

**UK STRATEGIC COMMAND COMMERCIAL TEAM**

**Contract No: 706729453**

**for**

**On Island Fuel Testing of Aviation Fuels**

**SC2 Contract Schedules (Edn 04/23)**

|  |  |
| --- | --- |
| Between the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland  Team Name and address:  UK Strategic Command  [Redacted]  E-mail Address: [Redacted]  Telephone Number: [Redacted] | And  Contractor Name and address:  Nortest Cyprus Ltd  [Redacted]  E-mail Address: [Redacted]  Telephone Number: [Redacted] |

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# SC2 Schedules

# Schedule 1 - Definitions of Contract

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| **Article** | | means, in relation to clause 24 and Schedule 6 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; | |
| **Articles** | | means (except in relation to Schedule 10) the Contractor Deliverables (goods and/or the services), including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with Schedule 2 (Schedule of Requirements), but excluding incidentals outside Schedule 2 (Schedule of Requirements) such as progress reports. (**This definition only applies when DEFCONs are added to these Conditions**); | |
| **Authority** | | means the Secretary of State for Defence acting on behalf of the Crown; | |
| **Authority’s Representative(s)** | | shall be those person(s) defined in Schedule 3 (Contract Data Sheet) who will act as the Authority’s Representative(s) in connection with the Contract. Where the term “Authority’s Representative(s)” in the Conditions is immediately followed by a functional description in brackets, the appropriate Authority’s Representative(s) shall be the designated person(s) for the purposes of Condition 7; | |
| **Business Day** | | means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays; | |
| **Central Government Body** | | a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:  a. Government Department;  b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);  c. Non-Ministerial Department; or  d. Executive Agency; | |
| **Collect** | | means pick up the Contractor Deliverables from the Consignor. This shall include loading, and any other specific arrangements, agreed in accordance with Clause 28.c and Collected and Collection shall be construed accordingly; | |
| **Commercial Packaging** | | means commercial Packaging for military use as described in Def Stan 81-041 (Part 1) | |
| **Conditions** | | means the terms and conditions set out in this document; | |
| **Consignee** | | means that part of the Authority identified in Schedule 3 (Contract Data Sheet) to whom the Contractor Deliverables are to be Delivered or on whose behalf they are to be Collected at the address specified in Schedule 3 (Contract Data Sheet) or such other part of the Authority as may be instructed by the Authority by means of a Diversion Order; | |
| **Consignor** | | means the name and address specified in Schedule 3 (Contract Data Sheet) from whom the Contractor Deliverables will be dispatched or Collected; | |
| **Contract** | | means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition 6 ( Formal Amendments to the Contract); | |
| **Contract Price** | | means the amount set out in Schedule 2 (Schedule of Requirements) to be paid (inclusive of Packaging and exclusive of any applicable VAT) by the Authority to the Contractor, for the full and proper performance by the Contractor of its obligations under the Contract. | |
| **Contractor** | | means the person who, by the Contract, undertakes to supply the Contractor Deliverables, for the Authority as is provided by 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, and the expression shall also include any person to whom the benefit of the Contract may be assigned by the Contractor with the consent of the Authority; | |
| **Contractor Deliverables** | | means the goods and/or the services, including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract; | |
| **Control** | | means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person:  a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or  b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor;  and a change of Control occurs if a person who Controls the Contractor ceases to do so or if another person acquires Control of the Contractor; | |
| **CPET** | | means the UK Government’s Central Point of Expertise on Timber, which provides a free telephone helpline and website to support implementation of the UK Government timber procurement policy; | |
| **Crown Use** | | in relation to a patent means the doing of anything by virtue of Sections 55 to 57 of the Patents Act 1977 which otherwise would be an infringement of the patent and in relation to a Registered Design has the meaning given in paragraph 2A(6) of the First Schedule to the Registered Designs Act 1949; | |
| **Dangerous Goods** | | means those substances, preparations and articles that are capable of posing a risk to health, safety, property or the environment which are prohibited by regulation, or classified and authorised only under the conditions prescribed by the:  a. Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG) (as amended 2011);  b. European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR);  c. Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID);  d. International Maritime Dangerous Goods (IMDG) Code;  e. International Civil Aviation Organisation (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air;  f. International Air Transport Association (IATA) Dangerous Goods Regulations. | |
| **DBS Finance** | | means Defence Business Services Finance, at the address stated in Schedule 3 (Contract Data Sheet); | |
| **DEFFORM** | | means the MOD DEFFORM series which can be found at <https://www.kid.mod.uk>; | |
| **DEF STAN** | | means Defence Standards which can be accessed at [https://www.dstan.mod.uk](http://www.dstan.mod.uk); | |
| **Deliver** | | means hand over the Contractor Deliverables to the Consignee. This shall include unloading, and any other specific arrangements, agreed in accordance with Condition 28 and Delivered and Delivery shall be construed accordingly; | |
| **Delivery Date** | | means the date as specified in Schedule 2 (Schedule of Requirements) on which the Contractor Deliverables or the relevant portion of them are to be Delivered or made available for Collection; | |
| **Denomination of Quantity (D of Q)** | | means the quantity or measure by which an item of material is managed; | |
| **Design Right(s)** | | has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988; | |
| **Diversion Order** | | means the Authority’s written instruction (typically given by MOD Form 199) for urgent Delivery of specified quantities of Contractor Deliverables to a Consignee other than the Consignee stated in Schedule 3 (Contract Data Sheet); | |
| **Effective Date of Contract** | | means the date upon which both Parties have signed the Contract; | |
| **Evidence** | | means either:  a. an invoice or delivery note from the timber supplier or Subcontractor to the Contractor specifying that the product supplied to the Authority is FSC or PEFC certified; or  b. other robust Evidence of sustainability or FLEGT licensed origin, as advised by CPET; | |
| **Firm Price** | | means a price (excluding VAT) which is not subject to variation; | |
| **FLEGT** | | means the Forest Law Enforcement, Governance and Trade initiative by the European Union to use the power of timber-consuming countries to reduce the extent of illegal logging; | |
| **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; | |
