



# Ministry of Defence

## **Head Office Commercial Business Partner 4**

**Contract Number: 705616451**

### **The Provision and Fixing of Military Pattern Memorials for Armed Forces Personnel**

Between the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland	And Cerrig Granite and Slate Limited
HO Commercial BP4 G18, Innsworth House Imjin Barracks Innsworth Gloucester GL3 1 HW	Glandon Industrial Estate Pwllheli LL53 5YT
Email: DefComrcl-HOBP4Team@mod.gov.uk	Email:

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## Standardised Contracting Terms

### SC2

#### General Conditions

#### 1. General

- a. The defined terms in the Contract shall be as set out in Schedule 1.
- b. The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.
- c. The Contractor warrants and represents, that:
  - (1) they have the full capacity and authority to enter into, and to exercise their rights and perform their obligations under, the Contract;
  - (2) from the Effective Date of Contract and for so long as the Contract remains in force it shall give the Authority Notice of any litigation, arbitration (unless expressly prohibited from doing so in accordance with the terms of the arbitration), administrative or adjudication or mediation proceedings before any court, tribunal, arbitrator, administrator or adjudicator or mediator or relevant authority against themselves or a Subcontractor which would adversely affect the Contractor's ability to perform their obligations under the Contract;
  - (3) as at the Effective Date of Contract no proceedings or other steps have been taken and not discharged (nor, to the best of the knowledge of the Contractor, threatened) for the winding-up of the company or dissolution or for the appointment of a receiver, administrative receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues;
  - (4) for so long as the Contract remains in force they shall give the Authority Notice of any proceedings or other steps that have been taken but not discharged (nor to the best of the knowledge of the Contractor, threatened) for the winding-up of the company or dissolution or for the appointment of a receiver, administrator, liquidator, trustee or similar officer in relation to any of its assets or revenues.
- d. Unless the context otherwise requires:
  - (1) The singular includes the plural and vice versa, and the masculine includes the feminine and vice versa.
  - (2) The words "include", "includes", "including" and "included" are to be construed as if they were immediately followed by the words "without limitation", except where explicitly stated otherwise.
  - (3) The expression "person" means any individual, firm, body corporate, unincorporated association or partnership, government, state or agency of a state or joint venture.
  - (4) References to any statute, enactment, order, regulation, or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation, or

instrument as amended, supplemented, replaced or consolidated by any subsequent statute, enactment, order, regulation, or instrument.

(5) The heading to any Contract provision shall not affect the interpretation of that provision.

(6) Any decision, act or thing which the Authority is required or authorised to take or do under the Contract may be taken or done only by the person (or its nominated deputy) authorised in Schedule 3 (Contract Data Sheet) to take or do that decision, act, or thing on behalf of the Authority

(7) Unless excluded within the Conditions of the Contract or required by law, references to submission of documents in writing shall include electronic submission.

## **2. Duration of Contract**

This Contract comes into effect on the Effective Date of Contract and will expire automatically on the date identified in Schedule 3 (Contract Data Sheet) unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated.

## **3. Entire Agreement**

This Contract constitutes the entire agreement between the Parties relating to the subject matter of the Contract. The Contract supersedes, and neither Party has relied upon, any prior negotiations, representations and undertakings, whether written or oral, except that this Condition shall not exclude liability in respect of any fraudulent misrepresentation.

## **4. Governing Law**

a. Subject to clause 4.d, the Contract shall be considered as a contract made in England and subject to English Law.

b. Subject to clause 4.d and Condition 40 (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of England to resolve, and the laws of England to govern, any actions proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.

c. Subject to clause 4.d any dispute arising out of or in connection with the Contract shall be determined within the English jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this Condition 4 and for the enforcement of any judgment, order or award given under English jurisdiction.

d. If the Parties pursuant to the Contract agree that Scots Law should apply then the following amendments shall apply to the Contract:

(1) Clause 4.a, 4.b and 4.c shall be amended to read:

a. The Contract shall be considered as a contract made in Scotland and subject to Scots Law.

b. Subject to Condition 40 (Dispute Resolution) and without prejudice to the dispute resolution process set out therein, each Party submits and agrees to the exclusive jurisdiction of the Courts of Scotland to resolve, and the laws of Scotland to govern, any actions, proceedings, controversy or claim of whatever nature arising out of or relating to the Contract or breach thereof.

c. Any dispute arising out of or in connection with the Contract shall be determined within the Scottish jurisdiction and to the exclusion of all other jurisdictions save that other jurisdictions may apply solely for the purpose of giving effect to this Condition 4 and for the enforcement of any judgment, order or award given under Scottish jurisdiction."

(2) Clause 40.b shall be amended to read:

"In the event that the dispute or claim is not resolved pursuant to clause 40.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration, and this clause 40.b shall be governed by the Arbitration (Scotland) Act 2010. The seat of the arbitration shall be Scotland. For the avoidance of doubt, for the purpose of arbitration the tribunal shall have the power to make provisional awards pursuant to Rule 53 of the Scottish Arbitration Rules, as set out in Schedule 1 to the Arbitration (Scotland) Act 2010."

e. Each Party warrants to each other that entry into the Contract does not, and the performance of the Contract will not, in any way violate or conflict with any provision of law, statute, rule, regulation, judgement, writ, injunction, decree or order applicable to it. Each Party also warrants that the Contract does not conflict with or result in a breach or termination of any provision of, or constitute a default under, any mortgage, contract or other liability, charge or encumbrance upon any of its properties or other assets.

f. Each Party agrees with each other Party that the provisions of this Condition 4 shall survive any termination of the Contract for any reason whatsoever and shall remain fully enforceable as between the Parties notwithstanding such a termination.

g. Where the Contractor's place of business is not in England or Wales (or Scotland where the Parties agree pursuant to the Contract that Scots Law should apply), the Contractor irrevocably appoints the solicitors or other persons in England and Wales (or Scotland where the Parties agree pursuant to the Contract that Scots Law should apply) detailed in Schedule 3 (Contract Data Sheet) as their agents to accept on their behalf service of all process and other documents of whatever description to be served on the Contractor in connection with any litigation or arbitration within the English jurisdiction (or Scottish jurisdiction where the Parties agree pursuant to the Contract that Scots Law should apply) arising out of or relating to the Contract or any issue connected therewith.

## 5. **Precedence**

a. If there is any inconsistency between the different provisions of the Contract the inconsistency shall be resolved according to the following descending order of precedence:

(1) Conditions 1 - 44 (and 45 - 47, if included in the Contract) of the Conditions of the Contract shall be given equal precedence with Schedule 1 (Definitions of Contract) and Schedule 3 (Contract Data Sheet);

- (2) Schedule 2 (Schedule of Requirements) and Schedule 8 (Acceptance Procedure);
- (3) the remaining Schedules; and
- (4) any other documents expressly referred to in the Contract.

b. If either Party becomes aware of any inconsistency within or between the documents referred to in clause 5.a such Party shall notify the other Party forthwith and the Parties will seek to resolve that inconsistency on the basis of the order of precedence set out in clause 5.a. Where the Parties fail to reach agreement, and if either Party considers the inconsistency to be material to its rights and obligations under the Contract, then the matter will be referred to the dispute resolution procedure in accordance with Condition 40 (Dispute Resolution).

