



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

HIRE AND MAINTENANCE OF WHITE FLEET FOR THE BDSC

1 Definitions - In the Contract:

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

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

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

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

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

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

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

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

Hazardous Contractor Deliverable means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released;

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

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

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

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

2 General

a. The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.

b. Any variation to the Contract shall have no effect unless expressly agreed in writing and signed by both Parties.

c. If there is any inconsistency between these terms and conditions and the purchase order or the documents expressly referred to therein, the conflict shall be resolved according to the following descending order of priority:

(1) the terms and conditions;

(2) the purchase order; and

(3) the documents expressly referred to in the purchase order.

d. Neither Party shall be entitled to assign the Contract (or any part thereof) without the prior written consent of the other Party.

e. Failure or delay by either Party in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver of its rights under the Contract.

f. The Parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a Party to it.

g. The Contract and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in accordance with English Law, and subject to Clause 15 and without prejudice to the dispute resolution procedure set out therein, the Parties submit to the exclusive jurisdiction of the English courts. Other jurisdictions may apply solely for the purpose of giving effect to this Clause 2.g and for enforcement of any judgement, order or award given under English jurisdiction.

3 Application of Conditions

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

4 Disclosure of Information

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

5 Transparency

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

6 Notices

- a. A Notice served under the Contract shall be:
 - (1) in writing in the English Language;
 - (2) authenticated by signature or such other method as may be agreed between the Parties;
 - (3) sent for the attention of the other Party's representative, and to the address set out in the purchase order;
 - (4) marked with the number of the Contract; and
 - (5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in the purchase order, by electronic mail.
- b. Notices shall be deemed to have been received:
 - (1) if delivered by hand, on the day of delivery if it is a Business Day in the place of receipt, and otherwise on the first Business Day in the place of receipt following the day of delivery;
 - (2) if sent by prepaid post, on the fourth Business Day (or the tenth Business Day in the case of airmail) after the day of posting;
 - (3) if sent by facsimile or electronic means:
 - (a) if transmitted between 09:00 and 17:00 hours on a Business Day (recipient's time) on completion of receipt by the sender of verification of the transmission from the receiving instrument; or
 - (b) if transmitted at any other time, at 09:00 on the first Business Day (recipient's time) following the completion of receipt by the sender of verification of transmission from the receiving instrument.

7 Intellectual Property

- a. The Contractor shall as its sole liability keep the Authority fully indemnified against an infringement or alleged infringement of any intellectual property rights or a claim for Crown use of a UK patent or registered design caused by the use, manufacture or supply of the Contractor Deliverables.

b. The Authority shall promptly notify the Contractor of any infringement claim made against it relating to any Contractor Deliverable and, subject to any statutory obligation requiring the Authority to respond, shall permit the Contractor to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. The Authority shall give the Contractor such assistance as it may reasonably require to dispose of the claim and will not make any statement which might be prejudicial to the settlement or defence of the claim

8 Supply of Contractor Deliverables and Quality Assurance

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

9 Supply of Hazardous Contractor Deliverables

- a. The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the Regulations set out in this Clause 9. Any that do shall be packaged for UK or worldwide shipment by all modes of transport in accordance with the following unless otherwise specified in the Schedule to the purchase order:
 - (1) the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO), IATA Dangerous Goods Regulations;
 - (2) the International Maritime Dangerous Goods (IMDG) Code;
 - (3) the Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID); and
 - (4) the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR).
- b. Certification markings, incorporating the UN logo, the package code and other prescribed information indicating that the package corresponds to the successfully designed type shall be marked on the packaging in accordance with the relevant regulation.
- c. As soon as possible and in any event within the period specified in the purchase order (or if no such period is specified no later than one month prior to the delivery date), the Contractor shall provide to the Authority's representatives in the manner and format prescribed in the purchase order:
 - (1) confirmation as to whether or not to the best of its knowledge any of the Contractor Deliverables are Hazardous Contractor Deliverables; and
 - (2) for each Hazardous Contractor Deliverable, a Safety Data Sheet containing the data set out at Clause 9.d, which shall be updated by the Contractor during the period of the Contract if it becomes aware of any new relevant data.
- d. Safety Data Sheets if required under Clause 9.c shall be provided in accordance with the REACH Regulations (EC) No 1907/2006 and any additional information required by the Health and Safety at Work etc. Act 1974 and shall contain:
 - (1) Information required by the Chemicals (Hazardous Information and Packaging for Supply) (CHIP) Regulations 2009 and / or the Classification, Labelling and Packaging (CLP) Regulation 1272/2008 (whichever is applicable) or any replacement thereof; and
 - (2) where the Hazardous Contractor Deliverable is, contains or embodies a radioactive

substance as defined in the Ionising Radiation Regulations SI 1999/3232, details of the activity, substance and form (including any isotope); and