| **Independent Verification** | | means that an evaluation is undertaken and reported by an individual or body whose organisation, systems and procedures conform to “ISO Guide 65:1996 (EN 45011:1998) General requirements for bodies operating product certification systems or equivalent”, and who is accredited to audit against forest management standards by a body whose organisation, systems and procedures conform to “ISO 17011: 2004 General Requirements for Providing Assessment and Accreditation of Conformity Assessment Bodies or equivalent”; | |
| **Information** | | means any Information in any written or other tangible form disclosed to one Party by or on behalf of the other Party under or in connection with the Contract; | |
| **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; | |
| **Legal and Sustainable** | | means production and process methods, also referred to as timber production standards, as defined by the document titled “UK Government Timber Production Policy: Definition of legal and sustainable for timber procurement". The edition current on the day the Contract documents are issued by the Authority shall apply; | |
| **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, or any exercise of Royal Prerogative; | |
| **Military Level Packaging (MLP)** | | means Packaging that provides enhanced protection in accordance with Def Stan 81-041 (Part 1), beyond that which Commercial Packaging normally provides for the military supply chain; | |
| **Military Packager**  **Approval Scheme (MPAS)** | | is a MOD sponsored scheme to certify military Packaging designers and register organisations, as capable of producing acceptable Services Packaging Instruction Sheet (SPIS) designs in accordance with Defence Standard (Def Stan) 81-041 (Part 4); | |
| **Military Packaging Level (MPL)** | shall have the meaning described in Def Stan 81-041 (Part 1); | | |
| **Mixture** | means a mixture or solution composed of two or more substances; | | |
| **MPAS Registered Organisation** | is a packaging organisation having one or more MPAS Certificated Designers capable of Military Level designs. A company capable of both Military Level and commercial Packaging designs including MOD labelling requirements; | | |
| **MPAS Certificated Designer** | shall mean an experienced Packaging designer trained and certified to MPAS requirements; | | |
| **NATO** | means the North Atlantic Treaty Organisation which is an inter-governmental military alliance based on the North Atlantic Treaty which was signed on 4 April 1949; | | |
| **Notices** | shall mean all Notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract; | | |
| **Overseas** | shall mean non UK or foreign; | | |
| **Packaging** | Verb. The operations involved in the preparation of materiel for; transportation, handling, storage and Delivery to the user;  Noun. The materials and components used for the preparation of the Contractor Deliverables for transportation and storage in accordance with the Contract; | | |
| **Packaging Design Authority (PDA)** | shall mean the organisation that is responsible for the original design of the Packaging except where transferred by agreement. The PDA shall be identified in the Contract, see Annex A to Schedule 3 (Appendix – Addresses and Other Information), Box 3; | | |
| **Parties** | means the Contractor and the Authority, and Party shall be construed accordingly; | | |
| **Plastic Packaging Components** | shall have the same meaning as set out in Part 2 of the Finance Act 2021 together with any associated secondary legislation; | | |
| **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 Schedule 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; | | |
| **Primary Packaging Quantity (PPQ)** | means the quantity of an item of material to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user, as described in Def Stan 81-041 (Part 1); | | |
| **Publishable Performance Information** | means any of the Information in Schedule 9 (KPI Data Report) as it relates to Key Performance Indicator where it is expressed as publishable in the table in Schedule 9 which shall not contain any Information which is exempt from disclosure which shall be determined by the Authority; and which shall not constitute Sensitive Information; | | |
| **Recycled Timber** | | | means recovered wood that prior to being supplied to the Authority had an end use as a standalone object or as part of a structure. Recycled Timber covers:  a. pre-consumer reclaimed wood and wood fibre and industrial by-products;  b. post-consumer reclaimed wood and wood fibre, and driftwood;  c. reclaimed timber abandoned or confiscated at least ten years previously;  it excludes sawmill co-products; | |
| **Robust Contractor Deliverables** | | | shall mean Robust items as described in Def Stan 81-041 (Part 2) | |
| **Safety Data Sheet** | | | has the meaning as defined in the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations 2007 (as amended); | |
| **Schedule of Requirements** | | | means Schedule 2 (Schedule of Requirements), which identifies, either directly or by reference, Contractor Deliverables to be provided, the quantities and dates involved and the price or pricing terms in relation to each Contractor Deliverable; | |
| **Sensitive Information** | | | means the Information listed in the completed Schedule 5 (Contractor’s Sensitive Information), which is 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; | |
| **Short-Rotation Coppice** | | | means a specific management regime whereby the poles of trees are cut every one to two years and which is aimed at producing biomass for energy. It is exempt from the UK Government timber procurement policy. For avoidance of doubt, Short-Rotation Coppice is not conventional coppice, which is subject to the timber policy; | |
| **Specification** | | | means the description of the Contractor Deliverables, including any specifications, drawings, samples and / or patterns, and shall include any document or item which, individually or collectively is referred to in Schedule 2 (Schedule of Requirements). The Specification forms part of the Contract and all Contractor Deliverables to be supplied by the Contractor under the Contract shall conform in all respects with the Specification; | |
| **STANAG4329** | | | means the publication NATO Standard Bar Code Symbologies which can be sourced at [https://www.dstan.mod.uk/faqs.html](http://www.dstan.mod.uk/faqs.html); | |
| **Subcontractor** | | | means any subcontractor engaged by the Contractor or by any other subcontractor of the Contractor at any level of subcontracting to provide Contractor Deliverables wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract and ‘Subcontract’ shall be interpreted accordingly; | |
| **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; | |
| **Timber and Wood-Derived Products** | | | means timber (including Recycled Timber and Virgin Timber but excluding Short-Rotation Coppice) and any products that contain wood or wood fibre derived from those timbers. Such products range from solid wood to those where the manufacturing processes obscure the wood element; | |
| **Transparency Information** | | | means the content of this Contract in its entirety, including from time to time agreed changes to the 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 2004 (EIR), which shall be determined by the Authority, and (ii) any Sensitive Information; | |
| **Virgin Timber** | | | means Timber and Wood-Derived Products that do not include Recycled Timber. | |

