officer or Senior Non-Commissioned Officer who has daily and regular contact with, and overall daily supervisory control of, the CGF. The SO responsibilities include:

1.3.1 Monitoring day-to-day delivery of Contracted Services to the Unit.

1.3.2 Working closely with the Contractor’s Site Manager, to ensure the Service is delivered to the correct standard, including:

* Planning and communicating site specific requirements.
* Resolving any on-site problems and initiating requests for Contract Amendments.
* Ensuring that an up-to-date appraisal of Service delivery against the Contract is communicated to the DO.
* Undertaking the management role for Health and Safety and all

other statutory obligations.

1.4 **The Authority**.

The Authority refers to Headquarters Regional Command.

1.5 **Site Contract Manager**.

A person appointed by the Contractor as the main point of contact with the DO and SO.

1.6 **CGF**

Personnel supplied by the Contractor to meet the requirements of the contract.

 **SUMMARY OF REQUIREMENT**

**2.** The provision of a CGF for British Gurkhas Nepal (BGN), Jawalakel, Kathmandu SFA and SSFA locations and the Pensions Payment Office (PPO) in Dharan. The numbers and locations of these hirings and the PPO may change and the contract must have the capacity to include any changes. Outline requirements are 24-hour security, access control, searching and patrolling and alarm monitoring.

2.1 The Contractor is to provide all labour, management, supervision, tools and equipment (except where expressly stated within this document) necessary for the provision of all security requirements specified in the Site specific SORs located at Annexes A and B.

 **CODE OF CONDUCT**

**3.** 3.1 The principle function of the guard is to support the maintenance of security within BGN where this contract applies. All guards employed on this contract are required to uphold the fundamental values and requirements inherent in the Rule of Law. In doing do, each individual will need to exhibit the following personal qualities:

3.1.1 Honesty.

3.1.2 Integrity.

3.1.3 Impartiality.

3.1.4 Common Sense.

3.2 Guards are expected to show respect for the dignity of the individual at all times, and every individual must be treated with courtesy and understanding irrespective of their social position, race, colour, gender, rank, marital status, age, sexual orientation or religious beliefs.

3.3 Guards must always strive to maintain the highest standards. This includes maintaining a high standard of dress, being alert and vigilant, being punctual and carrying out duties properly and in accordance with policy, being fit and healthy and not being under the influence of controlled drugs or alcohol whilst on duty.

3.4 Guards must carefully consider all factors; be fair and firm but above all avoid intolerance, over-enthusiasm and being dictatorial. They must show caution when acting upon suspicion and comply with the law concerning powers of arrest.

3.5 The Contractor is to ensure that all employees understand the Terms and Conditions of the code before assuming their duties. Any breach of this Code may render the individual to be unacceptable for employment in the site. In this case the DO will notify the Contractor. The Contractor will replace the individual forthwith. Committing, or condoning, any one of the following will be regarded as a breach of this code of conduct:

3.5.1 Neglecting or, without due and sufficient cause, failing to carry out promptly and diligently a required task with their job description whilst at work.

3.5.2 Leaving a place of work during any period of duty without due permission or sufficient cause, or failing to work to the agreed shift pattern.

3.5.3 Knowingly making or signing any false oral or written statement.

3.5.4 Destroying, mutilating, altering or erasing any official document or record.

3.5.5 Divulging to any other person, who does not need to know, any matter which is protectively marked or is the private business of BGN or the BGN personnel (including military personnel, families, civilian staff or contractors).

3.5.6 Soliciting or receiving any bribe or other consideration from any person.

3.5.7 Failing to account for documents, keys, a pass or passes, money, or property received in connection with their duty and/or the BGN’s business.

3.5.8 Being uncivil to persons encountered in the course of their duty, or abusing their position of authority in connection with the discharge of BGN’s business.

3.5.9 Acting in a manner reasonably likely to bring discredit upon BGN or to fellow employees.

3.5.10 Wearing any provided uniform incorrectly or using BGN property or equipment without authority.

3.5.11 Carrying out or reporting for duty whilst under the influence of alcohol, controlled drugs, or solvents, or consuming any of these while on duty. Guards are to advise their supervisor if their performance may be affected by drugs prescribed by a medical practitioner.

