

**Air Commercial Team**

**Contract No: 700705397**

**For:** The Provision of a Calibration and Maintenance Contract for Dynamometers

|  |  |
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| **Between the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland**   | **And**   |
| **Team Name and address:** AIR COMMERCIAL,  DEFINE AND PROCUREFLOWERDOWN HALL,RAF COSFORD,   WOLVERHAMPTON WV7 3EX   | **Contractor Name and address:** Dynamometers Services Group LimitedStockendStation RoadBransfordWorcesterWR6 5JH |
| **E-mail Address:** Julie.Harris206@mod.gov.uk  **Telephone Number: 0300 158 5513**   | **E-mail Address:**  James@dsggroup.uk.com  **Telephone Number: 01886 834860**  |

 **Standardised Contracting Terms**

**SC1A**

**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. Where the Contractor is an individual or a partnership, the expression shall include the personal representatives of the individual or of the partners, as the case may be;

**Contractor 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 or remedies. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.

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

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

**3 Application of Conditions**

a. 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 the recipient’s Business Day and otherwise on the first Business Day of the recipient immediately following the day of delivery;

(2) if sent by prepaid post, on the fourth Business Day (or the tenth Business Day in the case of airmail) after the day of posting;

(3) if sent by facsimile or electronic means:

(a) if transmitted between 09:00 and 17:00 hours on a Business Day (recipient’s time) on completion of receipt by the sender of verification of the transmission from the receiving instrument; or

(b) if transmitted at any other time, at 09:00 on the first Business Day (recipient’s time) following the completion of receipt by the sender of verification of transmission from the receiving instrument.

**7 Intellectual Property**

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

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

**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 Data for 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 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.

g. Where delivery is made to the Defence Fulfilment Centre (DFC) and / or other Team Leidos location / building, the Contractor must comply with the Logistic Commodities and Services Transformation (LCST) Supplier Manual.

**10 Delivery / Collection**

a. The 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 within a reasonable time after title and risk has passed to the Authority unless it has rejected the Contractor Deliverables within the same period.

**11 Marking of Contractor Deliverables**

a.        Each Contractor Deliverable shall be marked in accordance with the requirements specified in 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. Any additional meetings reasonably required shall be at no cost to the Authority.

**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.

c. For the avoidance of doubt it is agreed between the Parties that the arbitration process and anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential as between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise. No report relating to anything said, done or produced in or in relation to the arbitration process may be made beyond the tribunal, the Parties, their legal representatives and any person necessary to the conduct of the proceedings, without the concurrence of all the Parties to the arbitration.

**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.

**SCHEDULE 2 – Schedule of Requirements for the Provision of a Calibration and Maintenance Contract for Dynamometers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A | B | C | D | E | F | G |
| Item | Description | Frequency per Year  | Year 1Firm Each Price £ (ex-VAT)01 September 2021 – 31 August 2022 | Year 2Firm Each Price £ (ex-VAT)01 September 2022 – 31 August 2023 | Year 3Firm Each Price £ (ex-VAT)01 September 2023 – 31 August 2024 | Year 4Firm Each Price £ (ex-VAT)01 September 2024 – 31 August 2025 |
| 1 | To service (calibrate/Maintenance) the Dynamometers (as directed at Table 1 of the Statement of Requirement) in August each year onsite at HMS Sultan.   | 1 |  ***REDACTED*** | ***REDACTED***  | ***REDACTED***  | ***REDACTED***  |
| 2 | To service/maintain the Dynamometers (as directed at Table 1 of the Statement of Requirement) in February each year onsite at HMS Sultan. | 1 | ***REDACTED***  | ***REDACTED***  | ***REDACTED***  | ***REDACTED***  |
| 3 | To provide quotations for repairs and emergent repairs\*\*. | As tasked by the HMS Sultans Maintenance Co-Ordinator |  ***REDACTED*** |  ***REDACTED*** | ***REDACTED***  |  ***REDACTED*** |
| \*\*all repairs will be tasked and authorised via the ESS7 process detailed in serial 21 of the Statement of Requirement   |
| **Total value of Tender £ *REDACTED***  |

**Purchase Order**

**PURCHASE ORDER**

**Contract No:** 700705398

**Contract Name:** The Provision of a Calibration and Maintenance Contract for Dynamometers

**Dated:**  31st August 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 £122,979).

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| --- | --- |
| **Contractor** | **Quality Assurance Requirement (Clause 8)** |
| Name: Dynamometer Services Group Limited     Registered Address: Stockend, Station Road, Bransford, Worcester, WR6 5JH      | ISO9001:2015 |

|  |  |
| --- | --- |
| **Consignor (if different from Contractor’s registered address)** | **Transport Instructions (Clause 10)** |
| **Name:**     Address:      | Select method of transport of DeliverablesTo be Delivered by the Contractor [Special Instructions]     Where applicable deliverables such as scaffolding will be managed by the contractor during the August visit.      Each consignment of the Deliverables shall be accompanied by a delivery note. |