Where project specific DEFCONs are included under Condition 45 definitions shall be in accordance with DEFCON 501.

# Annex A to Schedule 1 – Additional Definitions of Contract iaw. Conditions 45 – 47 (Additional Conditions)

|  |  |
| --- | --- |
| **Local Contractors** | Any Contractor(s) based within the Republic of Cyprus |
| **Overseas Contractors** | Any Contractor(s) not based within the Republic of Cyprus |

## **Schedule** **2 - Schedule of Requirements** - 706729453

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Number** | **Type of Test**  **Table 1 Def Stan** | **Method of Testing** | | **Firm Price (€) Ex VAT**  **Per each** | | | | |
| Year 1 | Year 2 | Year 3 | Option Year 1 | Option Year 2 |
| 1 | Appearance | Def Stan 91-091 | B2 Testing (Estimated 53 per annum) | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 2 | Colour | ASTM D156 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 3 | Density | ASTM D4052 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 4 | Copper Strip Corrosion | ASTM D130 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 5 | Distillation | ASTM D86 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 6 | Existent Gum | IP 540 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 7 | Freezing Point | ASTM D2386 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 8 | Water Reaction | ASTM D1094 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 9 | Thermal Stability | ASTM D3241 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 10 | Conductivity | ASTM D2624 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 11 | Flash Point | IP 170 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 12 | Particulate Contamination | ASTM D 5452 | Further Capabilities | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 13 | Total Acidity | ASTM D3242 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 14 | Aromatics | ASTM D1319 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 15 | Sulfur | IP 336 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 16 | Sulfur, Mercaptan | ASTM 3227 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 17 | Viscosity -20C | ASTM D445 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 18 | Smoke Point | ASTM D1322 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 19 | MSEP | ASTM D 3948 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 20 | Lubricity | ASTM D5001 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| 21 | Specific Energy | IP 12 | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
|  |  | | |  |  |  |  |  |

All payments are to be paid monthly in arrears.

Firm prices are to be based on an estimated 53 B2 test samples and an estimated 82 Upper, Middle and Lower test samples (Appearance & Density) per annum.

# Annex A to Schedule 2 - Statement of Requirements

1. **Scope Of Work**
   1. The requirement is for the Cyprus on-Island testing of fuel for British Forces Cyprus for the fuel as stated within this SOR.
   2. The testing center must be located in the Republic of Cyprus.

1.2 Primary users will include the Units located at [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk), and [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk).

* 1. Fuels samples will be delivered by Military transport, in person, to the testing facility in 3 litre sample tins.
  2. Deliveries must be excepted 365 days 24 hrs per day and results provided within the timeframes specified at 2.2.