## 6. **Formal Amendments to the Contract**

a. Except as provided in Condition 31 and subject to clause 6.c, the Contract may only be amended by the written agreement of the Parties (or their duly authorised representatives acting on their behalf). Such written agreement shall consist of:

- (1) the Authority Notice of Change under Schedule 4 (Contract Change Control Procedure) (where used) and;
- (2) the Contractor's unqualified acceptance of the contractual amendments as evidenced by the DEFFORM 10B duly signed by the Contractor.

b. Where required by the Authority in connection with any such amendment, the Contractor shall (as so required) confirm that any existing Parent Company Guarantee is sufficiently comprehensive so as to cover and support all of the Contractor's liabilities and obligations under and in connection with the Contract (as amended by such amendment) or provide a revised Parent Company Guarantee with such DEFFORM 10B to achieve the same purposes.

c. Where the Authority wishes to amend the Contract to incorporate any work that is unpriced at the time of amendment:

- (1) if the Contract is not a Qualifying Defence Contract, the Authority shall have the right to settle with the Contractor a price for such work under the terms of DEFCON 643 (SC2) or DEFCON 127. Where DEFCON 643 (SC2) is used, the Contractor shall make all appropriate arrangements with all its Subcontractors affected by the Change or Changes in accordance with clause 5 of DEFCON 643 (SC2); or
- (2) if the Contract is a Qualifying Defence Contract, the Contract Price shall be redetermined on amendment in accordance with the Defence Reform Act 2014 and Single Source Contract Regulations 2014 (each as amended from time to time).

## **Changes to the Specification**

d. The Specification forms part of the Contract and all Contract Deliverables to be supplied by the Contractor under the Contract shall conform in all respects with the Specification.

e. The Contractor shall use a configuration control system to control all changes to the

Specification. The configuration control system shall be compatible with ISO 9001 (latest published version) or as specified in the Contract.

## **7. Authority Representatives**

- a. Any reference to the Authority in respect of:
  - (1) the giving of consent;
  - (2) the delivering of any Notices; or
  - (3) the doing of any other thing that may reasonably be undertaken by an individual acting on behalf of the Authority, shall be deemed to be references to the Authority's Representatives in accordance with this Condition 7.
- b. The Authority's Representatives detailed in Schedule 3 (Contract Data Sheet) (or their nominated deputy) shall have full authority to act on behalf of the Authority for all purposes of the Contract. Unless notified in writing before such act or instruction, the Contractor shall be entitled to treat any act of the Authority's Representatives which is authorised by the Contract as being expressly authorised by the Authority and the Contractor shall not be required to determine whether authority has in fact been given.
- c. In the event of any change to the identity of the Authority's Representatives, the Authority shall provide written confirmation to the Contractor, and shall update Schedule 3 (Contract Data Sheet) in accordance with Condition 6 (Formal Amendments to the Contract).

## **8. Severability**

- a. If any provision of the Contract is held to be invalid, illegal or unenforceable to any extent then:
  - (1) such provision shall (to the extent that it is invalid, illegal or unenforceable) be given no effect and shall be deemed not to be included in the Contract but without invalidating any of the remaining provisions of the Contract; and
  - (2) the Parties shall use all reasonable endeavours to replace the invalid, illegal or unenforceable provision by a valid, legal and enforceable substitute provision the effect of which is as close as possible to the intended effect of the invalid, illegal or unenforceable provision.

## **9. Waiver**

- a. No act or omission of either Party shall by itself amount to a waiver of any right or remedy unless expressly stated by that Party in writing. In particular, no reasonable delay in exercising any right or remedy shall by itself constitute a waiver of that right or remedy.
- b. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.

## **10. Assignment of Contract**

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

## **11. Third Party Rights**

Notwithstanding anything to the contrary elsewhere in the Contract, no right is granted to any person who is not a Party to the Contract to enforce any term of the Contract in its own right and the Parties to the Contract declare that they have no intention to grant any such right.

## **12. Transparency**

a. Notwithstanding any other term of this Contract, including Condition 13 (Disclosure of Information), the Contractor understands that the Authority may publish the Transparency Information and Publishable Performance Information to the general public.

b. Subject to clause 12.c the Authority shall publish and maintain an up-to-date version of the Transparency Information and Publishable Performance Information in a format readily accessible and reusable by the general public under an open licence where applicable

c. If, in the Authority's reasonable opinion, publication of any element of the Transparency Information and Publishable Performance Information would be contrary to the public interest, the Authority shall be entitled to exclude such Information from publication. The Authority acknowledges that it would expect the public interest by default to be best served by publication of the Transparency Information and Publishable Performance Information in its entirety. Accordingly, the Authority acknowledges that it shall only exclude Transparency Information and Publishable Performance Information from publication in exceptional circumstances and agrees that where it decides to exclude Information from publication on that basis, it will provide a clear statement to the general public explaining the categories of information that have been excluded from publication and reasons for withholding that information.

d. The Contractor shall assist and co-operate with the Authority as reasonably required to enable the Authority to publish the Transparency Information and Publishable Performance Information, in accordance with the principles set out above, including through compliance with the requirements relating to the preparation of Publishable Performance Information set out in clause 12.e to 12.i. Where the Authority publishes Transparency Information, it shall:

- (1) before publishing, 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 (FOIA) or the Environmental Information Regulations 2004 (EIR), for the avoidance of doubt, including Sensitive information;
- (2) taking account the Sensitive Information set out in Schedule 5, consult with the Contractor where the Authority intends to publish Information which has been identified as Sensitive Information. For the avoidance of doubt the Authority, acting reasonably, shall have absolute discretion to decide what information shall be published or be exempt from disclosure in accordance with the FOIA and/or the EIR; and
- (3) present information in a format that assists the general public in understanding the relevance and completeness of the information being published to ensure the public obtain a fair view on how this Contract is being performed.

## **Publishable Performance Information**



e. Within three (3) months of the effective date of Contract the Contractor shall provide to the Authority for its approval (such approval shall not be unreasonably withheld or delayed) a draft Publishable Performance Information KPI Data Report consistent with the content requirements of Schedule 9.

f. If the Authority rejects any draft Publishable Performance Information the Contractor shall submit a revised version of the relevant KPI Data Report for further approval by the Authority with five (5) business days of receipt of any notice or rejection, taking account of any recommendations for revision and improvement to the report provided by the Authority. This process shall be repeated until the parties have an agreed version of the Publishable Performance Information

g. The Contractor shall provide an accurate and up-to-date version of the KPI Data Report to the Authority for each quarter at the frequency referred to in the agreed Schedule 9.

h. Any dispute in connection with the preparation and/or approval of Publishable Performance Information, other than under clause 12.f, shall be resolved in accordance with the dispute resolution procedure provided for in this Contract.

i. The requirements of this Condition are in addition to any other reporting requirements in this Contract.