3.5.12 Failing to report forthwith to the Designated Officer any conviction for a criminal offence.

3.5.13 Knowingly allow any access to BGN premises by any unauthorised person or persons.

3.5.14 Whilst on duty carrying any unauthorised equipment not issued to them as part of their duties (e.g. handcuffs, truncheons, cameras).

3.5.15 Failing to report for duty at the correct time and place unless due notice and reasons have been given to their supervisor.

3.5.16 Sleeping whilst on duty.

3.5.17 Smoking or carrying any smoking materials including matches and cigarette lighters, in any prohibited place where such activities and materials are banned.

3.5.18 Smoking whilst on duty.

3.5.19 Carrying out any other unofficial activity whilst on duty, which detracts from their ability to remain alert and vigilant for example listening to music or washing their vehicle.

 **ON-SITE BRIEFING**

**4.** No member of the CGF will commence work until inducted by the DO or SO. The induction will cover the following:

4.1 Applicable aspects of the Site Security Plan.

4.2 The geography of the establishment and areas to which particular attention is to be paid.

4.3 The CGF’s role within the overall security measures and their interface with MOD Service Personnel, Civilian Personnel and their dependants.

4.4 The Fire Safety Policy, actions on fire and the operation of fire extinguishers.

4.5 Establishment standing operational procedures for emergencies, and response required of the CGF.

4.6 Alarm systems.

4.7 Reporting procedures and recording requirements.

4.8 The facilities that will be made available to the CGF.

4.9 The location of main gas, main water and main electricity supply points and isolation points, and fire hydrants.

4.10 Key personalities.

 **DAILY BRIEFING**

**5.** The incoming CGF supervisor, on commencement of duty (shift), will be briefed by the Guard Commander on:

5.1 Changes to the Threat / CT Response Levels.

5.2 Counter Terrorist (CT) Response Level Countermeasures.

5.3 Suspect Vehicle List and Suspicious Person List.

5.4 Details of known visitors or programmes.

5.5 Specific areas to concentrate on, such as personnel and vehicle passes, vehicles searches, enforcement of parking restrictions, visitors or Contractors employees and their vehicles, and the security of buildings.

5.6 Details of unit patrols, training and exercises.

5.7 Such other aspects appropriate to the duty (shift).

 **CGF TRAINING REQUIREMENTS**

**6.** The Contractor should provide training to at least minimum standard and provide accredited evidence which is to include:

6.1 Code of conduct.

6.2 Restraint techniques/use of equipment. To include the local law and BGN policy for restraining a person or persons.

6.3 Reporting incidents and returns.

6.4 Basic first aid and health and safety.

6.5 Knowledge on fire hazard and safety. The Fire Safety Policy. Use of fire extinguishers.

6.6 Orders of the guard.

6.7 Action on any kind of emergency. To include: suspicious person/persons/vehicles, Bomb (Improvised Explosive Device (IED) or suspect IED threat, Intruders, Fire, Disaster such as earthquake.

6.8 Use of issued equipment.

6.9 Alarms.

6.10 A police security and safeguarding check.

**ON SITE TRAINING**

**7.** During the term of the Contract, the Contractor must train new entrants or replacement employees on-site as instructed by SO and to their entire satisfaction before taking up their first duty.

7.1 Should the DO or SO identify any shortfall in an individual’s standard of training, the Contractor shall not employ that individual at the Site until such time as he has attained the necessary standard.

 **MEDICAL**

**8.** The Contractor is required to confirm in writing that each Guard and Supervisor to be employed at the sites are medically fit for employment. If it is subsequently found that an employee is not fit for employment, the contractor will be required to withdraw the Guard/Supervisor and replace with an approved substitute. The cost of any medical examinations will be borne by the Contractor.

 **EQUIPMENT AND CLOTHING PROVIDED BY THE CONTRACTOR**

**9.** The Contractor shall provide for each Supervisor and Guard a high visibility jacket, flashlight, whistle, and any other personal protection equipment applicable to the task. (i.e. cold/wet weather clothing). All of this equipment must be available for use at any time during a shift. All members of the CGF must be trained in the use of this equipment.

9.1 The contractor must provide a standardised uniform for all guards that is distinctive. This must be a clean, presentable and practical uniform including stout, clean footwear. The uniform is to be approved by the DO prior in accordance with Section 2 of the Uniforms Act 1894.

9.2 All equipment used by the guard force must be serviceable at all times. The contractor is responsible for the maintenance and replacement of all equipment not issued by BGN

 **IN CASE OF DISPUTE**

**10.** For all matters of staff qualifications, experience, education, trustworthiness, background and health, the decision of the Authority shall be final and conclusive.