**2. Specification**

2.1 The centre will test the following types of fuel in accordance with STANAG 3149 to B2 Testing Standard. MINIMUM TESTING REQUIREMENTS (INCLUDING FUELS HANDLED IN THE NATO PIPELINE SYSTEMS) and their associated Defence Standards (latest Issues):

* Aviation Turbine fuel (AVTUR F35) - Defence Standard 91-091
* Aviation Turbine Fuel with Fuel Systems Icing Inhibitor (AVTUR F34 FSII) Defence Standard 91-087

2.2 The Contractor shall adhere to the Military priority system as this will be measured as a Key Performance Indicator (KPI) as per Schedule 9.

a. **Priority 1** – Ocean Tanker Receipts, Aircraft samples (including suspected contamination). The Contractor shall have **24 hours** to provide test results from time of receiving samples. The samples are to be tested within the first **6 hours** of receipt by the Contractor, in line with the current STANAG 3149 and Defence Standards 91-091.

1. **Priority 2** – Millipore samples.If Millipore samples are sent to the Contractor, these shall be treated as ‘Priority 2’ and will have test results within 72 hours iaw test methodand method IP 216/ ASTM D 2276’.

2.3 A firm price for each individual test is to be provided for the duration of the contract – Years 1 to 3 and Option Years 4 and 5. Prices shall be based on an estimated 53 x B2 tests and 82 Upper, Middle and Lower sample tests (Appearance & Density) per annum.

**3. Assurance**

3.1  **Essential:** The testing centre shall ensure that they hold the following Independent Verification accreditations: **ISO 45001:2018, ISO/IEC 17025 and ISO/IEC 17065.** The testing centre must also hold **ISO 17011:2017** (Conformity Assessment) or an equivalent assurance assessment. These certifications must remain current throughout the period of the contract.

**Desirable:** Desirable accreditations include **ISO/IEC 17021** (Systems Certification)

3.2The Operating Authority will utilise Defence Forms detailing testing requirements for all samples submitted to the test centre.

4. **Reporting**

4.1 On completion of testing the contractor is to send testing certificates and results to the following emails.

[a.](mailto:bfc-hq-j4gpmailbox@mod.gov.uk) [Redacted]  
  
 b. [Redacted]

Examples of the test certificates which are to be provided can be found at **Annex B to Schedule 2**.

4.2 Certificates of analysis are to be sent to the following addresses:  
  
 a. [Redacted]  
 b. [Redacted]  
 c. [Redacted]

A full process map for the issuing of certificates can be found at Annex C to Schedule 2.

4.3 Any test certificates not related to an Ocean Tanker discharge are to be sent to:

a. [Redacted]

**5. Fraud Prevention**

5.1 The Supplier shall ensure that all written communications (including email) between the Supplier and the Contracting Authority are secure.

**6.** **Security**

6.1 The Supplier shall ensure that the Contracting Authorities’ information is kept secure and shared only after consultation with the Project Officer and with written permission given.

6.2 The Supplier shall protect and maintain personal and transactional data ensuring confidentiality, integrity, and availability, including data from payment transactions as well as the Contracting Authority.

**7. Account Management**

7.1 The Supplier shall provide a Point of Contact for the management of Fuel testing who can be contacted by the Contracting Authority communicating directly via email and telephone. They are to be available Monday to Friday between the hours of 09:00 hours to 17:00 hours.

7.2 The Supplier shall provide a Customer Service Help Desk, Monday to Friday between the hours of 09:00 hours to 17:00 hours to respond to any queries/issues raised by the Authority. Such issues might include, but not be limited to, response timings of tests. Queries/issues shall be responded to within 48 hrs of being raised.

**8. Administration**

8.1 The Supplier is to keep a database of all tests undertaken and the data made available for the entirety of the contract.

8.2 On completion of each test, an invoice is to be emailed to the Project Officer no later than the 5 days following the test via email and be compatible with Microsoft applications.

Invoices, as a minimum, are to include the following:

* the Contracting Authority’s account number
* Sample details – unique test number, name of requester.
* total cost of each test undertaken
* Test date

8.3 Payment will be monthly in arrears. Supplier will submit 'not for payment' invoices which will then be verified. The authority will raise an order on the Contracting, Purchasing and Finance e-procurement tool (CP&F) and the supplier will invoice against the order electronically.

**9. Key Performance Indicators (KPI’s)**

9.1The performance of the provider will be monitored utilising the following KPI’s:

a. Time taken to undertake a Priority 1 and Priority 2 test as per serial 2.2 of Annex A to Schedule 2. b. Response times to queries/issues raised through the Customer Service Help Desk as per serial 7.2 of Annex A to Schedule 2.

Further Details can be found at **Schedule 9.**

**10. Meetings**

10.1A start-up meeting will be required between Project Manager, Supplier and BFC HQ Commercial representatives prior to the contract start date.The first meeting will be held 5 days prior to the contract start date.

