

Schedule 1 - Definitions of Contract

Articles	means 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.
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: <ul style="list-style-type: none">a. Government Department;b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);c. Non-Ministerial Department; ord. 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 Commercially Sensitive Information	means the Information listed in the completed Schedule 5 (Contractor's Commercially Sensitive Information Form), 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 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	<p>means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person:</p> <ul style="list-style-type: none"> 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; <p>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;</p>
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	<p>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:</p> <ul style="list-style-type: none"> 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;

DEFFORM

means the MOD DEFFORM series which can be found at <https://www.aof.mod.uk>;

DEF STAN

means Defence Standards which can be accessed at <https://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 specified on the Authority's acceptance letter;

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, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972;
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);
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;
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);
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: <ul style="list-style-type: none"> 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;
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;
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;
STANAG 4329	means the publication NATO Standard Bar Code Symbolologies which can be sourced at https://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;

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, and details of any payments made by the Authority to the Contractor under the Contract;

Virgin Timber

means Timber and Wood-Derived Products that do not include Recycled Timber.

Schedule 2 - Schedule of Requirements

Commercial Services Relating to Recombinant Antibody Discovery and Antigen Generation

Summary of Contract Information

Key Dates / Contract Duration	Anticipated Start Date	On acceptance
	Anticipated End Date	31/03/2022
Highest Security Classification¹	Tasking Form (including supporting documentation)	Official
	Work to be undertaken:	Official
	Deliverables / Outputs:	Official
Research Worker Form Process		To be emailed to [REDACTED] ([REDACTED] @dstl.gov.uk)

1.	Statement of Requirements
1.1	Summary
	<p>Dstl has a requirement to access commercially available services related to antibody display library generation and antigen generation.</p> <p>The Authority (Dstl) operates a mature programme of hybridoma-based antibody discovery and characterisation and is rapidly maturing a recombinant antibody-based approach to replace or augment the current approach. There are a number of drivers in place that promote delivering many of the aspects of this programme within Industry whilst retaining safety and security limited steps, as well as activities that maintain intelligent customer status, within Dstl.</p> <p>In order to facilitate this, Dstl will issue Government Furnished Information (GFI) or Government Furnished Assets (GFA) to a Contractor. These materials shall be the starting materials for delivery of the contract.</p>
1.2	Requirement
	<p><u>Recombinant Antigen Production</u></p> <p>The Authority requires the production of recombinant antigens for use as screening reagents or for the generation of an immune response. In response to the issuing of GFI (e.g. antigen of interest, gene sequence etc.) the Authority requires the synthesis of antigen genes, cloning into appropriate expression vectors and subsequent production and purification of recombinant protein. Antigens shall be produced in a manner or expression system (e.g. bacterial or mammalian) that best reflects protein structure, including post-translational modification, of the native antigen. This may involve Contractor input on truncation and the use of purification tags, including the use of cleavable tags. A target 10 mg and minimum of 5 mg of purified protein shall be a minimum of 90% pure as determined by SDS-PAGE analysis and delivered to the Authority as soluble proteins at a concentration 2±1 mg/mL in physiological buffer, such as PBS, in sterile 0.5 mg aliquots, free from preservatives, or denaturants. However, if a pilot purification demonstrates incompatibility with the required conditions, the Authority may make concessions to the acceptance criteria in order to facilitate delivery of output in sub-optimal conditions (e.g. low concentrations of denaturant necessary for solubility). The proposal shall describe the approach a Contractor would take to</p>

¹ Further details of security classification and the full requirements can be found at the Gov.UK website at: <https://www.gov.uk/government/publications/security-policy-framework>.

deliver this requirement, including the use of named sub-contractors and the collective experience that can be used to deliver the requirement.

A brief technical report is required as part of this type of deliverable, as is a certificate of analysis for each protein.

It is anticipated that the Authority will require this work to be completed by March 2022.

Antibody Display Library Generation

The Authority has a requirement to construct libraries for phage display of antibody fragments, for example scFv, to generate recombinant antibodies as part of this contract.

The Authority will provide the Contractor with GFE in the form of splenocytes from **[REDACTED]** cryopreserved in TRIzol.