### **13. Disclosure of Information**

a. Subject to clauses 13.d to 13.i and Condition 12 each Party:

- (1) shall treat in confidence all Information it receives from the other;
- (2) shall not disclose any of that Information to any third party without the prior written consent of the other Party, which consent shall not unreasonably be withheld, except that the Contractor may disclose Information in confidence, without prior consent, to such persons and to such extent as may be necessary for the performance of the Contract;
- (3) shall not use any of that Information otherwise than for the purpose of the Contract;  
and
- (4) shall not copy any of that Information except to the extent necessary for the purpose of exercising its rights of use and disclosure under the Contract.

b. The Contractor shall take all reasonable precautions necessary to ensure that all Information disclosed to the Contractor by or on behalf of the Authority under or in connection with the Contract:

- (1) is disclosed to their employees and Subcontractors, only to the extent necessary for the performance of the Contract; and
- (2) is treated in confidence by them and not disclosed except with the prior written consent of the Authority or used otherwise than for the purpose of performing work or having work performed for the Authority under the Contract or any subcontract.

c. The Contractor shall ensure that their employees are aware of the Contractor's arrangements for discharging the obligations at clauses 13.a and 13.b before receiving

Information and shall take such steps as may be reasonably practical to enforce such arrangements.

d. A Party shall not be in breach of Clauses 13.a, 13.b, 13.f, 13.g and 13.h to the extent that either Party:

- (1) exercises rights of use or disclosure granted otherwise than in consequence of, or under, the Contract;
- (2) has the right to use or disclose the Information in accordance with other Conditions of the Contract; or
- (3) can show:
  - (a) that the Information was or has become published or publicly available for use otherwise than in breach of any provision of the Contract or any other agreement between the Parties;
  - (b) that the Information was already known to it (without restrictions on disclosure or use) prior to receiving the Information under or in connection with the Contract;
  - (c) that the Information was received without restriction on further disclosure from a third party which lawfully acquired the Information without any restriction on disclosure; or
  - (d) from its records that the same Information was derived independently of that received under or in connection with the Contract; provided that the relationship to any other Information is not revealed.

e. Neither Party shall be in breach of this Condition where it can show that any disclosure of Information was made solely and to the extent necessary to comply with a statutory, judicial or parliamentary obligation. Where such a disclosure is made, the Party making the disclosure shall ensure that the recipient of the Information is made aware of and asked to respect its confidentiality. Such disclosure shall in no way diminish the obligations of the Parties under this Condition.

f. The Authority may disclose the Information:

- (1) to any Central Government Body for any proper purpose of the Authority or of the relevant Central Government Body, which shall include: disclosure to the Cabinet Office and/or HM Treasury for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. Where such a disclosure is made the Authority shall ensure that the recipient is made aware of its confidentiality;
- (2) to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement;
- (3) to the extent that the Authority (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;
- (4) subject to clause 13.g below, on a confidential basis to a professional adviser,

consultant or other person engaged by any of the entities defined in Schedule 1 (including benchmarking organisations) for any purpose relating to or connected with the Contract;

(5) subject to clause 13.g below, on a confidential basis for the purpose of the exercise of its rights under the Contract; or

(6) on a confidential basis to a proposed body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under the Contract; and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Authority under this Condition.

g. Where the Authority intends to disclose Information to a commercial entity which is not a Central Government Body in accordance with clauses 13.f.(4) or 13.f.(5) above, the Authority will endeavour to provide the Contractor with 3 Business Days' notice in advance of such disclosure. In relation to a disclosure of Information made under clause 13.f.(3) above, if reasonably requested by the Contractor within 2 Business Days of such notice being given, where the Authority has not already done so, it will endeavour to procure from the intended recipient of the Information an agreement containing confidentiality terms the same as, or substantially similar to, those placed on the Authority under this Condition.

h. Before sharing any Information in accordance with clause 13.f, the Authority may redact the Information. Any decision to redact Information made by the Authority shall be final.

i. The Authority shall not be in breach of the Contract where disclosure of Information is made solely and to the extent necessary to comply with the Freedom of Information Act 2000 (the "Act") or the Environmental Information Regulations 2004 (the "Regulations"). To the extent permitted by the time for compliance under the Act or the Regulations, the Authority shall consult the Contractor where the Authority is considering the disclosure of Information under the Act or the Regulations and, in any event, shall provide prior notification to the Contractor of any decision to disclose the Information. The Contractor acknowledges and accepts that their representations on disclosure during consultation may not be determinative and that the decision whether to disclose Information in order to comply with the Act or the Regulations is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Act or the Regulations.

j. Nothing in this Condition shall affect the Parties' obligations of confidentiality where Information is disclosed orally in confidence.

#### **14. Publicity and Communications with the Media**

The Contractor shall not and shall ensure that any employee or Subcontractor shall not communicate with representatives of the press, television, radio or other media on any matter concerning the Contract unless the Authority has given its prior written consent.

#### **15. Change of Control of Contractor**

a. The Contractor shall notify the Representative of the Authority at the address given in clause 15.b, as soon as practicable, in writing of any intended, planned or actual change in control of the Contractor, including any Subcontractors. The Contractor shall not be required to submit any notice which is unlawful or is in breach of either any pre-existing non-disclosure agreement or any regulations governing the conduct of the Contractor in the UK or other jurisdictions where

the Contractor may be subject to legal sanction arising from issuing such a notice.

b. Each notice of change of control shall be taken to apply to all contracts with the Authority. Notices shall be submitted to:

Mergers & Acquisitions Section  
Strategic Supplier Management Team  
Spruce 3b # 1301  
MOD Abbey Wood,  
Bristol, BS34

and emailed to: [DefComrcISSM-MergersandAcq@mod.gov.uk](mailto:DefComrcISSM-MergersandAcq@mod.gov.uk)

c. The Representative of the Authority shall consider the notice of change of control and advise the Contractor in writing of any concerns the Authority may have. Such concerns may include but are not limited to potential threats to national security, the ability of the Authority to comply with its statutory obligations or matters covered by the declarations made by the Contractor prior to contract award.

d. The Authority may terminate the Contract by giving written notice to the Contractor within six months of the Authority being notified in accordance with clause 15.a. The Authority shall act reasonably in exercising its right of termination under this Condition.

e. If the Authority exercises its right to terminate in accordance with clause 15.d the Contractor shall be entitled to request the Authority to consider making a payment representing any commitments, liabilities or expenditure incurred by the Contractor in connection with the Contract up to the point of termination. Such commitments, liabilities or expenditure shall be reasonably and properly chargeable by the Contractor, and shall otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract. Any payment under this clause 15.e must be fully supported by documentary evidence. The decision whether to make such a payment shall be at the Authority's sole discretion.

f. Notification by the Contractor of any intended, planned or actual change of control shall not prejudice the existing rights of the Authority or the Contractor under the Contract nor create or imply any rights of either the Contractor or the Authority additional to the Authority's rights set out in this Condition.

## **16. Environmental Requirements**

The Contractor shall in all their operations to perform the Contract, adopt a sound proactive environmental approach that identifies, considers, and where possible, mitigates the environmental impacts of their supply chain. The Contractor shall provide evidence of so doing to the Authority on demand.