10.26 monthly meetings will be held to review two quarterly periods (6-month period) of KPI data. The data shall be submitted one week prior to the meeting. This is to ensure the performance of the supplier is aligned against the SOR.

**11. Social Value**

11.1Social Value is the consideration of the social, economic, and environmental impact of our projects and programmes. It has a lasting impact on individuals, communities and the environment and the Government has significant opportunity and responsibility to maximise Social Value benefits effectively and comprehensively through its commercial activity.

# Annex B to Schedule 2 – Statement of Requirements

# TESTING CERTIFICATE SAMPLES

**LABARATORY TEST REPORT NO…………………**

[Redacted]

[Redacted]

**FOR THE ATTENTION OF:** [Redacted]

**SAMPLE DETAILS: 8 samples received on (date…..)**

**COMMENTS**

**Analysis of F-35 to Def Stan 91-091/14 (latest issue number)**

**Reason for test – B2 checks – Post Ocean Transfer xxxxxxxx**

Analysis has been carried out on samples as received, independent of sampling procedure, using the latest versions of all test methods.

**Comments and Recommendations**

Samples from Tanks (state which tanks) meet the requirement of Defence Standard 91-091/14 (latest issue number) as tested. The fuel is fit for issue as ((enter fuel grade) F-35, F-34 FSII etc))

**DESCRIPTION LAB REF**

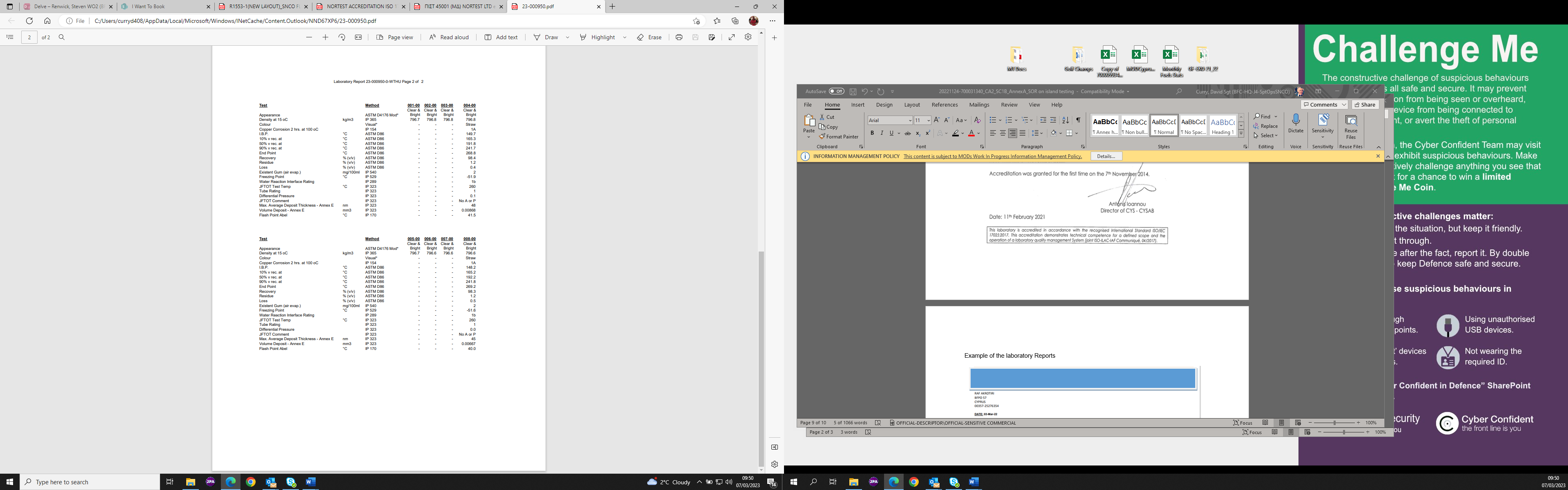
F-35 Upper Sample ex Tank 1 001-00 F-35 Middle Sample ex Tank 1 002-00 F-35 Lower Sample ex Tank 1 003-00 F-35 Tank 1 Composite Sample 004-00 F-35 Upper Sample ex Tank 4 005-00 F-35 Middle Sample ex Tank 4 006-00 F-35 Lower Sample ex Tank 4 007-00 F-35 Tank 4 Composite Sample 008-00

**CONTAINERS:** Drum (5 litre)

**RESULTS:** SEE ATTACHED SHEET

### Annex B to Schedule 2 - Statement of Requirements

# TESTING CERTIFICATE SAMPLES



# 

# Annex C to Schedule 2

# PROCESS MAP FOR THE DISTRIBUTION OF CERTIFICATES

**Sample received by the Contractor for testing**

**Testing commenced within 6 hours of receipt by the Contractor**

**Certificates are to be sent to the following addresses:**

**a.** [**[Redacted]**](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

**b.** [**[Redacted]**](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

**b.** [**[Redacted]**](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

**Initial Certificates and Results Sent to Headquarters British Forces Cyprus**

**a.** [**[Redacted]**](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

b. [bfc-aki-jls-fuels-ot@mod.gov.uk](mailto:bfc-aki-jls-fuels-ot@mod.gov.uk)