For each GFE provided by the Authority, the Contractor shall extract the total RNA and construct a phage display library. The Contractor shall use their knowledge and expertise to propose the best technique for achieving this requirement, including the proposed primer strategy, host and phagemid described in a manner suitable for the Authority to prepare GM risk assessments as well as the approach to using tissue from **[REDACTED]** in one library. On completion of the work the Contractor shall deliver to the Authority a full phage display library kit, to include as a minimum the glycerol stock of the final phage display library, sequencing primers, host and helper phage. The Contractor is invited to supply a complete list, including any additional materials that will be supplied as part of this delivery. A target library size of 1×10^8 members or greater is required, however where all best efforts have been made to achieve this to little success the Authority may make concessions to this acceptance criteria. In addition to delivery of the above, the Contractor will deliver a full technical report (for formatting details please see the 'Written Technical Reports' section in this document), which should include as the minimum the calculated insertion rate ($\geq 90\%$ from no less than 30 random clones), estimated library diversity and phylogenetic trees for validation of the library.

It is anticipated that the Authority will require this work to be completed by March 2022.

Written Technical Reports

All Reports included as Deliverables under the Contract e.g. Progress and/or Final Reports etc. must comply with the Defence Research Reports Specification (DRRS; <https://www.gov.uk/guidance/submit-a-report-to-athena>) which defines the requirements for the presentation, format and production of scientific and technical reports prepared for MoD.

Interim or Progress Reports: The report should detail, document, and summarise the results of work done during the period covered and shall be in sufficient detail to comprehensively explain the results achieved; substantive performance; a description of current substantive performance and any problems encountered and/or which may exist along with proposed corrective action. An explanation of any difference between planned progress and actual progress, why the differences have occurred, and if behind planned progress what corrective steps are planned.

Final Reports: shall describe the entire work performed under the Contract in sufficient detail to explain comprehensively the work undertaken and results achieved including all relevant technical details of any hardware, software, process or system developed there under. The technical detail shall be sufficient to permit independent reproduction of any such process or system.

All Reports shall be free from spelling and grammatical errors and shall be set out in accordance with the Statement Of Requirement (1) above.

Failure to comply with the above may result in the Authority rejecting the deliverables and requesting re-work before final acceptance.

	<p><u>Delivery of All Aspects</u></p> <p>All reports (e.g. technical reports or certificates of analysis) shall be delivered electronically (preferably by e-mail where size permits, or via courier on a CD/DVD-ROM when greater than or equal to 10 Mb in size) to the Demander for the work package, as well as to the Primary Contact ([REDACTED]; [REDACTED] @dstl.gov.uk).</p> <p>All practical output (e.g. antigens) shall be delivered for the attention of the Demander, unless otherwise directed at the point of tasking, at:</p> <p style="padding-left: 40px;">[REDACTED] Dstl Porton Down Salisbury Wiltshire SP4 0JQ</p> <p>All shipping costs, import/export Customs costs and paperwork shall be the responsibility of the Contractor.</p> <p><u>Certificates of Destruction</u></p> <p>Unless requested earlier on a task by task basis by the Demander or Primary Contact, the Authority requires the Contractor and all sub-contractors to return or destroy (at the instruction of the Authority) all Government Furnished Materials or materials and information derived from Government Furnished Materials at the end of the Contract. Certificates of Destruction shall be used by the Contractor/sub-contractors to document compliance.</p> <p><u>Site Visits</u></p> <p>The Authority reserves the right to visit the premises of the Contractor/sub-contractor for the purposes of technical discussions and auditing of Government Furnished Materials. The Authority shall provide at least 48 hours' notice of a visit.</p> <p><u>Progress Reviews</u></p> <p>The Authority requires informal progress reviews by teleconference at the end of each month. The Authority requires ad hoc progress discussions where deemed necessary in order to remain up to date on progress, risks and opportunities.</p>
1.3	Options or follow on work
	<p><u>Antibody Discovery from Antibody Display Libraries</u></p> <p>The Authority may require the discovery of recombinant antibodies from the phage display library discussed in 'Antibody Display Library Generation' in FY22-23.</p> <p>The Authority will provide the Contractor with the relevant panning and screening materials as GFE to enable antibody discovery. The Contractor shall use their knowledge and expertise to propose the best method for achieving this requirement. There may be a requirement to perform antibody-captured panning and negative selection against near neighbours, and the Contractor should take this into consideration when proposing the best method for this work. The Authority requires the delivery of the best performing selection of clones, with a minimum target of 10 unique positive clones identified from a larger pool per library. However where best efforts have been made to achieve this to little success the Authority may make concessions to this acceptance criteria.</p> <p>The Contractor shall deliver both the nucleotide and amino acid sequences of the variable heavy and light genes from the identified positive unique clones as text files. Where multiple clones have identical sequences this should also be highlighted as part of the full technical report, alongside any other data gathered during the panning process (eg ELISA results). Identified clones should be delivered to the Authority as host glycerol stocks.</p>