 **INDUSTRIAL ACTION**

**11.** In the event of industrial action by any of the Guards/Supervisors on the establishment premises, the DO will not interfere but will inform the Contractor. The Contractor must then provide alternative arrangements or mitigation to the satisfaction of the DO.

**ANNEXES**

1. **SOR – British Gurkhas Kathmandu**
2. **SOR – British Gurkhas Dharan**

**ENCLOSURES**

1. **Key Performance Indicators (KPIs)**

**CONTRACT GUARD FORCE**

**BRITISH GURKHAS KATHMANDU**

 **DESCRIPTION OF SITE**

**A1.** The main camp is located in Man Bhawan, Jawalakhel, Lalitpur. The following are within 500 m of the camp;

A1.1. BGN Hirings. There are currently 3- BGN hirings within 500 m of BGN. All hirings are enclosed by a 2.5 + m wall/fence and all have a guard room/hut for use by security.

A1.2 MQ Patch. The MQ Patch is enclosed by 2.5+ m wall and lined with barbed wire. It is across the road from the main entrance to camp. It also has a guard room.

 **SERVICES TO BE PROVIDED**

**A2.** The following services are required and the contractor shall maintain them at all times;

A2.1 The Contractor shall provide a supervisor on all shifts.

A2.2 During the course of the contract the DO may require the CGF to carry out its duties elsewhere within BGN’s area of responsibility.

A2.3 The Contract Site Manager must be contactable by the DO or any of their representatives 24/7 to resolve any issues which may arise.

A2.4 The following staffing levels below are the minimum required on a single shift;

A2.4.1 Guard staff for all BGN Accommodation locations. (22 x Persons)

A2.4.2 Shift supervisor responsible for oversight of the guard staff. (1 x Person)

A2.5 The DO may increase or decrease the requirement on a permanent or temporary basis, subject to 1 month notice.

A2.6 The following must also apply to all members of every security shift;

A2.6.1 All supervisors and guards shall not conduct a duty longer than 12 hrs and there must be a break of at least 12 hrs between duties for each individual.

A2.6.2 All supervisors and guards shall be fully aware of all the sites to be guarded and the security weaknesses of each site.

A2.6.3 Operation of generators during power cuts and load shedding activity.

 **SUPERVISION AND MONITORING**

**A3.** The following covers the necessary processes utilised in the supervision and monitoring of the CGF’s provision of the contracted services;

A3.1 The Head of Establishment for security purposes is Commander BGN, who delegates day to day management of security to their SO3 G2/3/6 who is the Unit Security Officer (USO) and the DO. The SO3 G2/3/6 is assisted by the RSM, who is the SO and in turn is assisted by the Guard Commanders.

A3.2 BGK and all hirings will remain under the control of the Commander BGN, and the guard is to be familiar with, and comply with, the Security Standing Orders issued by him.

A3.3 The Contractor will be advised and directed by the DO and RSM BGN on the security requirements. The Contractor must seek guidance and direction from the DO and RSM BGN as and when required; the Contractor is to observe and put in force such advice, guidance and directives and comply with the wider BGN security policy.

A3.4 The Contractor will be responsible for the initial training and subsequent refresher training of the Contractors Guard Force (CGF). The RSM BGN reserves the right to test members of the CGF on/in all procedures in place for maintaining the security and integrity of Samantha enclave, hirings and MQ Patch, including the handling and recording of bomb threats, terrorist threats and other threats of this nature.

A3.5 The Contractor shall ensure that the CGF on duty shall be wholly responsible for the requirements of the Authority in execution of the required tasks. Guards on duty will be visited randomly, not less than once every 24 hours, by a representative of the Authority. When appropriate this may be in conjunction with the Contractor’s inspectorate.

A3.6 The Contractor shall provide adequate supervision of their CGF in consultation with RSM BGN who will monitor the day to day performance of the guards and will take up with the Contractor’s nominated representative any shortcomings in the performance of their tasks. The Contractors will remedy such shortcomings on being advised.

A3.7 The Contractor shall provide a separate Inspectorate which will visit each site at random intervals but at least once per 24 hours to include at least 3 silent hour visits per week. (Inspection at more frequent intervals can be arranged under the terms of the contract if so required). Inspection details and reports must be sent to the DO and SO on a weekly basis.