## **17. Contractor's Records**

a. The Contractor and their Subcontractors shall maintain all records specified in and connected with the Contract (expressly or otherwise) and make them available to the Authority when requested on reasonable notice.

b. The Contractor and their Subcontractors shall also permit access to relevant records that relate to the contractual obligations to supply goods or services under the Contract, held by or controlled by them and reasonably required by the Comptroller and Auditor General, their staff and any appointed representative of the National Audit Office, and provide such explanations and

information as reasonably necessary for the following purposes:

- (1) to enable the National Audit Office to carry out the Authority's statutory audits and to examine and/or certify the Authority's annual and interim report and accounts; and
  - (2) to enable the National Audit Office to carry out an examination pursuant to Part II of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources.
- c. With regard to the records made available to the Authority under clause 17.a of this Condition, and subject to the provisions of Condition 13 (Disclosure of Information), the Contractor shall permit records to be examined and if necessary copied, by the Authority, or Representative of the Authority, as the Authority may require.
- d. Unless the Contract specifies otherwise the records referred to in this Condition shall be retained for a period of at least 6 years from:
- (1) the end of the Contract term;
  - (2) the termination of the Contract; or
  - (3) the final payment, whichever occurs latest.

## **18. 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 Schedule 3 (Contract Data Sheet);
  - (4) marked with the number of the Contract; and
  - (5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in Schedule 3 (Contract Data Sheet), 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.

## **19. Progress Monitoring, Meetings and Reports**

a. The Contractor shall attend progress meetings at the frequency or times (if any) specified in Schedule 3 (Contract Data Sheet) and shall ensure that their Contractor's representatives are suitably qualified to attend such meetings

b. The Contractor shall submit progress reports to the Authority's Representatives at the times and in the format (if any) specified in Schedule 3 (Contract Data Sheet). The reports shall detail as a minimum:

- (1) performance/Delivery of the Contractor Deliverables;
- (2) risks and opportunities.
- (3) any other information specified in Schedule 3 (Contract Data Sheet); and
- (4) any other information reasonably requested by the Authority.

## **Supply of Contractor Deliverables**

## **20. Supply of Contractor Deliverables and Quality Assurance**

a. The Contractor shall provide the Contractor Deliverables to the Authority, in accordance with the Schedule of Requirements and the Specification and shall allocate sufficient resource to the provision of the Contractor Deliverables to enable it to comply with this obligation.

b. The Contractor shall:

- (1) comply with any applicable quality assurance requirements specified in Schedule 3 (Contract Data Sheet) in providing the Contractor Deliverables; and
- (2) discharge their obligations under the Contract with all due skill, care, diligence and operating practice by appropriately experienced, qualified and trained personnel.

c. The provisions of clause 20.b. shall survive any performance, acceptance or payment pursuant to the Contract and shall extend to any remedial services provided by the Contractor.

d. The Contractor shall:

- (1) observe, and ensure that the Contractor's Team observe, all health and safety rules and regulations and any other security requirements that apply at any of the Authority's premises.
- (2) notify the Authority as soon as they become aware of any health and safety hazards or issues which arise in relation to the Contractor Deliverables; and

- (3) before the date on which the Contractor Deliverables are to start, obtain, and at all times maintain, all necessary licences and consents in relation to the Contractor Deliverables.

## **21. Marking of Contractor Deliverables**

- a. Each Contractor Deliverable shall be marked in accordance with the requirements specified in Schedule 3 (Contract Data Sheet), 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 specified in Schedule 2 (Schedule of Requirements).
- 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 22 (Packaging and Labelling (excluding Contractor Deliverables containing Munitions)).

## **22. Packaging and Labelling (excluding Contractor Deliverables containing Munitions)**

- a. Packaging responsibilities are as follows:
  - (1) The Contractor shall be responsible for providing Packaging which fully complies with the requirements of the Contract.
  - (2) The Authority shall indicate in the Contract the standard or level of Packaging required for each Contractor Deliverable, including the PPQ. If a standard or level of Packaging (including the PPQ) is not indicated in the Contract, the Contractor shall request such instructions from the Authority before proceeding further.
  - (3) The Contractor shall ensure all relevant information necessary for the effective performance of the Contract is made available to all Subcontractors.
  - (4) Where the Contractor or any of their Subcontractors have concerns relating to the appropriateness of the Packaging design and or MPL prior to manufacture or supply of the Contractor Deliverables they shall use DEFFORM 129B to feedback these concerns to the Contractor or Authority, as appropriate.
- b. The Contractor shall supply Commercial Packaging meeting the standards and requirements of Def Stan 81-041 (Part 1). In addition, the following requirements apply:
  - (1) The Contractor shall provide Packaging which:
    - (a) will ensure that each Contractor Deliverable may be transported and delivered to the consignee named in the Contract in an undamaged and serviceable condition; and

- (b) is labelled to enable the contents to be identified without need to breach the package; and
  - (c) is compliant with statutory requirements and this Condition.
- (2) The Packaging used by the Contractor to supply identical or similar Contractor Deliverables to commercial customers or to the general public (i.e. point of sale packaging) will be acceptable, provided that it complies with the following criteria:
  - (a) reference in the Contract to a PPQ means the quantity of a Contractor Deliverable to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user;
  - (b) Robust Contractor Deliverables, which by their nature require minimal or no packaging for commercial deliveries, shall be regarded as "PPQ packages" and shall be marked in accordance with clauses 22.i to 22.l. References to "PPQ packages" in subsequent text shall be taken to include Robust Contractor Deliverables; and
  - (c) for ease of handling, transportation and delivery, packages which contain identical Contractor Deliverables may be bulked and overpacked, in accordance with clauses 22.i to 22.k.
- c. The Contractor shall ascertain whether the Contractor Deliverables being supplied are, or contain, Dangerous Goods, and shall supply the Dangerous Goods in accordance with:
  - (1) The Health and Safety At Work Act 1974 (as amended);
  - (2) The Classification Hazard Information and Packaging for Supply Regulations (CHIP4) 2009 (as amended);
  - (3) The REACH Regulations 2007 (as amended); and
  - (4) The Classification, Labelling and Packaging Regulations (CLP) 2009 (as amended).
- d. The Contractor shall package the Dangerous Goods as limited quantities, excepted quantities, or similar derogations, for UK or worldwide shipment by all modes of transport in accordance with the regulations relating to the Dangerous Goods and:
  - (1) The Safety Of Lives At Sea Regulations (SOLAS) 1974 (as amended); and
  - (2) The Air Navigation (Amendment) Order 2019.
- e. As soon as possible, and in any event no later than one month before delivery is due, the Contractor shall provide a Safety Data Sheet in respect of each Dangerous Good in accordance with the REACH Regulations 2007 (as amended) and the Health and Safety At Work Act 1974 (as amended) and in accordance with Condition 24 (Supply of Hazardous Materials or Substances in Contractor Deliverables).
- f. The Contractor shall comply with the requirements for the design of MLP which include



clauses 22.f and 22.g as follows:

(1) Where there is a requirement to design UK or NATO MLP, the work shall be undertaken by an MPAS registered organisation, or one that although non-registered is able to demonstrate to the Authority that their quality systems and military package design expertise are of an equivalent standard.

(a) The MPAS certification (for individual designers) and registration (for organisations) scheme details are available from:

DES LSOC SpSvcs--SptEng-Pkg1  
MOD Abbey Wood  
Bristol, BS34 8JH  
Tel. +44(0)30679-35353  
[DELSOC-SpSvcs-SptEng-Pkg1@mod.gov.uk](mailto:DELSOC-SpSvcs-SptEng-Pkg1@mod.gov.uk)

(b) The MPAS Documentation is also available on the DStan website.