# Schedule 3 - Contract Data Sheet

|  |  |
| --- | --- |
| **General Conditions** | |
| **Condition 2 – Duration of Contract:**    [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk) | |
| **Condition 4 – Governing Law:**  Contract to be governed and construed in accordance with:  English Law  Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with clause 4.g (if applicable) are as follows: | |
| **Condition 7 – Authority’s Representatives:**  The Authority’s Representatives for the Contract are as follows:  Commercial: (as per Annex A to Schedule 3 (DEFFORM 111))  Project Manager: (as per Annex A to Schedule 3) (DEFFORM 111)) | |
| **Condition 18 – Notices:**  Notices served under the Contract shall be sent to the following address:  Authority: (as per Annex A to Schedule 3 (DEFFORM 111))  Contractor: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)  Notices can be sent by electronic mail. | |
| **Condition 19.a – Progress Meetings:**    The Contractor shall attend meetings in accordance with serials 10, 10.1, 10.2 Of Annex A to Schedule 2 Schedule of Requirements. | |
| **Condition 19.b – Progress Reports:**  Key Performance Indicator Data Report (i.a.w. Condition 12) is to be submitted to the Authority. Data supporting this KPI report shall be submitted every quarter (three months) to the Designated Officer. This shall be submitted one week after the end of the previous quarter by email. | |
| **Supply of Contractor Deliverables** | |
| **Condition 20 – Quality Assurance:**  Is a Deliverable Quality Plan required for this Contract.  No  **Other Quality Assurance Requirements:**  In accordance with Annex A to Schedule 2 – Schedule of Requirements - Serials 2. Specification – 2.1, 2.2, 2.3 and 3. Assurance – 3.1, 3.2 in Annex A to Schedule 2 – Schedule of Requirements. | |
| **Condition 21 – Marking of Contractor Deliverables:**  Examples of test certificates to be provided are at Annex B to Schedule 2 – Schedule of Requirements. | |
| **Condition 24 - Supply of Data for Hazardous Substances, Mixtures and Articles in Contractor Deliverables:**  A completed Schedule 6 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement), and if applicable, UK REACH compliant Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:  a) The Authority’s Representative (Commercial)  b) Defence Safety Authority – [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)  to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk) | |
| **Condition 25 – Timber and Wood-Derived Products:**  A completed Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements) is to be provided by e-mail with attachments in Adobe PDF or MS WORD format to the Authority’s Representative (Commercial)  to be Delivered by the following date: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk) | |
| **Condition 26 – Certificate of Conformity:**  Is a Certificate of Conformity required for this Contract? - No | |
| **Condition 28.b – Delivery by the Contractor:**  Not applicable. | |
| **Condition 28.c - Collection by the Authority:**  Not applicable. | |
| **Condition 30 – Rejection:**  The default time limit for rejection of the Contractor Deliverables is thirty (30) days unless otherwise specified here: | |
| **Condition 32 – Self-to-Self Delivery:**  Not applicable. | |
| **Pricing and Payment** | |
| **Condition 35 – Contract Price:**  All Schedule 2 line items shall be FIRM Price. | |
| **Termination** | |
| **Condition 42 – Termination for Convenience:**  The Notice period for terminating the Contract shall be twenty (20) days. | |
| **Other Addresses and Other Information** *(forms and publications addresses and official use information)* |
| See Annex A to Schedule 3 (DEFFORM 111) |

# Annex A to Schedule 3 - DEFFORM 111

**Appendix - Addresses and Other Information**

**1. Commercial Officer**

Name: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

Address: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

Email: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

((: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

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

Name: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

Address: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

Email: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

((: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

**3. Packaging Design Authority** Organisation & point of contact:

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

((

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

**Branch/Name:** see details at serial 2.

((: see details at serial 2.

**(b) U.I.N.** [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

**5. Drawings/Specifications are available from**

**6.** **Intentionally Blank**

**7.** **Quality Assurance Representative:**

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

8. **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].

**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

# Schedule 4 - Contract Change Control Procedure (i.a.w. Clause 6b)

**Contract No:**

**Authority Changes**

1. The Authority shall be entitled to propose any change to the Contract (a " Change") or (subject to Clause 2) Changes in accordance with this Schedule 4.

2. Nothing in this Schedule shall operate to prevent the Authority from specifying more than one Change in any single proposal, provided that such changes are related to the same or similar matter or matters.

**Notice of Change**

3. If the Authority wishes to propose a Change or Changes, it shall serve a written notice (an "Authority Notice of Change") on the Contractor.

4. The Authority Notice of Change shall set out the Change(s) proposed by the Authority in sufficient detail to enable the Contractor to provide a written proposal (a "Contractor Change Proposal") in accordance with clauses 7 to 9 (inclusive).