1.4	Deliverables & Intellectual Property Rights (IPR)					
Ref.	Title	Due by	Format	Expected classification (subject to change)	What information is required in the deliverable	IPR Condition
<i>D - 1</i>	Progress reports	Ad hoc	See requirement section	OFFICIAL	See requirement section	DEFON 703
<i>D - 2</i>	Customer presentation	Annual: AP11 or AP12	Presentation	OFFICIAL	See requirement section	DEFON 703
<i>D - 3</i>	Final Technical Report/	See requirement section	See requirement section	OFFICIAL	See requirement section	DEFON 703
<i>D - 4</i>	Products (see requirement section)	See requirement section	See requirement section	OFFICIAL	See requirement section	DEFON 703

2	Government Furnished Assets (GFA)			
	Description	Available Date	Issued by	Disposal Date
	[REDACTED]	When required	Dstl	To be confirmed
	Antigens	When required	Dstl	To be confirmed

Schedule 3 – Contract Data Sheet

General Conditions

Condition 2 – Duration of Contract:

The Contract expiry date shall be: 31 March 2022

Condition 4 – Governing Law:

Contract to be governed and construed in accordance with:

English Law ☒

Scots Law ☐ clause 4.d shall apply *(one must be chosen)*

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: [REDACTED] *(as per Annex A to Schedule 4 (DEFFORM 111))*

Project Manager: [REDACTED] *(as per Annex A to Schedule 4 (DEFFORM 111))*

Condition 18 – Notices:

Notices served under the Contract shall be sent to the following address:

Authority: [REDACTED] *(as per Annex A to Schedule 4 (DEFFORM 111))*

Contractor:

Notices can be sent by electronic mail? ☒ *(tick as appropriate)*

Condition 19.a – Progress Meetings:

The Contractor shall be required to attend the following meetings:

As outlined in the statement of requirement

Condition 19.b – Progress Reports:

The Contractor is required to submit the following Reports:

As outlined in the statement of requirement

Reports shall be Delivered to the following address:

[REDACTED] @dstl.co.uk

Supply of Contractor Deliverables

Condition 20 – Quality Assurance:

Is a Deliverable Quality Plan required for this Contract? No

If required, 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:

Condition 21 – Marking of Contractor Deliverables:

Special Marking requirements:

Condition 23 - Supply of Data for Hazardous Contractor Deliverables, Materials and Substances:

A completed Schedule 6 (Hazardous Contractor Deliverables, Materials or Substance Statement), and if applicable, Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:

- a) The Authority's Representative (Commercial) - phart@dstl.gov.uk
- b) Defence Safety Authority – DSA-DLSR-MovTpt-DGHSIS@mod.uk

to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable or by the following date:

Condition 24 – 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: on contract award

Condition 25 – Certificate of Conformity:

Is a Certificate of Conformity required for this Contract? No

Applicable to Line Items:

If required, does the Contractor Deliverables require traceability throughout the supply chain? ☐
(tick as appropriate)

Applicable to Line Items:

Condition 29 – Rejection:

The default time limit for rejection of the Contractor Deliverables is thirty (30) days unless otherwise specified here:

The time limit for rejection shall be Business Days.

Condition 31 – Self-to-Self Delivery:

Self-to-Self Delivery required? No

If required, Delivery address applicable:

Pricing and Payment**Condition 34 – Contract Price:**

All Schedule 2 line items shall be FIRM Price other than those stated below:

Line Items £118,575 Clause 46. refers

Termination**Condition 41 – Termination for Convenience:**

The Notice period for terminating the Contract shall be twenty (20) days unless otherwise specified here:

The Notice period for termination shall be Business Days

Other Addresses and Other Information (*forms and publications addresses and official use information*)

See Annex A to Schedule 4 (DEFFORM 111)

Schedule 4 - Appendix – Addresses and other information

Appendix - Addresses and Other Information		DEFFORM 111
<p>Box 1 Dstl Commercial Services: Dstl Commercial Services</p> <p>[REDACTED] Dstl Porton Down Salisbury Wiltshire SP4 0JQ</p> <p>Dstl Tel: [REDACTED] e-mail: [REDACTED] @dstl.gov.uk</p>	<p>Box 2 Dstl Demand Owner: Technical information is available from:</p> <p>[REDACTED] e-mail: [REDACTED] @dstl.co.uk</p>	
<p>Box 3 Drawings/Specifications are available from: See box 2</p>	<p>Box 4 Quality Assurance Representative</p> <p>Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.</p> <p>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].</p>	
<p>Box 5 Bill Paying Branch:</p> <p>The Contract Number must be shown on all invoices</p> <p>Dstl Accounts Payable PO Box 325 Portsmouth West, Portsmouth Hill Road FAREHAM, HAMPSHIRE, PO14 9HL United Kingdom</p> <p>Tel: 01980 950001 Fax: 01980 958118</p> <p>Invoices for payment may be submitted via e-mail in PDF format to accountspayable@dstl.gov.uk</p>	<p>Box 6 Consignment Instructions:</p>	
<p>Box 7 Public Accounting Authority For Government Furnished Assets issued or to be held by the Contractor shall be the Dstl Demand Owner at Box 2</p>	<p>Box 8 Notes: The DEFCONs are available on the Internet at: https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm</p> <p>Where contract is with an overseas contractor RP (FIN) VAT Guidance Note No 3 should be consulted.</p>	