(2) MLP shall be designed to comply with the relevant requirements of Def Stan 81-041, and be capable of meeting the appropriate test requirements of Def Stan 81-041 (Part 3). Packaging designs shall be prepared on a SPIS, in accordance with Def Stan 81-041 (Part 4).

(3) The Contractor shall ensure a search of the SPIS index (the 'SPIN') is carried out to establish the SPIS status of each requirement (using DEFFORM 129a 'Application for Packaging Designs or their Status').

(4) New designs shall not be made where there is an existing usable SPIS, or one that may be easily modified.

(5) Where there is a usable SFS, it shall be used in place of a SPIS design unless otherwise stated by the Contract. When an SFS is used or replaces a SPIS design, the Contractor shall upload this information on to SPIN in Adobe PDF.

(6) All SPIS, new or modified (and associated documentation), shall, on completion, be uploaded by the Contractor on to SPIN. The format shall be Adobe PDF.

(7) Where it is necessary to use an existing SPIS design, the Contractor shall ensure the Packaging manufacturer is a registered organisation in accordance with clause 22.f.(1) above, or if un-registered, is compliant with MPAS ANNEX A Supplement (Code) M. The Contractor shall ensure, as far as possible, that the SPIS is up to date.

(8) The documents supplied under clause 22.f.(6) shall be considered as a contract data requirement and be subject to the terms of DEFCON 15 and DEFCON 21.

g. Unless otherwise stated in the Contract, one of the following procedures for the production of new or modified SPIS designs shall be applied:

(1) If the Contractor or their Subcontractor is the PDA they shall:

(a) On receipt of instructions received from the Authority's representative nominated in Box 2 Annex A to Schedule 3 (Contract Data Sheet), prepare the

required package design in accordance with clause 22.f.

(b) Where the Contractor or their Subcontractor is registered, they shall, on completion of any design work, provide the Authority with the following documents electronically:

- i. a list of all SPIS which have been prepared or revised against the Contract; and
- ii. a copy of all new / revised SPIS, complete with all continuation sheets and associated drawings, where applicable, to be uploaded onto SPIN.

(c) Where the PDA is not a registered organisation, then they shall obtain approval for their design from a registered organisation before proceeding, then follow clause 22.g.(1)(b).

(2) Where the Contractor or their Subcontractor is not the PDA and is un-registered, they shall not produce, modify, or update SPIS designs. They shall obtain current SPIS design(s) from the Authority or a registered organisation before proceeding with manufacture of Packaging. To allow designs to be provided in ample time, they should apply for SPIS designs as soon as practicable.

(3) Where the Contractor or their Subcontractor is un-registered and has been given authority to produce, modify, and update SPIS designs by the Contract, they shall obtain approval for their design from a registered organisation using DEFFORM 129a before proceeding, then follow clause 22.g.(1)(b).

(4) Where the Contractor or their Subcontractor is not a PDA but is registered, they shall follow clauses 22.g.(1)(a) and 22.g.(1)(b).

h. If special jigs, tooling etc., are required for the production of MLP, the Contractor shall obtain written approval from the Commercial Officer before providing them. Any approval given will be subject to the terms of DEFCON 23 (SC2) or equivalent condition, as appropriate.

i. In addition to any marking required by international or national legislation or regulations, the following package labelling and marking requirements apply:

(1) If the Contract specifies UK or NATO MPL, labelling and marking of the packages shall be in accordance with Def Stan 81-041 (Part 6) and this Condition as follows:

(a) Labels giving the mass of the package, in kilograms, shall be placed such that they may be clearly seen when the items are stacked during storage.

(b) Each consignment package shall be marked with details as follows:

- i. name and address of consignor;
- ii. name and address of consignee (as stated in the Contract or order);

iii. destination where it differs from the consignee's address, normally either: delivery destination / address; or transit destination, where delivery address is a point for aggregation / disaggregation and / or onward shipment elsewhere, e.g. railway station, where that mode of transport is used;

iv. the unique order identifiers and the CP&F Delivery Label / Form which shall be prepared in accordance with DEFFORM 129J.

(i). If aggregated packages are used, their consignment marking and identification requirements are stated at clause 22.I.

(2) If the Contract specifies Commercial Packaging, an external surface of each PPQ package and each consignment package, if it contains identical PPQ packages, shall be marked, using details of the Contractor Deliverables as shown in the Contract schedule, to state the following:

- (a) description of the Contractor Deliverable;
- (b) the full thirteen digit NATO Stock Number (NSN);
- (c) the PPQ;
- (d) maker's part / catalogue, serial and / or batch number, as appropriate;
- (e) the Contract and order number when applicable;
- (f) the words "Trade Package" in bold lettering, marked in BLUE in respect of trade packages, and BLACK in respect of export trade packages;
- (g) shelf life of item where applicable;
- (h) for rubber items or items containing rubber, the quarter and year of vulcanisation or manufacture of the rubber product or component (marked in accordance with Def Stan 81-041);
- (i) any statutory hazard markings and any handling markings, including the mass of any package which exceeds 3kg gross; and
- (ii) any additional markings specified in the Contract.

j. Bar code marking shall be applied to the external surface of each consignment package and to each PPQ package contained therein. The default symbology shall be as specified in Def Stan 81-041 (Part 6). As a minimum the following information shall be marked on packages:

- (1) the full 13-digit NSN;
- (2) denomination of quantity (D of Q);
- (3) actual quantity (quantity in package);
- (4) manufacturer's serial number and / or batch number, if one has been allocated;

and

(5) the CP&F-generated unique order identifier.

k. Requirements for positioning bar codes in relation to related text, as well as positioning on package etc., are defined in Def Stan 81-041 (Part 6). If size of the bar code does not allow a label to be directly attached, then a tag may be used. Any difficulties over size or positioning of barcode markings shall initially be referred to the organisation nominated in Box 3 of Annex A to Schedule 3 (Contract Data Sheet).

l. The requirements for the consignment of aggregated packages are as follows:

(1) With the exception of packages containing Dangerous Goods, over-packing for delivery to the consignee shown in the Contract may be used by the consignor to aggregate a number of packages to different Packaging levels, provided that the package contains Contractor Deliverables of only one NSN or class group. Over-packing shall be in the cheapest commercial form consistent with ease of handling and protection of over-packed items.

(2) Two adjacent sides of the outer container shall be clearly marked to show the following:

(a) class group number;

(b) name and address of consignor;

(c) name and address of consignee (as stated on the Contract or order);

(d) destination if it differs from the consignee's address, normally either:

i. delivery destination / address; or

ii. transit destination, if the delivery address is a point of aggregation / disaggregation and / or onward shipment e.g. railway station, where that mode of transport is used;

(e) where applicable, the reference number of the delivery note produced by CP&F relating to the contents. The consignee's copy of each delivery note shall be placed in the case / container. If the Contractor Deliverables listed in the delivery note are packed in several cases, the consignee's copy shall be placed in the first case and a separate list detailing the contents shall be prepared for each case after the first and placed in the case to which it relates. Each case is to be numbered to indicate both the number of the case and the total number of cases concerned e.g. 1/3, 2/3, 3/3;

(f) the CP&F-generated shipping label; and

(g) any statutory hazard markings and any handling markings.

m. Authorisation of the Contractor to undertake Packaging design, or to use a packaging design, that was not part of the original requirement under the Contract, shall be considered as an alteration to the specification in accordance with Condition 6 (Formal Amendments to the