(3) where the Hazardous Contractor Deliverable has magnetic properties, details of the magnetic flux density at a defined distance, for the condition in which it is packed.

e. The Contractor shall retain its own copies of the Safety Data Sheets provided to the Authority in accordance with Clause 9.d for 4 years after the end of the Contract and shall make them available to the Authority's representatives on request.

f. Nothing in this Clause 9 reduces or limits any statutory or legal obligation of the Authority or the Contractor.

10 Delivery / Collection

a. The purchase order shall specify whether the Contractor Deliverables are to be delivered to the consignee by the Contractor or collected from the consignor by the Authority.

b. Title and risk in the Contractor Deliverables shall pass from the Contractor to the Authority on delivery or on collection in accordance with Clause 10.a.

c. The Authority shall be deemed to have accepted the Contractor Deliverables thirty (30) days after title and risk has passed to the Authority unless it has rejected the Contractor Deliverables within the same period.

11 Marking of Contractor Deliverables

a. Each Contractor Deliverable shall be marked in accordance with the requirements specified in the purchase order. or if no such requirement is specified, the Contractor shall mark each Contractor Deliverable clearly and indelibly in accordance with the requirements of the relevant DEF-STAN 05-132 as specified in the contract or specification. In the absence of such requirements, the Contractor Deliverables shall be marked with the MOD stock reference, NATO Stock Number (NSN) or alternative reference number shown in the Contract.

b. Any marking method used shall not have a detrimental effect on the strength, serviceability or corrosion resistance of the Contractor Deliverables.

c. The marking shall include any serial numbers allocated to the Contractor Deliverable.

d. Where because of its size or nature it is not possible to mark a Contractor Deliverable with the required particulars, the required information should be included on the package or carton in which the Contractor Deliverable is packed, in accordance with condition 12 (Packaging and Labelling (excluding Contractor Deliverables containing Ammunition or Explosives)).

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

The Contractor shall pack or have packed the Contractor Deliverables in accordance with any requirements specified in the purchase order and Def Stan 81-041 (Part 1 and Part 6).

13 Progress Monitoring, Meetings and Reports

The Contractor shall attend progress meetings and deliver reports at the frequency or times (if any) specified in the purchase order and shall ensure that its Contractor's representatives are suitably qualified to attend such meetings.

14 Payment

a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 14b the Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.

b. Where the Contractor submits an invoice to the Authority in accordance with clause 14a, the Authority will consider and verify that invoice in a timely fashion.

c. The Authority shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the Authority has determined that the invoice is valid and undisputed.

d. Where the Authority fails to comply with clause 14b and there is undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purpose of clause

14c after a reasonable time has passed.

e. The approval for payment of a valid and undisputed invoice by the Authority shall not be construed as acceptance by the Authority of the performance of the Contractor's obligations nor as a waiver of its rights and remedies under this Contract.

f. Without prejudice to any other right or remedy, the Authority reserves the right to set off any amount owing at any time from the Contractor to the Authority against any amount payable by the Authority to the Contractor under the Contract or under any other contract with the Authority, or with any other Government Department.

15 Dispute Resolution

a. The Parties will attempt in good faith to resolve any dispute or claim arising out of or relating to the Contract through negotiations between the respective representatives of the Parties having authority to settle the matter, which attempts may include the use of any alternative dispute resolution procedure on which the Parties may agree.

b. In the event that the dispute or claim is not resolved pursuant to Clause 15.a the dispute shall be referred to arbitration and shall be governed by the Arbitration Act 1996. For the purposes of the arbitration, the arbitrator shall have the power to make provisional awards pursuant to Section 39 of the Arbitration Act 1996.