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| **Progress Meetings (Clause 13)** | **Progress Reports (Clause 13)** |
| The Contractor shall be required to attend the following meetings:Subject: N/AFrequency: Location:       | The Contractor is required to submit the following Reports:Subject: Servicing and Calibration Reports    Frequency: On completion of servicing and calibration  Method of Delivery: Email   Delivery Address: Reports are to be sent electronically to the Maintenance Co-Ordinator. Contact details can be found at serial 27 of the Statement of Requirements. |

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

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| **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). <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 SiteLower ArncottBicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)Applications via email: DESLCSLS-OpsFormsandPubs@mod.ukIf you require this document in a different format (i.e. in a larger font) please contact the Authority’s Representative (Commercial Officer), detailed below. | 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 Order, and b. DSA-DLSR-MovTpt-DGHSIS@mod.ukby 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, #H019MOD 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:**None  |
| **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:** |
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| **Offer and Acceptance** |
| A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for       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 £122,979).Name (Block Capitals): James DerrettPosition: Operations DirectotFor and on behalf of the ContractorDynamometer Services Group LimitedAuthorised Signatory   | B) AcceptanceName (Block Capitals): Julie HarrisPosition: Procure DCTT Lead ManagerFor and on behalf of the AuthorityAuthorised Signatory Julie M HarrisDate: 1st September 2021 |
| **C) Effective Date of Contract:**       1st September 2021 |

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

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 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 076 (SC1) (Edn. 12/16) - Contractor's Personnel at Government Establishments

DEFCON 532A (SC1) (Edn. 08/20) – Protection of Personal Data (Where Personal Data is not being processed on behalf of the Authority)

DEFCON 630 (SC1) (Edn. 12/16) - Framework Agreements

**DEFCON 658 - Cyber Risk Profile - Very Low**

Note: Further to DEFCON 658 the Cyber Risk Profile of the Contract is Very Low, as defined in Def Stan 05-138.

**Payment Terms**

All payments will be processed via the MOD e-payment platform CP&F. Invoices should be submitted on completion of the service required, invoice will be paid in full within 30 days as long as the invoice has been submitted correctly.

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

1. All visits to site will be arranged by the HMS Sultan Maintenance Co-Ordinator. Contact details can be found at serial 27 of the Statement of Requirements.

2. Paragraph 2 of the Schedule of Requirements – Price on Application quotations or investigation work and emergent repairs.

a)If during the course of conducting the annual/bi annual tasks as per schedule 2 of the contract you are asked to investigate or conduct a repair you must engage with the HMS Maintenance Co-Ordinator Mr Jim Casey, before carrying out any work.

b)Costs for these activities must be agreed with Mr Casey/HMS Sultan and Air Commercial before any work is undertaken.

c)In submitting a quote for any work, you may be asked to provide supporting information for the Authority to determine the VfM aspect of your proposal.

**Quality Assurance Conditions**

**No Specific QMS**

No Specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming Products under this Contract

**Deliverables**

**Deliverables Note**

This matrix is intended to provide an overview of the parties’ contractual obligations to assist with contract management. It does not form part of the contract and should not be relied upon to aid interpretation of the contract. In the event of any conflict, inconsistency or discrepancy between this matrix and the contract, the terms of the contract shall take precedence.

**Supplier Contractual Deliverables**

Supplier Contractual Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Due | Responsible Party |
| Payment Condition 14.c | Payment |  | Supplier Organization |
| Progress Meetings Condition 13 | Attendance at progress meetings in accordance with the contract |  | Supplier Organization |
| Payment Condition 14.b | Submission of Invoices |  | Supplier Organization |

**Buyer Contractual Deliverables**

Buyer Contractual Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Due | Responsible Party |
| Transparency Condition 5.b | Redact documents prior to publishing in line with contract. |  | Buyer Organization |
| Notification of Claim Condition 7.b | Notify contractor of any third party claim and assist the contractor to dispose of said claim |  | Buyer Organization |
| Termination Condition 16, 17, 18 | Written notice of Termination due to corrupt Gifts as stipulated in the contract |  | Buyer Organization |

**DEFFORM 111**

**DEFFORM 111**

**Appendix - Addresses and Other Information**

**1. Commercial Officer**

Name: Julie Harris

Address: RAF Cosford, Flowerdown Hall, Wolverhampton WV7 3EX

Email: Julie.Harris206@mod.gov.uk        (( 03001585513

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

Name: Lt Gary Miles

Address DSMarE , HMS Sultan,Military Road, Gosport, Hampshire PO12 3BY

Email: Gary.Miles981@mod.gov.uk                (( 02392546149

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

Not Applicable

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

(( Not Applicable

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

**Branch/Name:** Not Applicable

((Not Applicable

**(b) U.I.N.** Not Applicable

**5. Drawings/Specifications are available from** Not Applicable

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

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

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: Not Applicable

**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

Users requiring an account to use the MOD Freight Collection Service should contact DESWATERGUARD-ICS-Support@mod.gov.uk in the first instance.