Contract).

n. The Contractor shall ensure that timber and wood-containing products supplied under the Contract comply with the provisions of Condition 25 (Timber and Wood-Derived Products) and Annex I and Annex II of the International Standards for Phytosanitary Measures, "Guidelines for Regulating Wood Packaging Material in International Trade", Publication No 15 (ISPM 15).

o. All Packaging shall meet the requirements of the Packaging (Essential Requirements) Regulations 2003 (as amended) where applicable.

p. In any design work the Contractor shall comply with the Producer Responsibility Obligations (Packaging Waste) Regulations 2007 (as amended) or equivalent legislation. Evidence of compliance shall be a contractor record in accordance with Condition 17 (Contractor's Records).

q. This Condition is concerned with the supply of Packaging suitable to protect and ease handling, transport and storage of specified items. Where there is a failure of suitable Packaging (a design failure), or Packaging fails and this is attributed to the Packaging supplier, then the supplier shall be liable for the cost of replacing the Packaging.

r. Liability for other losses resulting from Packaging failure or resulting from damage to Packaging, (such as damage to the packaged item etc.), shall be specified elsewhere in the Contract.

s. General requirements for service Packaging, including details of UK and NATO MLP and Commercial Packaging descriptions, are contained in Def Stan 81-041 (Part 1) "Packaging of Defence Materiel". Def Stans, NATO Standardisation Agreements (STANAGs), and further information are available from the DStan internet site at: <https://www.dstan.mod.uk/>

t. Unless specifically stated otherwise in the invitation to tender or the Contract, reference to any standard including Def Stans or STANAGs in any invitation to tender or Contract document means the edition and all amendments extant at the date of such tender or Contract.

u. In the event of conflict between the Contract and Def Stan 81-041, the Contract shall take precedence.

## **23. Plastic Packaging Tax**

a. The Contractor shall ensure that any PPT due in relation to this Contract is paid in accordance with the PPT Legislation.

b. The Contract Price includes any PPT that may be payable by the Contractor in relation to the Contract.

c. On reasonable notice being provided by the Authority, the Contractor shall provide and make available to the Authority details of any PPT they have paid that relates to the Contract.

d. The Contractor shall notify the Authority, in writing, in the event that there is any adjustment required to the Contract Price in accordance with section 70 of the Finance Act 2021 and, on reasonable notice being provided by the Authority, the Contractor shall provide any such information that the Authority requires in relation to any such adjustment.

e. In accordance with Condition 17 the Contractor (and their sub-contractors) shall maintain all records relating to PPT and make them available to the Authority when requested on reasonable notice for reasons related to the Contract.

f. Where the Contractor manufactures, purchases or imports into the UK any Plastic Packaging Component in relation to the Contract the Contractor shall, on reasonable notice being given, provide the Authority with such information and documentation that it requires to enable the Authority to carry out due diligence checks and satisfy itself that the Contractor has complied with the requirements of the PPT Legislation. This shall include, but is not limited to the Contractor providing:

- (1) confirmation of the tax status of any Plastic Packaging Component;
- (2) documents to confirm that PPT has been properly accounted for;
- (3) product specifications for the packaging components, including, but not limited to, the weight and composition of the products and any other product specifications that may be required; and
- (4) copies of any certifications or audits that have been obtained or conducted in relation to the provision of Plastic Packaging Components.

g. The Authority shall have the right, on providing reasonable notice, to physically inspect or conduct an audit on the Contractor, to ensure any information that has been provided in accordance with clause 23.f above is accurate.

h. In the event the Contractor is not required to register for PPT they (and to the extent applicable, their sub-contractors) shall provide the Authority with a statement to this effect and, to the extent reasonably required by the Authority on reasonable notice, supporting evidence for that statement.

i. The Contractor shall provide, on the Authority providing reasonable notice, any information that the Authority may require from the Contractor for the Authority to comply with any obligations it may have under the PPT Legislation.

#### **24. Supply of Data for Hazardous Materials or Substances, Mixtures and Articles in Contractor Deliverables**

a. Nothing in this Condition shall reduce or limit any statutory duty or legal obligation of the Authority or the Contractor.

b. The Contractor shall provide to the Authority:

- (1) for each Substance, Mixture or Article supplied in meeting the criteria of classification as hazardous in accordance with the GB Classification, Labelling and Packaging (GB CLP) a UK REACH compliant Safety Data Sheet (SDS);
- (2) where Mixtures supplied do not meet the criteria for classification as hazardous according to GB CLP but contain a hazardous Substance an SDS is to be made available on request; and

- (3) for each Article whether supplied on its own or part of an assembly that contains a Substance on the UK REACH Authorisation List, Restriction List and/or the Candidate List of Substances of Very High Concern (SVHC) in a proportion greater than 0.1% w/w of the Article, sufficient information, available to the Contractor, to allow safe use of the Article including, as a minimum, the name of that Substance.
- c. For Substances, Mixtures or Articles that meet the criteria list in clause 24.b above:
- (1) if the Contractor becomes aware of new information which may affect the risk management measures or new information on the hazard, the Contractor shall update the SDS/safety information and forward it to the Authority and to the address listed in clause 24.i below; and
- (2) if the Authority becomes aware of new information that might call into question the appropriateness of the risk management measures identified in the safety information supplied, shall report this information in writing to the Contractor.
- d. The Contractor shall provide to the Authority a completed Schedule 6 (Hazardous Substances, Mixtures and Articles in Contractor Deliverables Supplied under the Contract: Data Requirements) in accordance with Schedule 3 (Contract Data Sheet).
- e. If the Substances, Mixtures or Articles in Contractor Deliverables are Ordnance, Munitions or Explosives (OME), in addition to the requirements of the GB CLP and UK REACH the Contractor shall comply with hazard reporting requirements of DEF STAN 07-085 Design Requirements for Weapons and Associated Systems.
- f. If the Substances, Mixtures or Articles in Contractor Deliverables, are or contain or embody a radioactive substance as defined in the Ionising Radiation Regulations SI 2017/1075, the Contractor shall additionally provide details in Schedule 6 of:
- (1) activity; and
- (2) the substance and form (including any isotope).
- g. If the Substances, Mixtures or Articles in Contractor Deliverables have magnetic properties which emit a magnetic field, the Contractor shall additionally provide details in Schedule 6 of the magnetic flux density at a defined distance, for the condition in which it is packed.
- h. Any SDS to be provided in accordance with this Condition, including any related information to be supplied in compliance with the Contractor's statutory duties under clause 24.b.(1) and 24.c.(1), any information arising from the provisions of clauses 24.f and 24.g and the completed Schedule 6, shall be sent directly to the Authority's Point of Contact as specified in the Schedule 3 as soon as practicable, and no later than one (1) month prior to the Contract delivery date, unless otherwise stated in Schedule 3 (Contract Data Sheet).
- i. So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format, or, if only hardcopy is available, to the addresses below:
- (1) Hard copies to be sent to:

Hazardous Stores Information System (HSIS)  
 Spruce 2C, #1260,  
 MOD Abbey Wood (South)  
 Bristol BS34 8JH

- (2) Emails to be sent to:

[DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk](mailto:DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk)

j. SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for OME are not to be sent to HSIS and must be held by the respective Authority Delivery Team.

k. Failure by the Contractor to comply with the requirements of this Condition shall be grounds for rejecting the affected Substances, Mixtures and Articles in Contractor Deliverables. Any withholding of information concerning hazardous Substances, Mixtures or Articles in Contractor Deliverables shall be regarded as a material breach of Contract under Condition 43 (Material Breach) for which the Authority reserves the right to require the Contractor to rectify the breach immediately at no additional cost to the Authority or to terminate the Contract in accordance with Condition 43.

l. 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.