A3.8 During silent hour’s duties, frequent communication between site and the shift supervisor either by telephone or radio is essential. The frequency may be varied according to the importance of this which is being protected but at a least once per hour is required with irregular “reverse” calls being made by control to ensure that all is well. Any missed calls from the site must be investigated immediately by the company.

A3.9 The Contractor shall ensure that all guards and supervisors are medically and physically able to carry out the duties required of them. Additionally, they are to ensure the CGF are mature enough to understand the responsibilities they hold and conduct themselves accordingly.

A3.10 If a complaint is made against the CGF, or the Service provided, the Contractor must provide a written response and plan of action within 48 hours.

**DUTIES AND RESPONSIBILITIES**

**A4.** The on duty guard is responsible for;

A4.1 **Intrusion and Theft**

Guard has full responsibility for the security of the site against unauthorised intrusion and theft.

A4.2 **Unauthorised Access**

Duty Guard is responsible for prevention of unauthorised access through control of the Gates. All passes regardless if the individual is known to the CGF must be checked.

A4.3 **Generators**

Switch on generators and facilitate water replenishment when required.

A4.4 **Searches**

During higher stages of security alert, the guard is to arrange and carry out searches of vehicles and individuals carrying out random searches as directed by the SO.

A4.5 **Intrusion onto the Site**

Any known or suspected intrusion into the site or buildings within the site will be immediately verbally reported to the Guard Commander / Duty Officer and later in writing to SO. Any suspicious activity in the area will also be reported. Persons entering the site without authority are to be detained until the arrival of the Military Guard Commander / Duty Officer or Civil Police.

Intrusion by animals such as stray dogs are to be prevented and if necessary action is to be taken to remove them.

A4.6 **Fire and Other Emergencies**

In the event of a fire the CGF will inform the Fire Department and Guard Commander / Duty Officer. Then initiate first aid and fire fighting procedures as laid down in the Unit Fire Orders

A4.7 **Emergency Services**

When called upon, the CGF shall inform emergency services of the location of gas, water and electricity isolation points, a diagram for which must be held in the Guard Hut.

A4.8 **Bomb Threats**

In the event of any message being received or suspicious objects being found the Guard Commander / Duty Officer is to be informed. Persons within any threatened areas are to be warned and instructed to move away from the danger area. The CGF may be required to inform persons within the designated area or assist as required. All actions will be in accordance with procedures for handling and recording threats of this nature.

A4.9 **Lost Property**

Lost property that is handed in and items found are to be recorded and subsequently passed on to the Guard Commander or hiring occupant.

A4.10 **Suspicious activity**

Suspicious activity including suspicious persons or vehicles or other circumstances out of the ordinary are to be reported to the guard commander immediately.

**KEY PERFORMANCE INDICATORS (KPIs)**

**A5.** Key performance indicators for the delivery of this requirement are detailed at Enclosure 1 of Schedule 2.

 A5.1 **Adherence to the Contract**

The Contractor shall ensure compliance at all times with the conditions of the contract as issued at Contract Award.

A5.2 **Adherence to the Code of Conduct**

In undertaking the contract and supporting the maintenance of security within BGN, the contractor shall ensure all guards adhere to the Code of Conduct in accordance with Schedule 2 of the contract at all times

 A5.3 **Minimum Staffing**

The contractor will uphold minimum staffing levels on a single shift as detailed at Section A2.4 of Schedule 2.

 A5.4 **Reporting of Incidents**

Incidents must be reported and recorded in accordance with Schedule 2 of the contract.

A5.5 **Supervision and Monitoring**

A5.5.1 In accordance with Section A3.7 of Schedule 2, the Contractor shall provide an inspectorate visit at each site at random intervals per week. Inspection details and reports must be sent to the DO and the SO on a weekly basis.

A5.5.2 The contractor must submit monthly progress reports in respect of the performance of the contract to the SO and DO. This is in accordance with Condition 14 and as detailed within the Contract Data Sheet Schedule 3.

A5.5.3 Should any complaint be made against the CGF, the contractor must provide a written response and plan of action within 48 hours

 A5.6 **Communications**

On any given shift, guards must maintain frequent communication between site and the shift supervisor either by telephone of radio. Frequency may be varied however must be carried out at least once per hour. This must be recorded and signed by guards stationed at each post.