16 Termination for Corrupt Gifts

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

a. where the Authority becomes aware that the Contractor, its employees, agents or any sub-contractor (or anyone acting on its behalf or any of its or their employees):

- (1) has offered, promised or given to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward;
- (2) commits or has committed any prohibited act or any offence under the Bribery Act 2010 with or without the knowledge or authority of the Contractor in relation to this Contract or any other contract with the Crown;
- (3) has entered into this or any other contract with the Crown in connection with which commission has been paid or has been agreed to be paid by it or on its behalf, or to its knowledge, unless before the contract is made particulars of any such commission and of the terms and conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.

b. In exercising its rights or remedies to terminate the Contract under Clause 16.a. the Authority shall:

- (1) act in a reasonable and proportionate manner having regard to such matters as the gravity of, and the identity of the person committing the prohibited act;
- (2) give due consideration, where appropriate, to action other than termination of the Contract, including (without being limited to):
 - (a) requiring the Contractor to procure the termination of a subcontract where the prohibited act is that of a Subcontractor or anyone acting on its or their behalf;
 - (b) requiring the Contractor to procure the dismissal of an employee (whether its own or that of a Subcontractor or anyone acting on its behalf) where the prohibited act is that of such employee.

c. Where the Contract has been terminated under Clause 16.a. the Authority shall be entitled to purchase substitute Contractor Deliverables from elsewhere and recover from the Contractor any costs and expenses incurred by the Authority in obtaining the Contractor Deliverables in substitution from another supplier.

17 Material Breach

In addition to any other rights and remedies, the Authority shall have the right to terminate the Contract (in whole or in part) with immediate effect by giving written notice to the Contractor where the Contractor is in material breach of its obligations under the Contract. Where the Authority has terminated the Contract under Clause 17 the Authority shall have the right to claim such damages as may have been sustained as a result of the Contractor's material breach of the Contract.

18 Insolvency

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

19 Limitation of Contractor's Liability

- a. Subject to Clause 19.b the Contractor's liability to the Authority in connection with this Contract shall be limited to £5m (five million pounds).
- b. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:
 - (1) for:
 - a. any liquidated damages (to the extent expressly provided for under this Contract);
 - b. any amount(s) which the Authority is entitled to claim, retain or withhold in relation to the Contractor's failure to perform or under-perform its obligations under this Contract, including service credits or other deductions (to the extent expressly provided for under this Contract);
 - c. any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;
 - d. any amount payable by the Contractor to the Authority in relation to TUPE or pensions to the extent expressly provided for under this Contract;
 - (2) under Condition 7 of the Contract (Intellectual Property), and DEFCONs 91 or 638 (SC1) where specified in the contract;
 - (3) for death or personal injury caused by the Contractor's negligence or the negligence of any of its personnel, agents, consultants or sub-contractors;
 - (4) for fraud, fraudulent misrepresentation, wilful misconduct or negligence;
 - (5) in relation to the termination of this Contract on the basis of abandonment by the Contractor;
 - (6) for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or
 - (7) for any other liability which cannot be limited or excluded under general (including statute and common) law.
- c. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by general (including statute and common) law.

20 Project specific DEFCONs and DEFCON SC variants that apply to this Contract:

DEFCON 076 (SC1) (Edn. 12/16) - Contractor's Personnel at Government Establishments
DEFCON 502 (SC1) (Edn. 12/16) - Specifications Changes
DEFCON 503 (SC1) (Edn. 12/16) - Formal Amendments To Contract
DEFCON 531 (SC1) (Edn 06/17) - Disclosure of Information
DEFCON 532A (Edn. 04/20) - Protection Of Personal Data (Where Personal Data is not being processed on behalf of the Authority)
DEFCON 534 (Edn. 06/17) - Subcontracting and Prompt Payment
DEFCON 537 (Edn 06/02) - Rights of Third Parties
DEFCON 538 (Edn. 06/02) - Severability
DEFCON 566 (Edn. 12/18) - Change of Control of Contractor
DEFCON 608 (Edn. 10/14) - Access and Facilities to be Provided by the Contractor
DEFCON 620 (SC1) (Edn. 12/16) - Contract Change Control Procedure
DEFCON 646 (Edn. 10/98) - Law and Jurisdiction (Foreign Suppliers)
DEFCON 656A (Edn. 08/16) - Termination for Convenience (Contracts Under £5M)
DEFCON 658 (SC1) (Edn 11/17) – Cyber
Further to DEFCON 658 the Cyber Risk Profile of the Contract is Very Low, as defined in Def Stan 05-138.