## **25. Timber and Wood-Derived Products**

a. All Timber and Wood-Derived Products supplied by the Contractor under the Contract:

- (1) shall comply with the Contract Specification; and
- (2) must originate either:
  - (a) from a Legal and Sustainable source; or
  - (b) from a FLEGT-licensed or equivalent source.

b. In addition to the requirements of clause 25.a, all Timber and Wood-Derived Products supplied by the Contractor under the Contract shall originate from a forest source where management of the forest has full regard for:

- (1) identification, documentation and respect of legal, customary and traditional tenure and use rights related to the forest;
- (2) mechanisms for resolving grievances and disputes including those relating to tenure and use rights, to forest management practices and to work conditions; and
- (3) safeguarding the basic labour rights and health and safety of forest workers.

c. If requested by the Authority, the Contractor shall provide to the Authority Evidence that the Timber and Wood-Derived Products supplied to the Authority under the Contract comply with



the requirements of clause 25.a or 25.b or both.

d. The Authority reserves the right at any time during the execution of the Contract and for a period of five (5) years from final Delivery under the Contract to require the Contractor to produce the Evidence required for the Authority's inspection within fourteen (14) days of the Authority's request.

e. If the Contractor has already provided the Authority with the Evidence required under clause 25.c, the Contractor may satisfy these requirements by giving details of the previous notification and confirming the Evidence remains valid and satisfies the provisions of clauses 25.a or 25.b or both.

f. The Contractor shall maintain records of all Timber and Wood-Derived Products delivered to and accepted by the Authority, in accordance with Condition 17 (Contractor's Records).

g. Notwithstanding clause 25.c, if exceptional circumstances render it strictly impractical for the Contractor to record Evidence of proof of timber origin for previously used Recycled Timber, the Contractor shall support the use of this Recycled Timber with:

- (1) a record tracing the Recycled Timber to its previous end use as a standalone object or as part of a structure; and
- (2) an explanation of the circumstances that rendered it impractical to record Evidence of proof of timber origin.

h. The Authority reserves the right to decide, except where in the Authority's opinion the timber supplied is incidental to the requirement and from a low risk source, whether the Evidence submitted to it demonstrates compliance with clause 24.a or 24.b, or both. In the event that the Authority is not satisfied, the Contractor shall commission and meet the costs of an Independent Verification and resulting report that will:

- (1) verify the forest source of the timber or wood; and
- (2) assess whether the source meets the relevant criteria of clause 25.b.

i. The statistical reporting requirement at clause 25.j applies to all Timber and Wood-Derived Products delivered under the Contract. The Authority reserves the right to amend the requirement for statistical reporting, in the event that the UK Government changes the requirement for reporting compliance with the Government Timber Procurement Policy. Amendments to the statistical reporting requirement will be made in accordance with Condition 6 (Formal Amendments to the Contract).

j. The Contractor shall provide to the Authority, a completed Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements), the data or Information the Authority requires in respect of Timber and Wood-Derived Products delivered to the Authority under the Contract, or in respect of each order in the case of a Framework Agreement, or at such other frequency as stated in the Contract. The Contractor shall send all completed Schedule 7s (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements), including nil returns where appropriate, to the Authority's Representative (Commercial).

k. The Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements) may be amended by the Authority from time to time, in accordance with Condition

## 6 (Formal Amendments to the Contract).

I. The Contractor shall obtain any wood, other than processed wood, used in Packaging from:

(1) companies that have a full registered status under the Forestry Commission and Timber Packaging and Pallet Confederation's UK Wood Packaging Material Marking Programme (more detailed information can be accessed at [www.forestry.gov.uk](http://www.forestry.gov.uk)) and all such wood shall be treated for the elimination of raw wood pests and marked in accordance with that Programme; or

(2) sources supplying wood treated and marked so as to conform to Annex I and Annex II of the International Standard for Phytosanitary Measures, "Guidelines for Regulating Wood Packaging Material in International Trade", Publication No 15 published by the Food and Agricultural Organisation of the United Nations (ISPM15) (more detailed information can be accessed at [www.fao.org](http://www.fao.org)).

## 26. Certificate of Conformity

a. Where required in Schedule 3 (Contract Data Sheet) the Contractor shall provide a Certificate of Conformity (CofC) in accordance with Schedule 2 (Schedule of Requirements) and any applicable Quality Plan. One copy of the CofC shall be sent to the Authority's Representative (Commercial) upon Delivery, and one copy shall be provided to the Consignee upon Delivery.

b. Each CofC should include the wording "Certificate of Conformity" in the title of the document to allow for easy identification. One CofC is to be used per NSN/part number; a CofC must not cover multiple line items.

c. The Contractor shall consider the CofC to be a record in accordance with Condition 17 (Contractor's Records).

d. The Information provided on the CofC shall include:

- (1) Contractor's name and address;
- (2) Contractor unique CofC number;
- (3) Contract number and where applicable Contract amendment number;
- (4) details of any approved concessions;
- (5) acquirer name and organisation;
- (6) Delivery address;
- (7) Contract Item Number from Schedule 2 (Schedule of Requirements);
- (8) description of Contractor Deliverable, including part number, specification and configuration status;
- (9) NATO Stock Number (NSN) (where allocated);
- (10) identification marks, batch and serial numbers in accordance with the

Specification;

(11) quantities;

(12) a signed and dated statement by the Contractor that the Contractor Deliverables comply with the requirements of the Contract and approved concessions. Exceptions or additions to the above are to be documented.

e. Where Schedule 2 (Schedule of Requirements) and any applicable Quality Plan require demonstration of traceability and design provenance through the supply chain the Contractor shall include in any relevant subcontract the requirement for the Information called for at clause 26.d. The Contractor shall ensure that this Information is available to the Authority through the supply chain upon request in accordance with Condition 17 (Contractor Records).

## **27. Access to Contractor's Premises**

a. The Contractor shall provide to the Authority's Representatives following reasonable Notice, relevant accommodation/facilities, at no direct cost to the Authority, and all reasonable access to their premises for the purpose of monitoring the Contractor's progress and quality standards in performing the Contract.

b. As far as reasonably practical, the Contractor shall ensure that the provisions of clause 27.a are included in their subcontracts with those suppliers identified in the Contract. The Authority, through the Contractor, shall arrange access to such Subcontractors.