 **GOVERNMENT FURNISHED FACILITIES/EQUIPMENT**

**A6.** The Authority shall provide, free of charge and where available for the purposes of the Contract, the following;

A6.1 The Contractor is to be responsible for the shared cleanliness, proper use and reasonable care of any facilities that are provided.

A6.2 The following buildings must be kept clean by those occupying it. The CGF are also responsible for kit contained within these locations and the Contractor shall be liable for any damage caused to these locations in line with the terms and conditions of this contract.

A6.2.1 The Gatehouse on MQ compound.

A6.2.2 Guard huts/rooms as dictated by the site.

A6.3 Electricity. For general use (shared).

A6.4 Water. For general purpose use (shared).

A6.5 Sanitation Facilities. Use of toilet facilities on site as stipulated by SO/DO

A6.6 Heating, Lighting and Drinking Water.

**CONTRACT GUARD FORCE**

**BRITISH GURKHAS DHARAN**

**(Pensions Payment office)**

 **DESCRIPTION OF SITE**

**B1.** The Pension Payment Office (PPO) is a medium sized building with a waiting hall situated on a main road and has one main entrance/exit and an emergency rear exit.

 **SERVICES TO BE PROVIDED**

**B2.** The following services are required and the contractor shall maintain them at all times;

B2.1 The Contractor shall provide a supervisor on all shifts.

B2.2 During the course of the contract the DO may require the CGF to carry out its duties elsewhere within BGN’s area of responsibility.

B2.3 The Contract Site Manager must be contactable by the DO or any of their representatives Mon-Fri 0830-1700 to resolve any issues which may arise.

B2.4 The following staffing levels below are the minimum required on a single shift during normal working hours 0830-1700 Mon-Fri;

B2.4.1 8 hr manning of the PPO main entrance and waiting hall. (2 x persons)

B2.5 The DO may increase or decrease the requirement on a permanent or temporary basis, subject to 1 month notice.

B2.6 The following must also apply to all members of every security shift;

B2.6.1 All supervisors and guards shall not conduct a duty longer than 12 hrs and there must be a break of at least 12 hrs between duties for each individual.

B2.6.2 All supervisors and guards shall be fully aware of the site to be guarded and the security weaknesses of the site.

 **SUPERVISION AND MONITORING**

**B3.** The following covers the necessary processes utilised in the supervision and monitoring of the CGF’s provision of the contracted services;

B3.1 The Head of Establishment for security purposes is Commander BGN, who delegates day to day management of security to their SO3 G2/3/6 who is the Unit Security Officer (USO) and the DO. The SO3 G2/3/6 is assisted by Hd BGD, who is the SO and in turn is assisted by the PPO staff.

B3.2 The PPO will remain under the control of the Commander BGN, and the guard is to be familiar with, and comply with, the Security Standing Orders issued by him.

B3.3 The Contractor will be advised and directed by the DO and Hd BGD on the security requirements. The Contractor must seek guidance and direction from the DO and Hd BGD as and when required; the Contractor is to observe and put in force such advice, guidance and directives and comply with the wider BGN security policy.

B3.4 The Contractor will be responsible for the initial training and subsequent refresher training of the Contractors Guard Force (CGF). Hd BGD reserves the right to test members of the CGF on/in all procedures in place for maintaining the security and integrity of the PPO, including the handling and recording of bomb threats, terrorist threats and other threats of this nature.

B3.5 The Contractor shall ensure that the CGF on duty shall be wholly responsible for the requirements of the Authority in execution of the required tasks. Guards on duty will be visited randomly, not less than once every 24 hours, by a representative of the Authority. When appropriate this may be in conjunction with the Contractor’s inspectorate.

B3.6 The Contractor shall provide adequate supervision of their CGF in consultation with Hd BGD who will monitor the day to day performance of the guards and will take up with the Contractor’s nominated representative any shortcomings in the performance of their tasks. The Contractors will remedy such shortcomings on being advised.

B3.7 The Contractor shall provide a separate Inspectorate which will visit each site at random intervals but at least once per 24 hours. (Inspection at more frequent intervals can be arranged under the terms of the contract if so required). Inspection details and reports must be sent to the DO and SO on a weekly basis.

B3.8 The Contractor shall ensure that all guards and supervisors are medically and physically able to carry out the duties required of them. Additionally, they are to ensure the CGF are mature enough to understand the responsibilities they hold and conduct themselves accordingly.

