

## Schedule 1 - Definitions of Contract

<b>Articles</b>	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.
<b>Authority</b>	means the Secretary of State for Defence acting on behalf of the Crown;
<b>Authority's Representative(s)</b>	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 8;
<b>Business Day</b>	means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays;
<b>Central Government Body</b>	<p>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:</p> <ul style="list-style-type: none"><li>a. Government Department;</li><li>b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);</li><li>c. Non-Ministerial Department; or</li><li>d. Executive Agency;</li></ul>
<b>Collect</b>	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;
<b>Commercial Packaging</b>	means commercial Packaging for military use as described in Def Stan 81-041 (Part 1)
<b>Conditions</b>	means the terms and conditions set out in this document;
<b>Consignee</b>	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;
<b>Consignor</b>	means the name and address specified in Schedule 3 (Contract Data Sheet) from whom the Contractor Deliverables will be dispatched or Collected;
<b>Contract</b>	means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition 6 (Amendments to Contract);
<b>Contract Price</b>	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.
<b>Contractor</b>	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;

<b>Contractor Commercially Sensitive Information</b>	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;
<b>Contractor Deliverables</b>	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;
<b>Control</b>	means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person: <ul style="list-style-type: none"> <li>a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or</li> <li>b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor;</li> </ul> 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;
<b>CPET</b>	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
<b>Crown Use</b>	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;
<b>Dangerous Goods</b>	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: <ul style="list-style-type: none"> <li>a. Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG) (as amended 2011);</li> <li>b. European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR);</li> <li>c. Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID);</li> <li>d. International Maritime Dangerous Goods (IMDG) Code;</li> <li>e. International Civil Aviation Organisation (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air;</li> <li>f. International Air Transport Association (IATA) Dangerous Goods Regulations.</li> </ul>
<b>DBS Finance</b>	means Defence Business Services Finance, at the address stated in Schedule 3 (Contract Data Sheet);
<b>DEFFORM</b>	means the MOD DEFFORM series which can be found at <a href="https://www.aof.mod.uk">https://www.aof.mod.uk</a> ;
<b>DEF STAN</b>	means Defence Standards which can be accessed at <a href="https://www.dstan.mod.uk">https://www.dstan.mod.uk</a> ;
<b>Deliver</b>	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;
<b>Delivery Date</b>	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;
<b>Denomination of Quantity (D of Q)</b>	means the quantity or measure by which an item of material is managed;
<b>Design Right(s)</b>	has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988;

<b>Diversion Order</b>	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);
<b>Effective Date of Contract</b>	means the date specified on the Authority's acceptance letter;
<b>Evidence</b>	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;
<b>Firm Price</b>	means a price (excluding VAT) which is not subject to variation;
<b>FLEGT</b>	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;
<b>Government Furnished Assets (GFA)</b>	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;
<b>Hazardous Contractor Deliverable</b>	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;
<b>Independent Verification</b>	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";
<b>Information</b>	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;
<b>Issued Property</b>	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;
<b>Legal and Sustainable</b>	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;
<b>Legislation</b>	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;
<b>Military Level Packaging (MLP)</b>	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;
<b>Military Packager Approval Scheme (MPAS)</b>	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);
<b>Military Packaging Level (MPL)</b>	shall have the meaning described in Def Stan 81-041 (Part 1);

<b>MPAS Registered Organisation</b>	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;
<b>MPAS Certificated Designer</b>	shall mean an experienced Packaging designer trained and certified to MPAS requirements;
<b>NATO</b>	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;
<b>Notices</b>	shall mean all Notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;
<b>Overseas</b>	shall mean non UK or foreign;
<b>Packaging</b>	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;
<b>Packaging Design Authority (PDA)</b>	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;
<b>Parties</b>	means the Contractor and the Authority, and Party shall be construed accordingly;
<b>Primary Packaging Quantity (PPQ)</b>	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);
<b>Recycled Timber</b>	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"> <li>a. pre-consumer reclaimed wood and wood fibre and industrial by-products;</li> <li>b. post-consumer reclaimed wood and wood fibre, and driftwood;</li> <li>c. reclaimed timber abandoned or confiscated at least ten years previously;</li> </ul> it excludes sawmill co-products;
<b>Safety Data Sheet</b>	has the meaning as defined in the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations 2007 (as amended);
<b>Schedule of Requirements</b>	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;
<b>Short-Rotation Coppice</b>	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;
<b>Specification</b>	means the description of the Contractor Deliverables, including any specifications, drawings, samples and / or patterns, referred to in Schedule 2 (Schedule of Requirements);
<b>STANAG 4329</b>	means the publication NATO Standard Bar Code Symbolologies which can be sourced at <a href="https://www.dstan.mod.uk/faqs.html">https://www.dstan.mod.uk/faqs.html</a> ;
<b>Subcontractor</b>	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.