**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](#https://www.gov.uk/government/organisations/ministry_of_defence/about/procurement)

**12. Forms and Documentation are available through \*:**

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

**Applications via fax or email:** 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.

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**Statement of Requirement**

**The Provision of a Service, Calibration and Maintenance Support of Dynamometers at HMS Sultan for the period 1 September 2021 to 31 August 2025**

**Scope of Requirement**

1. HMS Sultan holds a quantity of dynamometers used in support of training which include career courses in Mechanical and Electrical engineering principles. The maintenance and support of the equipment is essential to ensure minimum downtime and disruption to the courses in the event of equipment failure.

2. This Statement of Requirement addresses the provision of specialised support to attend site in February each year to carry out a service and in August each year to carry out another service and calibrate the dynamometers as well as onsite support to investigate and rectify defects as required.

3. The following types of dynamometers and their location are:

 a. One in No. Froude DA790EH (P34731) located in Spey Building.

 b. One in No. SCHENK D1200/IE CATODG

 c. One in No. DPY6 (P3189 located in Ventura Cell, Watt Hangar.

 d. One in No. DPY6 (P31868) located in CV8 Cell, Watt Hangar.

 e. One in No. DPY6 located in SSN/MTU Cell, Watt Hangar.

**Detail**

4. The Supplier will be required to carry out a service of the DA790EH during February and August each year to include the following:

a. Oil filters.

 b. Trunnion jets.

 c. Oil pressure relief valve.

 d. Main-shaft bearing oil pressures.

 e. Main-shaft bearing clearance.

 f. Trunnion bearing oil pressures.

 g. Trunnion bearing clearances.

 h. Water inlet valve actuation.

5. The Supplier will be required to carry out a calibration of the DA790EH during August of each year following the above service to include the following:

 a. Static torque calibration using test arms and calibration weights (supplied by DSMarE staff).

 b. R.P.M. indicators.

 c. Water inlet valve indicator.

 d. Water bypass valve indicator.

 e. Water outlet valve indicator.

 f. Water temperature indicator.

 g. Oil temperature indicator.

 h. To provide scaffolding approximately 8ft x 10ft in dimension to enable safe access to test weight calibration.

 i. To provide calibration certificate on completion.

6. The Supplier will be required to carry out a service of the remaining dynamometers during February and August each year to include the following:

 a. Checking of the main-shaft, trunnion and underslung lever bearings.

 b. Checking of the main-shaft and sluice glands and repacking of the same.

 c. Checking of the weighting system including the actuation of the dashpot dampening unit.

7. The Supplier will be required to carry out static torque calibration using test arms (supplied by contractor) and calibration weights (supplied by DSMarE staff) of the remaining dynamometers during August of each year following the above service and to provide calibration certification on completion.

8. All work shall be carried out in accordance with all current Regulations and standards appertaining to the type of work undertaken.

9. All materials required to carry out the task shall be supplied by the Supplier unless otherwise stated.

 10. The whole of the work shall be undertaken without MoD assistance unless otherwise stated and agreed.

**Definitions**

11. In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence.

|  |  |
| --- | --- |
| Definition | Interpretation |
| Supplier’s Personal Use | Any use of MoD furnished property, facilities or equipment intended for the primary benefit of the Supplier or the Supplier’s Personnel which is contrary to the MoD’s interests is considered personal use. |
| Supplier’s Personnel | Any employees, including sub-Suppliers or other agents working on behalf of the Supplier, shall be deemed the Supplier’s Personnel. |

12. In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used.

|  |  |
| --- | --- |
| Abbreviation or Acronym | Interpretation |
| ACoP | Approved Code of Practice |
| COSHH | Control of Substances Hazardous to Health |
| DSMarE | Defence School of Marine Engineering |
| HMS | Her Majesty’s Ship |
| LOLER | Lifting Operations and Lifting Equipment Regulations |
| MoD | Ministry of Defence |
| PUWER | Provision and Use of Work Equipment Regulations |
| SC | Security Check |