Schedule 5 - Contract Change Control Procedure (i.a.w. clause 6.d)

1. Authority Changes

Subject always to Condition 6 (Formal Amendments to the Contract), the Authority shall be entitled, acting reasonably, to require changes to the Contractor Deliverables (a "Change") in accordance with this Schedule 4.

2. Notice of Change

- a. If the Authority requires a Change, it shall serve a Notice (an "Authority Notice of Change") on the Contractor.
- b. The Authority Notice of Change shall set out the change required to the Contractor Deliverables in sufficient detail to enable the Contractor to provide a written proposal (a "Contractor Change Proposal") in accordance with clause 3 below.

3. Contractor Change Proposal

- a. As soon as practicable, and in any event within fifteen (15) Business Days (or such other period as the Parties may agree) after having received the Authority Notice of Change, the Contractor shall deliver to the Authority a Contractor Change Proposal.
- b. The Contractor Change Proposal shall include:
 - (1) the effect of the Change on the Contractor's obligations under the Contract;
 - (2) a detailed breakdown of any costs which result from the Change;
 - (3) the programme for implementing the Change;
 - (4) any amendment required to this Contract as a result of the Change, including, where appropriate, to the Contract Price; and
 - (5) such other information as the Authority may reasonably require.
- c. The price for any Change shall be based on the prices (including all rates) already agreed for the Contract and shall include, without double recovery, only such charges that are fairly and properly attributable to the Change.

4. Contractor Change Proposal – Process and Implementation

- a. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:
 - (1) evaluate the Contractor Change Proposal;
 - (2) where necessary, discuss with the Contractor any issues arising and 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 may agree) after receipt of such modification, submit an amended Contractor Change Proposal.
- b. As soon as practicable after the Authority has evaluated the Contractor Change Proposal (amended as necessary) the Authority shall:
 - (1) indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with Condition 6 (Formal Amendments to the Contract); or
 - (2) serve a Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued) the Authority Notice of Change.
- c. If the Authority rejects the Change Proposal it shall not be obliged to give its reasons for such rejection.
- d. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred unless a Contractor Change Proposal has been accepted in accordance with Clause 4.b.(1) above.

5. Contractor Changes

If the Contractor wishes to propose a Change, it shall serve a Contractor Change Proposal on the Authority, which shall include all of the information required by Clause 3.b above, and the process at Clause 4 above shall apply.

Schedule 6 - Contractor's Commercially Sensitive Information Form (i.a.w. Condition 12)

Contract No:

Description of Contractor's Commercially 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 7 - Hazardous Contractor Deliverables, Materials or Substances Supplied under the Contract: Data Requirements

**Hazardous Contractor Deliverables, Materials or Substances
Statement by the Contractor**

Contract No:

Contract Title:

Contractor:

Date of Contract:

* To the best of our knowledge there are no hazardous Contractor Deliverables, materials or substances to be supplied. ☐

* To the best of our knowledge the hazards associated with materials or substances to be supplied under the Contract are identified in the Safety Data Sheets (Qty:) attached in accordance with Condition 23. ☐

Contractor's Signature:

Name:

Job Title:

Date:

* check box (☒) as appropriate

To be completed by the Authority

Domestic Management Code (DMC):

NATO Stock Number:

Contact Name:

Contact Address:

Copy to be forwarded to:

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

The following information is provided in respect of Condition 24 (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

Schedule 9 - Acceptance Procedure (i.a.w. Condition 28)

The report must comply with the Defence Research Reports Specification (DRRS) which defines the requirements for the presentation, format and production of scientific and technical reports prepared for MoD. The report shall describe the entire work performed under the Contract in sufficient detail to explain comprehensively the work undertaken and results achieved including all relevant technical details of any hardware, software, process or system developed there under. The technical detail shall be sufficient to permit independent reproduction of any such process or system. The report shall be free from spelling and grammatical errors and shall be set out in accordance with the Statement Of Requirement (1) above. Failure to comply with the above may result in the Authority rejecting the deliverables and requesting re-work before final acceptance.