Annex A to Schedule 1 – Additional Definitions of Contract in accordance with Conditions 45 - 59 (Additional Conditions)

<b>Contractor</b>	The 'Contractor' shall mean 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;
<b>CP&amp;F</b>	The Authority's Contracting, Purchasing and Finance e-procurement system.
<b>Delay</b>	Means activity that will not delay the programme.
<b>Hg3</b>	Hydrogas 3 <sup>rd</sup> Generation Suspension Unit.
<b>Information</b>	Any information scientific, technical or otherwise irrespective of the manner in which it is presented including in the form of software and whether or not it is protected or capable of protection as Intellectual Property.
<b>Intellectual Property</b>	Patents, utility models, rights (registered and unregistered) in any designs; applications for any of the foregoing; copyright; database and topography rights; confidential information and trade secrets; and all rights and forms of protection of a similar nature to these or having equivalent effect anywhere in the world.
<b>Supply Chain</b>	A network between the Contractor and its Supplier's to deliver this Contract.
<b>Task</b>	A request from the Authority for Contractor Deliverables to be provided by the Contractor in relation to this Contract using a Task Authorisation Form.
<b>Uncompleted Platform</b>	Shall mean an identified Heavy Armoured Platform undergoing Maintenance Repair Overhaul level 4 (MRO4) procedures, including the fitting of 3rd Generation Hydrogas, which has been delayed or has left MRO4 without the required 3rd Generation Hydrogas elements fitted due to insufficient A1 stock of 3rd Generation Hydrogas resulting in additional work, time and cost to retrofit 3rd Generation Hydrogas at a later stage.
<b>Work Instruction Process (WPI)</b>	A document comprising of technical instructions, proprietary to Horstman Defence Systems (OEM), for the purposes of the Authority or their representative to Upgrade and Refurbish the full suite of Hydrogas Generation Suspension Units.
<b>Supporting Technical Document</b>	A document comprising of technical drawings for the purposes of assisting in the procurement of replacement parts for Upgrade and Refurbish to the full suite of Hydrogas Generation Suspension Units.

**Schedule 2 - Schedule of Requirements for Contract No: 700840369**

**For the Upgrade and Refurbishment of Hydrogas 3rd Generation Suspension Units**

Item Number	Description	Firm Price (£) Ex VAT			Fixed Price (£) Ex VAT VOP using Output (PPI) Index HQTl							
		Year 1 14 Oct 21 – 13 Oct 22	Year 2 14 Oct 22 – 13 Oct 23	Year 3 14 Oct 23 – 13 Oct 24	Year 4 14 Oct 24 – 13 Oct 25	Year 5 14 Oct 25 – 14 Oct 26	Year 6 14 Oct 26 – 13 Oct 27	Year 7 14 Oct 27 – 13 Oct 28	Year 8 14 Oct 28 – 13 Oct 29	Year 9 14 Oct 29 – 13 Oct 30	Year 10 14 Oct 30 – 13 Oct 31	Year 11 14 Oct 31 – 13 Oct 32
1	Core: Annex B1 Lines 1 -14 (Excluding Express Warranty)	<b>LINES NOT USED</b>										
2	Core: Annex B2 Lines 1-2											
3	Core: Annex B3 Delivery											