**References**

13. In addition to the references detailed in the Terms and Conditions of the Contract the following references (current editions of the legislation listed below) shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Supplier from conforming to any other relevant publications.

|  |
| --- |
| Reference |
| Data Protection Act 1998 |
| Health and Safety at Work Act 1974 |
| Lifting operations and Lifting Equipment Regulations 1998 – Approved Code of Practice and Guidance (LOLER) |
| Provision and Use of Work Equipment Regulations 1998 – Approved Code of Practice and Guidance (PUWER) |

**Site**

14. The Site for the delivery of all services is HMS Sultan. HMS Sultan site is located in Gosport, Hampshire PO12 3BY

**Security Site Access**

15. All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed OFFICIAL in nature.

16. The successful Suppliers will be required to complete a Basic Security Check Standard Application which shall allow unescorted access to the site on successful clearance. Until clearance has been achieved Suppliers shall be escorted whilst on the site. The Authority will bear no costs incurred by the Supplier or any employees of the Supplier for BPSS or SC checks.

**Safety and Environmental Provisions**

17. When on the Site the Supplier is to comply with all MoD Safety, Health and Environmental Protection regulations and policy.

18. Prior to work commencing, the Supplier will be required to forward the following:

a. Risk Assessment.

b. Method Statement.

c. Copy of the company's Health and Safety Policy.

d. History of the company's safety performance.

e. Certification and tests of plant and equipment being employed.

f. COSHH assessments for any hazardous materials being brought and used on site.

 19. Supplier shall supply all tools and lifting equipment and access equipment (with current certification) and any other equipment as necessary to complete the task.

20. All work shall be carried out in accordance with all current Regulations and standards appertaining to the type of work undertaken.

**Work Orders**

21. Work Orders (ESS7 – Annex B), shall be issued and provides authority to the Supplier to attend site and undertake the work. Acknowledgement of the order along with the details of who is attending, when and vehicle details forms an audit trail and prevents undue delay at the security gate when attending site.

22. The Supplier’s engineer attending site shall report to the nominated HMS Sultan point of contact as detailed on the ESS7 form on arrival and again on completion of the site visit. The Supplier’s engineer shall obtain a signature on Part 3 of the works order (ESS7) which forms part of the audit trail.

**Hours of Operation**

23. All services to the Site shall be delivered between the hours of 08:00 - 16:00 on weekdays with exception of recognised UK Bank Holidays and Public Holidays. Work outside of these hours will only be undertaken following formal approval by the Authority.

**Worksite**

24. The worksite is to be kept clean and tidy at all times.

**Points of Contact**

25. Authority’s Designated Officer:

 Ms Lisa Cook

 Business Development Officer

 Room 7, Allied Trades 1

 HMS SULTAN

 Military Road

 Gosport

 PO12 3BY

 Telephone number: 02392 542301

26. Authority’s Project Officer:

 Lt Gary Miles MBE

 Future Training Officer

 Defence School of Marine Engineering (DSMarE)

 HMS SULTAN

 Military Road

 Gosport

 PO12 3BY

 Telephone number: 02392 546149

27. Maintenance Co-Ordinator:

 Mr Jim Casey

 Maintenance Co-Ordinator (MMS-COORD)

 Room 1-34, Parsons Building

 HMS SULTAN

 Military Road

 Gosport

 PO12 3BY

 Telephone number: 02392 543180

 02392 542294

 02392 546149

28. Training Equipment Support Manager

 Mr John Abbatt

 Training Equipment Support Manager (TESM)

 Room 1-29, Parsons Building

 HMS SULTAN

 Military Road

 Gosport

 PO12 3BY

 Telephone number: 02392 546174

 **Annex A to**

 **Statement of Requirement**

 **For Dynamometers**

Table 1– Deliverable Requirements

|  Ref | Requirement | Additional Information | Frequency |
| --- | --- | --- | --- |
| **Para 3** | To service the following dynamometers twice a year during February and August onsite:1x DA790EH 1x SCHNEK D1200/IE 3x DPY6  |  | Twice per year |
| **Para 5** | To calibrate the dynamometers once a year during August onsite:1x DA790EH 1x SCHNEK D1200/IE 3x DPY6 | Certificate of calibration on completion | Once per year |
| **Para 3** | To supply calibration arms for 3 X DPY6 |  | Once per year |
| **Para 5** | To provide scaffolding approximately 8ft x 10ft in dimension to enable safe access to test weight calibration. |  | As required |
| **Para 2** | To investigate and carry out various repairs to equipment as required.  |  | As required |
| **Para 2** | To provide quotations for repairs and emergent repairs. |  | As required |

 **Annex B to**

 **Statement of Requirement**

**For Dynamometers**

Annex C – Work Order Form (ESS7)