B3.9 If a complaint is made against the CGF, or the Service provided, the Contractor must provide a written response and plan of action within 48 hours.

 **DUTIES AND RESPONSIBILITIES**

**B4.** The on duty guard is responsible for;

B4.1 **Intrusion and Theft**

Guard has full responsibility for the security of the site against unauthorised intrusion and theft.

B4.2 **Unauthorised Access**

Duty Guard is responsible for prevention of unauthorised access through control of the Gates. All passes regardless if the individual is known to the CGF must be checked.

B4.3 **Searches**

During higher stages of security alert, the guard is to arrange and carry out searches of vehicles and individuals carrying out random searches as directed by the SO.

B4.4 **Intrusion onto the Site**

Any known or suspected intrusion into the site or buildings within the site will be immediately verbally reported to the PPO staff and Hd BGD and later in writing to SO. Any suspicious activity in the area will also be reported. Persons entering the site without authority are to be detained until the arrival of the Civil Police.

B4.5 **Fire and Other Emergencies**

In the event of a fire the CGF will inform the Fire Department then initiate first aid and fire fighting procedures as laid down in the Unit Fire Orders

B4.6 **Emergency Services**

When called upon, the CGF shall inform emergency services of the location of gas, water and electricity isolation points, a diagram for which must be held in the Guard Hut.

B4.7 **Bomb Threats**

In the event of any message being received or suspicious objects being found the PPO staff and Hd BGD is to be informed. Persons within any threatened areas are to be warned and instructed to move away from the danger area. The CGF may be required to inform persons within the designated area or assist as required. All actions will be in accordance with procedures for handling and recording threats of this nature.

B4.8 **Lost Property**

Lost property that is handed in and items found are to be recorded and subsequently passed on to the Guard Commander or hiring occupant.

B4.9 **Queue Monitor**

Ensure that those queuing, or in the waiting hall, in order to collect pensions do so in an orderly fashion.

B4.10 **Suspicious activity**

Suspicious activity including suspicious persons or vehicles or other circumstances out of the ordinary are to be reported to the Hd BGD immediately.

**KEY PERFORMANCE INDICATORS (KPIs)**

**B5.** Key performance indicators for the delivery of this requirement are detailed at Enclosure 1 of Schedule 2.

 B5.1 **Adherence to the Contract**

The Contractor shall ensure compliance at all times with the conditions of the contract as issued at Contract Award.

B5.2 **Adherence to the Code of Conduct**

In undertaking the contract and supporting the maintenance of security within BGN, the contractor shall ensure all guards adhere to the Code of Conduct in accordance with Schedule 2 of the contract at all times

 B5.3 **Minimum Staffing**

The contractor will uphold minimum staffing levels on a single shift as detailed at Section B2.4 of Schedule 2.

 B5.4 **Reporting of Incidents**

Incidents must be reported and recorded in accordance with Schedule 2 of the contract.

B5.5 **Supervision and Monitoring**

B5.5.1 In accordance with Section B3.7 of Schedule 2, the Contractor shall provide an inspectorate visit at each site at random intervals per week. Inspection details and reports must be sent to the DO and the SO on a weekly basis.

B5.5.2 The contractor must submit monthly progress reports in respect of the performance of the contract to the SO and DO. This is in accordance with Condition 14 and as detailed within the Contract Data Sheet Schedule 3.

B5.5.3 Should any complaint be made against the CGF, the contractor must provide a written response and plan of action within 48 hours

 B5.6 **Communications**

On any given shift, guards must maintain frequent communication between site and the shift supervisor either by telephone of radio. Frequency may be varied however must be carried out at least once per hour. This must be recorded and signed by guards stationed at each post.

 **GOVERNMENT FURNISHED FACILITIES/EQUIPMENT**

**B6.** The Authority shall provide, free of charge and where available for the purposes of the Contract, the following;

B6.1 The Contractor is to be responsible for the shared cleanliness, proper use and reasonable care of any facilities that are provided.

B6.2 The following buildings must be kept clean by those occupying it. The CGF are also responsible for kit contained within these locations and the Contractor shall be liable for any damage caused to these locations in line with the terms and conditions of this contract.

B6.2.1 Guard room as dictated by the site.

B6.3 Electricity. For general use (shared).

B6.4 Water. For general purpose use (shared).