Item Number	Description	Firm Price (£) Ex VAT			Fixed Price (£) Ex VAT VOP using Output (PPI) Index HQTl							
		Year 1 14 Oct 21 – 13 Oct 22	Year 2 14 Oct 22 – 13 Oct 23	Year 3 14 Oct 23 – 13 Oct 24	Year 4 14 Oct 24 – 13 Oct 25	Year 5 14 Oct 25 – 14 Oct 26	Year 6 14 Oct 26 – 13 Oct 27	Year 7 14 Oct 27 – 13 Oct 28	Year 8 14 Oct 28 – 13 Oct 29	Year 9 14 Oct 29 – 13 Oct 30	Year 10 14 Oct 30 – 13 Oct 31	Year 11 14 Oct 31 – 13 Oct 32
4	Core: Annex B1 Lines 1 -14 (Including Express Warranty)	<b>REDACTED UNDER THE FOIA SECTION 43 COMMERCIAL SENSITIVITY</b>										
5	Core: Annex B2 Lines 1-2											
6	Core: Annex B3 Delivery											

**Ad-hoc Tasking Hourly Labour Rates (in accordance with Condition 59 and Annex B6):**

Item Number	Description	Firm Price (£) Ex VAT			Fixed Price (£) Ex VAT VOP using Output (PPI) Index HQTl							
		Year 1 14 Oct 21 – 13 Oct 22	Year 2 14 Oct 22 – 13 Oct 23	Year 3 14 Oct 23 – 13 Oct 24	Year 4 14 Oct 24 – 13 Oct 25	Year 5 14 Oct 25 – 14 Oct 26	Year 6 14 Oct 26 – 13 Oct 27	Year 7 14 Oct 27 – 13 Oct 28	Year 8 14 Oct 28 – 13 Oct 29	Year 9 14 Oct 29 – 13 Oct 30	Year 10 14 Oct 30 –13 Oct 31	Year 11 14 Oct 31 – 13 Oct 32
7	Project Management	<b>REDACTED UNDER THE FOIA SECTION 43 COMMERCIAL SENSITIVITY</b>										
8	Production Engineer											
9	Design Engineer											

### Schedule 3 – Contract Data Sheet

#### General Conditions

##### Condition 2 – Duration of Contract:

The Contract start date shall be: 14 October 2021

The Contract expiry date shall be: 13 October 2032

##### 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 8 – Authority's Representatives:

The Authority's Representatives for the Contract are as follows:

Commercial: *as per Box 1 to DEFFORM 111*

Project Manager: *as per Box 2 to DEFFORM 111*



**Condition 19 – Notices:**

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

Authority: Commercial Officer *as per Box 1 to DEFFORM 111*

Contractor:

Notices can be sent by electronic mail? Yes

**Condition 20.a – Progress Meetings:**

The Contractor shall be required to attend the following meetings:

Condition 48 shall apply.

**Condition 20.b – Progress Reports:**

The Contractor is required to submit the following Reports:

Condition 47 shall apply.

Reports shall be Delivered to the following address:

Project Manager as per Box 2 to DEFFORM 111

## Supply of Contractor Deliverables

### Condition 21 – Quality Assurance:

Is a Deliverable Quality Plan required for this Contract? Yes

A full Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within one (1) Calendar Month 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:

Refer to Annex A, Sect 2.4

### Condition 22 – Marking of Contractor Deliverables:

1. Special Marking requirements: Upgraded Hg3 units leaving the contractor's premises are to be labelled in accordance with DEFSTAN 81-041 Part 6 using the correct NSNs:
  - a. L/H Hg3 - 2510-99-670-2519.
  - b. R/H Hg3 - 2510-99-696-3918.

### Condition 24 - Supply of Hazardous Materials or Substances in Contractor Deliverables:

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)
- b) Defence Safety Authority – [DSA-DLSR-MovTpt-DGHSIS@mod.uk](mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk)

to be Delivered no later than one (1) month prior to the Delivery Date for the Contract Deliverable.

**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: Within one (1) month from Contract Award.

**Condition 26 – Certificate of Conformity:**

Is a Certificate of Conformity required for this Contract? **Yes**

Applicable to Schedule 2 Line Items: 3 or 8 (TBC at Contract Award) Upgrade and Refurbishment of Hydrogas 3rd Generation Suspension Units

If required, does the Contractor Deliverables require traceability throughout the supply chain? **Yes**

Applicable to Schedule 2 Line Items: 3 or 8 (TBC at Contract Award) Upgraded Hydrogas 3rd Generation Suspension Units

**Condition 28.b – Delivery:**

The following Schedule 2 Line Items are to be Delivered by the Contractor:

Lines 3 or 6 (TBC at Contract Award) Upgraded Hydrogas 3rd Generation Suspension Units

Special Delivery Instructions:

As per Annex A (Statement of Work) Paragraph 19.