5. The Contractor may only refuse to implement a Change or Changes proposed by the Authority, if such change(s):

a. would, if implemented, require the Contractor to deliver any Contractor Deliverables under the Contract in a manner that infringes any applicable law relevant to such delivery; and/or

b. would, if implemented, cause any existing consent obtained by or on behalf of the Contractor in connection with their obligations under the Contract to be revoked (or would require a new necessary consent to be obtained to implement the Change(s) which, after using reasonable efforts, the Contractor has been unable to obtain or procure and reasonably believes it will be unable to obtain or procure using reasonable efforts); and/or

c. would, if implemented, materially change the nature and scope of the requirement (including its risk profile) under the Contract;

and:

d. the Contractor notifies the Authority within 10 (ten) Business Days (or such longer period as shall have been agreed in writing by the parties) after the date of the Authority Notice of Change that the relevant proposed Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c providing written evidence for the Contractor's reasoning on the matter; and

e. further to such notification:

(1) either the Authority notifies the Contractor in writing that the Authority agrees, or (where the Authority (acting reasonably) notifies the Contractor that the Authority disputes the Contractor's notice under Clause 5.d) it is determined in accordance with Condition 40 (Dispute Resolution), that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c; and

(2) (where the Authority either agrees or it is so determined that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c) the Authority fails to make sufficient adjustments to the relevant Authority Notice of Change (and issue a revised Authority Notice of Change) to remove the Contractor's grounds for refusing to implement the relevant Change under Clauses 5.a, 5.b and/or 5.c within 10 (ten) Business Days (or such longer period as shall have been agreed in writing by the parties) after:

i) the date on which the Authority notifies in writing the Contractor that the Authority agrees that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c); or

ii) the date of such determination.

6. The Contractor shall at all times act reasonably, and shall not seek to raise unreasonable objections, in respect of any such adjustment.

**Contractor Change Proposal**

7. As soon as practicable, and in any event within:

a. (where the Contractor has not notified the Authority that the relevant Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c in accordance with Clause 5) fifteen (15) Business Days (or such other period as the Parties agree (acting reasonably) having regard to the nature of the Change(s)) after the date on which the Contract shall have received the Authority Notice of Change; or

b. (where the Contractor has notified the Authority that the relevant Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c in accordance with Clause 5 and:

(1) the Authority has agreed with the Contractor's conclusion so notified or it is determined under Condition 40 (Dispute Resolution) that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c and the Authority has made sufficient adjustments to the relevant Authority Notice of Change (and issued a revised Authority Notice of Change(s)) to remove the Contractor's grounds for refusing to implement the relevant Change(s) under Clauses 5.a, 5.b and/or 5.c) fifteen (15) Business Days (or such other period as the parties shall have agreed (both parties acting reasonably) having regard to the nature of the Change(s)) after the date on which the Contractor shall have received such revised Authority Notice of Change; or

(2) the Authority has disputed such conclusion and it has been determined in accordance with Condition 40 (Dispute Resolution) that the relevant Change(s) is/are not a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c) fifteen (15) Business Days (or such other period as the parties shall have agreed (both parties acting reasonably) having regard to the nature of the Change(s)) after the date of such determination,

the Contractor shall deliver to the Authority a Contractor Change Proposal. For the avoidance of doubt, the Contractor shall not be obliged to deliver to the Authority a Contractor Change Proposal where the Contractor notifies the Authority, and the Authority agrees or it is determined further to such notification in accordance with Clause 5, that the relevant Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c.

8. The Contractor Change Proposal shall comprise in respect of each and all Change(s) proposed:

a. the effect of the Change(s) on the Contractor’s obligations under the Contract;

b. a detailed breakdown of any costs which result from the Change(s);

c. the programme for implementing the Change(s);

d. any amendment required to this Contract as a result of the Change(s), including, where appropriate, to the Contract Price; and

e. such other information as the Authority may reasonably require.

9. The price for any Change(s) shall be based on the prices (including rates) already agreed for the Contract and shall include, without double recovery, only such charges that are fairly and properly attributable to the Change(s).

**Contractor Change Proposal – Process and Implementation**

10. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:

a. evaluate the Contractor Change Proposal; and

b. where necessary, discuss with the Contractor any issues arising (and (in relation to a Change(s) proposed by the Authority) following such discussions the Authority may modify the Authority Notice of Change) and the Contractor shall as soon as practicable, and in any event not more than ten (10) Business Days (or such other period as the Parties shall have agreed in writing) after receipt of such modification, submit an amended Contractor Change Proposal.

11. As soon as practicable after the Authority has evaluated the Contractor Change Proposal (amended as necessary) the Authority shall:

a. either indicate its acceptance of the Change Proposal by issuing a DEFFORM10B in accordance with Condition 6 (Formal Amendments to the Contract), whereupon the Contractor shall promptly sign and return to the Authority the Contractor's DEFFORM 10B indicating their unqualified acceptance of such amendment in accordance with, and otherwise discharge their obligations under, such Condition and implement the relevant Change(s) in accordance with such proposal; or

b. serve Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued in relation to a Change or Changes proposed by the Authority) the Authority Notice of Change (in which case such notice of change shall have no further effect).