B6.5 Sanitation Facilities. Use of toilet facilities on site as stipulated by SO/DO

B6.6 Heating, Lighting and Drinking Water.

**KEY PERFORMANCE INDICATORS: DIOCB1/266**

|  |  |
| --- | --- |
| **Supplier**  |  |
| **Department** |  |
| **Location** |  |
| **Month** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI** | **PERFORMANCE** | **ACHIEVED (Y/N)** | **COMMENTS** |
| **1. Adherence to the Contract** | The Contractor shall ensure compliance at all times with the conditions of the contract as issued at Contract Award. |  |  |
| **2. Adherence to the Code of Conduct**  | In undertaking the contract and supporting the maintenance of security within BGN, the contractor shall ensure all guards adhere to the Code of Conduct in accordance with Schedule 2 of the contract at all times.  |  |  |
|  |  |  |  |
| **3. Minimum Staffing**  | The contractor will uphold minimum staffing levels on a single shift as detailed at Section A2.4 and B2.4 of Schedule 2. |  |  |
| **4. Reporting of Incidents** | Incidents must be reported and recorded in accordance with Schedule 2 of the contract.  |  |  |
| **5. Supervision and Monitoring**  | In accordance with Section A3.7 and B3.7 of Schedule 2, the Contractor shall provide an inspectorate visit at each site at random intervals per week. Inspection details and reports must be sent to the DO and the SO on a weekly basis.  |  |  |
| The contractor must submit monthly progress reports in respect of the performance of the contract to the SO and DO. This is in accordance with Condition 14 and as detailed within the Contract Data Sheet Schedule 3.  |  |  |
| Should any complaint be made against the CGF, the contractor must provide a written response and plan of action within 48 hours. |  |  |
| **6. Communications** | On any given shift, guards must maintain frequent communication between site and the shift supervisor either by telephone of radio. Frequency may be varied however must be carried out at least once per hour. This must be recorded and signed by guards stationed at each post.  |  |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BRITISH GURKHAS NEPAL**

**SCHEDULE 2.1**

**PRICING DOCUMENT**

**FOR**

**DIOCB1/266 - GUARD FORCE AT BRITISH GURKHAS NEPAL**

# Schedule 2.1 - Schedule of Requirements (Pricing) for Contract No: DIOCB1/266

(See attached)

# Schedule 3 - Contract Data Sheet for Contract No: DIOCB1/266

|  |  |
| --- | --- |
| **Contract Period** | **Effective date of Contract**: 1 July 2024**The Contract expiry date shall be**: The Contract expiry date shall be: 3 years from contract award (With a potential to extend 2 years from contract award if all option years are utilised). |
| **Clause 6 - Notices** | Notices served under the Contract can be transmitted by electronic mailYes [x] No [ ] Notices served under the Contract shall be sent to the following address:**Authority**: gillian.wallis128@mod.gov.uk Or DIO Commercial, Kentigern House, 65 Brown Street G2 8EX**Contractor**: (Contractor insert name)  |
| **Clause 8 – Supply of Contractor Deliverables and Quality Assurance** | Is a Deliverable Quality Plan required for this Contract? Yes [ ] No [x] 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:**All pre planned works require a schedule produced by the contractor. |
| **Clause 9 – Supply of Data for Hazardous Substances, Mixtures and Articles in Contractor Deliverables** | A completed DEFFORM 68 (Hazardous and Non-Hazardous Substances, Mixture and Articles Statement), and if applicable, UK REACH Article 31 compliant Safety Data Sheet(s) 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 e-mail with attachments in Adobe PDF or MS WORD format to The Authority’s Representative (Commercial) by the following date: So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format. 1. Hard copies to be sent to:

Hazardous Stores Information System (HSIS) Spruce 2C, #1260, MOD Abbey Wood (South) Bristol BS34 8JH1. Emails to be sent to:

DESEngSfty-QSEPSEP-HSISMulti@mod.gov.ukSDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for OME are not to be sent to HSIS and must be held by the respective Authority Delivery Team. |
| **Clause 10 – Delivery/Collection** | Contract Deliverables are to be:Delivered by the Contractor [ ] Special Instructions:NOT USEDCollected by the Authority [ ] Special Instructions (including consignor address if different from Contractor’s registered address):NOT USED |
| **Clause 12 – Packaging and Labelling of Contractor Deliverables** | Additional packaging requirements:      |
| **Clause 14 – Progress Meetings** | The Contractor shall be required to attend the following meetings:**Type**: Progress meeting**Frequency**: Monthly**Location**: BGN (Kathmandu), QM Dept Conference Room |
| **Clause 14 – Progress Reports** | The Contractor is required to submit the following Reports:**1. Type**: Progress reports**Frequency**: Monthly**Method of Delivery**: Electronic – via email**Delivery Address**: BGN-QMSFMC@mod.uk**2. Type**: Inspection reports **Frequency**: Weekly**Method of Delivery**: Electronic – via email**Delivery Address**: BGN-QMSFMC@mod.uk |