Each consignment is to be accompanied by a DEFFORM 129J

**Condition 28.c - Collection by the Authority:**

The following Line Items are to be Collected by the Authority:

n/a

Special Delivery Instructions:

n/a

Each consignment is to be accompanied by a DEFFORM 129J.

Consignor details (in accordance with 28.c.(4)):

Line Items:          Address:  

Line Items:          Address:

Consignee details (in accordance with condition 23):

Line Items:          Address:

Line Items:          Address:

**Condition 30 – Rejection and Counterfeit Materiel:**

Condition 53 (Parts and Labour Warranty) shall take precedence.

**Condition 32 – Self-to-Self Delivery:**

Self-to-Self Delivery required?    **NO**

If required, Delivery address applicable:

<b>Pricing and Payment</b>
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<b>Condition 35 – Contract Price:</b>
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All Schedule 2 line items shall be in accordance with Conditions 49 (Pricing Contract Deliverables) and 50 (Variation of Price).
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<b>Termination</b>
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<b>Condition 42 – Termination for Convenience:</b>
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The Notice period for termination shall be twenty (20) Business Days
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<b>Other Addresses and Other Information</b> <i>(forms and publications addresses and official use information)</i>
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See Annex A to Schedule 3 (DEFFORM 111)
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## Schedule 3

DEFFORM 111

## Annex A

(Edn 03/21)

### Appendix - Addresses and Other Information

#### 1. Commercial Officer

Name: Isabelle Hart

Address: Cedar 1a, MoD Abbey Wood, Bristol, BS34 8JH

Email: Isabelle.Hart100@mod.gov.uk

#### 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

#### 2. Project Manager, Equipment Support Manager or PT Leader

(from whom technical information is available)

Name: Mick Conway

Address Cedar 1a, MoD Abbey Wood, Bristol, BS34 8JH

Email: Mick.Conway633@mod.gov.uk

#### 9. Consignment Instructions

The items are to be consigned as follows:

Please refer to Terms and Conditions

#### 3. Packaging Design Authority

Name: Mick Conway

Address Cedar 1a #3157, MoD Abbey Wood, Bristol, BS34 8JH

Email: Mick.Conway633@mod.gov.uk

**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.

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

Name: Mick Conway

Address Cedar 1a #3157, MoD Abbey Wood, Bristol, BS34 8JH

Email: Mick.Conway633@mod.gov.uk

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

Name: Mick Conway

Address Cedar 1a #3157, MoD Abbey Wood, Bristol, BS34 8JH

Email: Mick.Conway633@mod.gov.uk

**11. The Invoice Paying Authority**

Ministry of Defence ☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags Fax: 0151-242-2809

Liverpool, L2 3YL

**Website is:**

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

**6. INTENTIONALLY BLANK**

**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:** [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)

**7. Quality Assurance Representative:**

Carl Rooney

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].

**\*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.

**Schedule 4 - Contract Change Control Procedure (i.a.w. clause 6.b) for Contract No: 700840369**

**1. Authority Changes**

Subject always to Condition 6 (Amendments to 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 (Amendments to 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 4b. (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 3b above, and the process at Clause 4 above shall apply.

**Schedule 5 - Contractor's Commercially Sensitive Information Form (i.a.w. condition 13) for  
Contract No: 700840369**

Refer to 20210817-700840369\_Hg3\_Upgrade\_and\_Refurbishment\_Schedule  
5\_Sensitive\_Information-OSC

**Schedule 6 - Hazardous Contractor Deliverables, Materials or Substances Supplied under the  
Contract: Data Requirements for Contract No: 700840369**

Refer to 20210817-700840369\_Hg3\_Upgrade\_and\_Refurbishment\_Schedule  
6\_Hazardous\_Deliverables -OSC

**Schedule 7 - Timber and Wood- Derived Products Supplied under the Contract: Data Requirements  
for Contract No: 700840369**

Refer to 20210817-700840369\_Hg3\_Upgrade\_and\_Refurbishment\_Schedule 7\_Timber\_and\_Wood  
Declaration-OSC

**Schedule 8 - Acceptance Procedure (i.a.w. condition 29) for Contract No: 700840369**

**Annex A, Statement of Work shall apply**