12. If the Authority rejects the Contractor Change Proposal, it shall not be obliged to give its reasons for such rejection.

13. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred in connection with the implementation of any Change(s), unless a Contractor Change Proposal has been accepted by the Authority in accordance with Clause 11a. and then subject only to the terms of the Contractor Change proposal so accepted.

**Contractor Changes**

14. If the Contractor wishes to propose a Change or Change(s), they shall serve a Contractor Change Proposal on the Authority. Such proposal shall be prepared and reviewed in accordance with and otherwise be subject to the provisions of Clauses 8 to 13 (inclusive).

# Schedule 5 - Contractor's Commercial Sensitive Information Form (i.a.w. condition 12)

**Contract No:**

|  |
| --- |
| Contract No:  706729453 |
| Description of Contractor’s Sensitive Information:   Publishable Performance Information – Key Performance Indicator Data Report – LABARATORY TEST REPORT |
| Cross Reference(s) to location of Sensitive Information:   Information to be submitted to the MoD will be considered sensitive and confidential. Information to be stored on company’s database which I secured by firewall, alarm systems and has restricted access permits. |
| Explanation of Sensitivity:      Supplier to populate |
| Details of potential harm resulting from disclosure:      Data relates to jet fuel tested on behalf of the MoD |
| Period of Confidence (if applicable):    Validity of contract |
| Contact Details for Transparency / Freedom of Information matters:  Name: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)  Position: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)  Address:      [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)  Telephone Number: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)  Email Address: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk) |

# Schedule 6 - Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract

**Hazardous and Non-Hazardous Substances, Mixtures or**

**Articles Statement by the Contractor**

Contract No:    706729453

Contract Title:   On Island Testing of Aviation Fuel

Contractor:   [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

Date of Contract:   [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

\*check box as appropriate

☒ To the best of our knowledge there are no hazardous Substances, Mixtures or Articles in the Contractor Deliverables to be supplied.

☐ To the best of our knowledge the hazards associated with Substances, Mixtures or Articles in the Contractor Deliverables to be supplied under the Contract are identified in the Safety Data Sheets or UK REACH Communication attached in accordance with Condition 24.

Contractor’s Signature:

Name:  [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

Job Title: [[Redacted]](mailto:bfc-hq-j4gpmailbox@mod.gov.uk)

Date:

To be completed by the Authority

Domestic Management Code (DMC):

NATO Stock Number:

Contact Name:

Contact Phone Number:

Contact Address:

Copy to be forwarded to:

Hazardous Stores Information System (HSIS)

Spruce 2C, #1260

MOD Abbey Wood (South)

Bristol BS34 8JH Email: DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk

# Schedule 7 - Timber and Wood- Derived Products Supplied under the Contract

**Data Requirements for Contract No:  706729453**

The following information is provided in respect of condition 25 (Timber and Wood-Derived Products):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schedule of Requirements item and timber product type** | **Volume of timber Delivered to the Authority with FSC, PEFC or equivalent evidence** | **Volume of timber Delivered to the Authority with other evidence** | **Volume (as Delivered to the Authority) of timber without evidence of compliance with Government Timber Procurement Policy** | **Total volume of timber Delivered to the Authority under the Contract** |
| **N/A** | **N/A** | **N/A** | **N/A** | **N/A** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Schedule 8 - Acceptance Procedure (i.a.w. condition 29)

**Contract No: 706729453**

In line with the Statement of Requirement

**Schedule 9 – Publishable Performance Information – Key Performance Indicator Data Report (i.a.w. Condition 12)**

Contract No. 706729453

**KPIs:**

|  |  |  |  |
| --- | --- | --- | --- |
| KPI Description | Threshold | Supporting Evidence | Rating Thresholds |
| The Contractor shall adhere to the Military priority system detailed at Serial 2.2 of Annex A to Schedule 2. | Priority 1 – The Contractor shall have 24 hours to provide test results from receipt of samples.  Priority 2 – The contractor shall have 72 hours to provide test results from receipt of samples. | The Supplier shall provide quarterly data on processing times for Priority 1 and Priority 2 requests from receipt of samples. | Good 100% |
| Approaching Target >90% |
| Inadequate < 80% |
| The Contractor shall provide a Customer Service Help Desk. Monday to Friday between 0900hrs to 17;00hrs to respond to any queries/issues raised by the Authority. | Queries responded to and response received by the Authority within 48 hrs with actions taken to prevent future delays. | Supplier to provide quarterly data on any reported queries/issues raised by the customer and response times to these. | Good 100% |
| Approaching Target > 90% |
| Inadequate < 80% |

Data supporting this KPI shall be submitted every three months to the Designated Officer. This shall be submitted one week after the end of the previous quarter by email