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| **DEFFORM 111****(Edn 10/22)****Appendix - Addresses and Other Information** |
|  | **1. Commercial Officer**Name: Gillian WallisAddress: Kentigern House, 65 Brown Street, Glasgow G2 8EXEmail: gillian.wallis128@mod.gov.uk +44 7970 150497 |  | **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 53972. 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: BGN SO3 G2-3-6Address: Headquarters British Gurkhas NepalKathmanduNepalBFPO 4Email: BGN-QMSFMC@mod.uk: 00977 1 4235203 |  | **9. Consignment Instructions**The items are to be consigned as follows:      |  |
|  |
|  | **3. Packaging Design Authority**Organisation & point of contact:N/A(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 CentreIMPORTS  030 679 81113 / 81114 Fax 0117 913 8943EXPORTS  030 679 81113 / 81114 Fax 0117 913 8943Surface Freight CentreIMPORTS  030 679 81129 / 81133 / 81138 Fax 0117 913 8946EXPORTS  030 679 81129 / 81133 / 81138 Fax 0117 913 8946 |  |
|  |  |
|  | **4. (a) Supply / Support Management Branch or Order Manager:****Branch/Name:****(b) U.I.N.**  |  | **B.** **JSCS**JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)JSCS Fax No. 01869 256837 Users requiring an account to use the MOD Freight Collection Service should contact UKStratCom-DefSp-RAMP@mod.gov.uk in the first instance. |  |
|  |
|  | **5. Drawings/Specifications are available from**N/A |  | **11. The Invoice Paying Authority**Ministry of Defence  0151-242-2000DBS FinanceWalker House, Exchange Flags Fax: 0151-242-2809Liverpool, L2 3YL **Website is:** [https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing](https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement) |  |
|  |
|  | **6. Intentionally Blank** |  | **12. Forms and Documentation are available through \*:**Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C SiteLower ArncottBicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)**Applications via fax or email:** Leidos-FormsPublications@teamleidos.mod.uk |  |
|  |
|  | 1. **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.gateway.isg-r.r.mil.uk/index.html> [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.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.  |  |
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# Schedule 4 - Contractor’s Sensitive Information (i.a.w. Clause 5) for Contract No: DIOCB1/266

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.

|  |
| --- |
| Contract No: DIOCB1/266  |
| Description of Contractor’s Sensitive Information:       |
| Cross Reference(s) 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:      Email Address:       |

# Schedule 5 – Notification of Intellectual Property Rights (IPR) Restrictions (i.a.w. Clause 7) for Contract No. DIOCB1/266

**PART A – Notification of IPR Restrictions**

|  |  |
| --- | --- |
| 1. ITT / Contract Number
 |       |
| ID #  | Unique Technical Data Reference Number / Label | Unique Article(s)\* Identification Number / Label | Statement Describing IPR Restriction | Ownership of the Intellectual Property Rights |
| 1 |       |       |       |       |
| 2 |       |       |       |       |
| 3 |       |       |       |       |
| 4 |       |       |       |       |
| 5 |       |       |       |       |
| 6 |       |       |       |       |
| 7 |       |       |       |       |
| 8 |       |       |       |       |
| 9 |       |       |       |       |

Please continue on additional sheets where necessary.

\* Article(s), for the purpose of this form only, means part or the whole of any item, component or process which the Contractor is required under the Contract to supply or in connection with which it is required under the Contract to carry out any service and any other article or part thereof to the same design as that article.

**PART B – System / Product Breakdown Structure (PBS)**

The Contractor should insert their PBS here. For software, please provide a Modular Breakdown Structure.

(Please see the [DEFFORM 711 Completion Notes](https://www.kid.mod.uk/maincontent/business/commercial/downloads/defforms/expl_not/711_expln.pdf) for guidance on completing Schedule 5)