21 The special conditions that apply to this Contract are:

a. Rejection

The Designated Officer (DO) is to check all vehicles within twenty-four (24) hours of delivery from the Contractor to ensure that they are fit for purpose and meet the contract specification as detailed in Annex A to Schedule of Requirements - Statement of Requirement. Any vehicle which does not pass this inspection shall be collected by the Contractor and a replacement shall be provided within twenty-four (24) hours.

b. Loss, Damage or Personal Injury

(i) The Contractor shall compensate the Authority for any loss or damage to the Authority's property caused by the neglect or default of the Contractor, or his representatives, during the performance of the Contract

(ii) The Contractor shall indemnify the Authority in respect of injury or damage to persons or property, which in any way arise, from the neglect or default of the Contractor, or his representatives.

(iii) The Contractor shall indemnify, hold and save harmless and defend, at his own expense, the Authority, its employees and agents, against all suits, claims, demands and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Contractor, his employees or sub-contractors in the performance of the Contract.

c. Insurance

(i) All vehicles hired under the Contract shall be fully comprehensive insured upon commencement of the Contract. Any policies expiring throughout the duration of the Contract should be renewed as necessary to ensure that the vehicles remain fully comprehensive insured for the duration of the Contract.

(ii) A copy of insurance documents for all vehicles hired under the Contract shall be made available to the Authority within three (3) business days of the request being made.

d. Option Period

The Authority reserves the right to extend the Contract, or any part thereof, for a period of up to twenty four (24) months, in any monthly increment, on the terms and conditions of the Contract existing at the time the option to extend applies.

(i) The Authority shall not be obligated to invoke this option.

(ii) Subject to the Authority exercising the option by giving the Contractor written notice of its desire to extend no less than thirty (30) days prior to expiry. Where an option to extend is exercised by the Authority, this shall be the subject of a formal amendment to the Contract in accordance with DEFCON 503 (SC1) - Formal Amendments To Contract..

(iii) The Authority shall not be liable for the cost of any works incurred without formal approval to proceed with the option period.

(iv) The provisions of this Contract shall continue to apply to any extension of the Contract Term unless otherwise amended by the Authority and the Contractor.

PURCHASE ORDER**Contract No:** 701550381**Contract Name:** Hire and Maintenance of White Fleet for the BDSC**Dated:** 05 May 2021

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (up to £118,133) (Edn 02/18)

Contractor	Quality Assurance Requirement (Clause 8)
Name: Avro Company Registered Address: Qazi Mohammed Road, Building 3452, Floor 5, Duhok, Iraq	N/A

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name: Address:	Vehicles shall be delivered by the Contractor to a location specified by the Authority Designated Officer (DO) following award of the Contract

Progress Meetings (Clause 13)	Progress Reports (Clause 13)
The Contractor shall be required to attend the following meetings: N/A	The Contractor is required to submit the following Reports: N/A

Payment (Clause 14)
Payment is to be enabled by CP&F.

Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
Forms can be obtained from the following websites: https://www.aof.mod.uk/aofcontent/tactical/toolkit (Registration is required).	A completed DEFFORM 68 and, if applicable, Safety Data Sheet(s) are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to: a. The Commercial Officer detailed in the Purchase

https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing https://www.dstan.mod.uk/ (Registration is required). The MOD Forms and Documentation referred to in the Conditions are available free of charge from: Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site Lower Arncott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824) Applications via email: DESLCSLS-OpsFormsandPubs@mod.uk If you require this document in a different format (i.e. in a larger font) please contact the Authority's Representative (Commercial Officer), detailed below.	Order, and b. DSA-DLSR-MovTpt-DGHSIS@mod.uk by the following date: or if only hardcopy is available to the addresses below: Hazardous Stores Information System (HSIS) Defence Safety Authority (DSA) Movement Transport Safety Regulator (MTSR) Hazel Building Level 1, #H019 MOD Abbey Wood (North) Bristol BS34 8QW
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Contractor Commercially Sensitive Information (Clause 5). Not to be published.
Description of Contractor's Commercially Sensitive Information:
Cross reference to location of sensitive information:
Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (if Applicable):
Contact Details for Transparency / Freedom of Information matters: Name: Position: Address: Telephone Number: E-mail Address:

Offer and Acceptance	
A) The Purchase Order constitutes an offer by the Authority for the Contractor to supply the Deliverables. This is open for acceptance by the Contractor for 60 days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (Up to £118,133) (Edn 02/18). Name: WILLIAM PEMBERTON Position: Commercial Manager For and on behalf of the Authority Authorised Signatory <i>W J Pemberton</i>..... (Signed electronically) Date: 05/05/2021	B) Acceptance Name (Block Capitals): Position: For and on behalf of the Contractor Authorised Signatory Date:
C) Effective Date of Contract: 30/05/2021	
D) Effective Date of Expiry: 29/05/2022	
E) Option Periods: (1) 30/05/2022-29/05/2023 (2) 30/05/2023-29/05/2024	

Schedule of Requirements for Hire and Maintenance of White Fleet for the BDSC

Item No.	Item Details	Total Quantity	Price Per Month (US\$)		
			Year 1	Year 2 (Option Period)	Year 3 (Option Period)
1	Hire of a 4x4 Pick-up Truck (as specified in Annex A to Schedule of Requirements – Statement of Requirement)	1	Information Redacted	Information Redacted	Information Redacted
2	Vehicle Maintenance (including servicing, repairs, recovery and replacement) (as specified in Annex A to Schedule of Requirements – Statement of Requirement)	-	Information Redacted	Information Redacted	Information Redacted
Total Monthly Price (Inc Delivery)			Information Redacted	Information Redacted	Information Redacted
Total Annual Price (US\$)			Information Redacted	Information Redacted	Information Redacted
Total Contract Price (US\$)			34,200		

Annex A to Schedule of Requirements

Statement of Requirement

Requirement

1. Hire and Maintenance of 1 x 4x4 Pick-up Truck (Toyota Hilux or similar) which is capable of driving on dirt tracks within BDSC as well as the tarred roads. The 4x4 must also have a large stowage area, measuring no less than 150cmx150cm.

Vehicle Specifications

2. All vehicles are required to comply with the following criteria upon delivery:
 - a. Have valid Motor Insurance policies
 - b. Have valid MOT certificate (Iraq equivalent)
 - c. Working ABS braking system;
 - d. Working Air Bags
 - e. Working Seatbelts;
 - f. Working Air Conditioning system.
 - g. Full-Size Spare Tyre and Tyre change kit (if available)
 - h. Be clean, fit for purpose and ready to drive (i.e. not delivered with significant damage or flat batteries, etc.)

Service Requirements

3. 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.
4. Upon handover of the vehicle to the Authority, the Contractor shall be responsible for retaining the registration documents.

Vehicle Replacements

5. 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) extra cost to the Authority.

Routine Servicing/Maintenance

6. 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 paragraph 5 (above).
7. 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.

9. All replacement parts which may be renewed during the provision of routine servicing are to be manufacturers' authorised parts only.

Minor Modifications to Vehicles

10. 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.

Defect and Fault Reporting

11. 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 vehicle's routine maintenance schedule if the safe operation of the vehicle is not compromised.
12. 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 is the result of the Authority's 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.

Fuel

13. 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.

Parts

14. 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

15. 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) extra cost to the Authority until the original vehicle is repaired and returned.

Traffic Fines

16. 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 and recovered from the driver in accordance with JSP 800.

Appendix - Addresses and Other Information

1. Commercial Officer

Name: Will Pemberton

Address: Coltman House, DMS Whittington, Lichfield, Staffordshire, WS14 9PY

Email: Will.Pemberton101@mod.gov.uk

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

Name: JFSp (ME)-CSO-SO3

Address J1-J4, Permanent Joint Headquarters, Sandy Lane, Northwood, Middlesex, HA6 3HP

Email: Harriet.Bennett100@mod.gov.uk

3. Packaging Design Authority Organisation & point of contact:

N/A

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

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

Branch/Name: N/A

(b) U.I.N. D0471L

5. Drawings/Specifications are available from N/A

6. Intentionally Blank

7. Quality Assurance Representative: N/A

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

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.diif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

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

9. Consignment Instructions The items are to be consigned as follows: 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

11. The Invoice Paying Authority

Ministry of Defence, DBS Finance, Walker House, Exchange Flags Liverpool, L2 3YL

☎ 0151-242-2000 Fax: 0151-242-2809

Website is: <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site, Lower Arcott, Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: Leidos-FormsPublications@teamleidos.mod.uk

*** 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.