## **28. Delivery / Collection**

a. Schedule 3 (Contract Data Sheet) 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. Where the Contractor Deliverables are to be Delivered by the Contractor (or a third party acting on behalf of the Contractor), the Contractor shall, unless otherwise stated in writing:

(1) contact the Authority's Representative as detailed in Schedule 3 (Contract Data Sheet) in advance of the Delivery Date in order to agree administrative arrangements for Delivery and provide any Information pertinent to Delivery requested;

(2) comply with any special instructions for arranging Delivery in Schedule 3 (Contract Data Sheet);

(3) ensure that each consignment of the Contractor Deliverables is accompanied by, (as specified in Schedule 3 (Contract Data Sheet)), a DEFFORM 129J in accordance with the instructions;

(4) be responsible for all costs of Delivery; and

(5) Deliver the Contractor Deliverables to the Consignee at the address stated in Schedule 2 (Schedule of Requirements) by the Delivery Date between the hours agreed by the Parties.

c. Where the Contractor Deliverables are to be Collected by the Authority (or a third party acting on behalf of the Authority), the Contractor shall, unless otherwise stated in writing:

- (1) contact the Authority's Representative (Transport) as detailed in box 10 of Annex A to Schedule 3 (Contract Data Sheet) in advance of the Delivery Date in order to agree specific arrangements for Collection and provide any Information pertinent to the Collection requested;
- (2) comply with any special instructions for arranging Collection in Schedule 3 (Contract Data Sheet);
- (3) ensure that each consignment of the Contractor Deliverables is accompanied by, (as specified in Schedule 3 (Contract Data Sheet)), a DEFFORM 129J in accordance with the instructions;
- (4) ensure that the Contractor Deliverables are available for Collection by the Authority from the Consignor (as specified in Schedule 3 (Contract Data Sheet)) by the Delivery Date between the hours agreed by the Parties; and
- (5) in the case of Overseas consignments, ensure that the Contractor Deliverables are accompanied by the necessary transit documentation. All Customs clearance shall be the responsibility of the Authority's Representative (Transport).

d. Title and risk in the Contractor Deliverables shall only pass from the Contractor to the Authority:

- (1) on the Delivery of the Contractor Deliverables by the Contractor to the Consignee in accordance with clause 28.b; or
- (2) on the Collection of the Contractor Deliverables from the Consignor by the Authority once they have been made available for Collection by the Contractor in accordance with clause 28.c.

## **29. Acceptance**

a. Acceptance of the Contractor Deliverables shall occur in accordance with any acceptance procedure specified in Schedule 8 (Acceptance Procedure). If no acceptance procedure is so specified acceptance shall occur when either:

- (1) the Authority does any act in relation to the Contractor Deliverable which is inconsistent with the Contractor's ownership; or
- (2) the time limit in which to reject the Contractor Deliverables defined in clause 30.b has elapsed.

## **30. Rejection and Counterfeit Materiel Rejection:**

a. If any of the Contractor Deliverables Delivered to the Authority do not conform to the Specification or any other terms of the Contract, then (without limiting any other right or remedy that the Authority may have) the Authority may reject the Contractor Deliverables (in whole or in part). The Authority shall return these Contractor Deliverables to the Contractor at the

Contractor's risk and cost.

b. Rejection of any of the Contractor Deliverables under clause 30.a shall take place by the time limit for rejection specified in Schedule 3 (Contract Data Sheet), or if no such period is specified, the Contractor Deliverables shall be deemed to be accepted within a reasonable period of time.

**Counterfeit Materiel:**

c. Where the Authority suspects that any Contractor Deliverable or consignment of Contractor Deliverables contains Counterfeit Materiel, it shall:

- (1) notify the Contractor in writing of its suspicion and reasons therefore;
- (2) where reasonably practicable, and if requested by the Contractor within 10 Business Days of such notification, (at the Contractor's own risk and expense and subject to any reasonable controls specified by the Authority) afford the Contractor the facility to (i) inspect the Contractor Deliverable or consignment and/or (ii) obtain a sample thereof for validation or testing purposes.
- (3) at its discretion, provide the Contractor with a sample of the Contractor Deliverable or consignment for validation or testing purposes by the Contractor (at the Contractor's own risk and expense);
- (4) give the Contractor a further 20 Business Days or such other reasonable period agreed by the Authority, from the date of the inspection at 30.c.(2).(i) or the provision of a sample at 30.c.(2).(ii), to comment on whether the Contractor Deliverable or consignment meets the definition of Counterfeit Materiel; and
- (5) determine, on the balance of probabilities and strictly on the evidence available to it at the time, whether the Contractor Deliverable or consignment meets the definition of Counterfeit Materiel.

d. Where the Authority has determined that the Contractor Deliverable, part or consignment of Contractor Deliverables contain Counterfeit Material then it may reject the Contractor Deliverable, part or consignment under 30.a and 30.b (Rejection), and provide written notification to the Contractor of the rejection.

e. In addition to its rights under 30.a and 30.b (Rejection), where the Authority has determined that any Contractor Deliverable or consignment of Contractor Deliverables contains Counterfeit Materiel, it shall be entitled to:

- (1) retain any Counterfeit Materiel; and/or
- (2) retain the whole or any part of such Contractor Deliverable or consignment where it is not possible to separate the Counterfeit Materiel from the rest of the Contractor Deliverable, or consignment; and such retention shall not constitute acceptance under Condition 29 (Acceptance).

f. Where the Authority intends to exercise its rights under clause 30.e, the Contractor may, subject to the agreement of the Authority (and at the Contractor's own risk and expense and subject to any reasonable controls and timeframe agreed), arrange for:

- (1) the separation of Counterfeit Materiel from any Contractor Deliverable or part of a Contractor Deliverable; and/or
  - (2) the removal of any Contractor Deliverable or part of a Contractor Deliverable that the Authority is reasonably satisfied does not contain Counterfeit Materiel.
- g. In respect of any Contractor Deliverable, consignment or part thereof that is retained in accordance with clause 30.e, including where the Authority permits the Contractor to remove non-Counterfeit Materiel under clause 30.f but the Contractor fails to do so within the period agreed and subject to clause 30.k, the Authority shall be entitled to exercise any, all, or any combination of, the following rights:
- (1) to dispose of it responsibly, and in a manner that does not permit its reintroduction into the supply chain or market;
  - (2) to pass it to a relevant investigatory or regulatory authority;
  - (3) to retain conduct or have conducted further testing including destructive testing, for further investigatory, regulatory or risk management purposes. Results from any such tests shall, at the discretion of the Authority, be shared with the Contractor; and/or
  - (4) to recover the appropriate, attributable, and reasonable costs incurred by the Authority in respect of testing, storage, access, and/or disposal of it from the Contractor; and exercise of the rights granted at clauses 30.g.(1) to 30.g.(3) shall not constitute acceptance under Condition 29 (Acceptance).
- h. Any scrap or other disposal payment received by the Authority shall be off set against any amount due to the Authority under clause 30.g.(4). If the value of the scrap or other disposal payment exceeds the amount due to the Authority under clause 30.g.(4) then the balance shall accrue to the Contractor.
- i. The Authority shall not use a retained Contractor Deliverable or consignment other than as permitted in clauses 30.c – 30.k.
- j. The Authority may report a discovery of Counterfeit Materiel and disclose information necessary for the identification of similar materiel and its possible sources.
- k. The Contractor shall not be entitled to any payment or compensation from the Authority as a result of the Authority exercising the rights set out in clauses 30.c – 30.k except:
- (1) in relation to the balance that may accrue to the Contractor in accordance with clause 30.h; or
  - (2) where it has been determined in accordance with Condition 40 (Dispute Resolution) that the Authority has made an incorrect determination in accordance with clause 30.c.(5). In such circumstances the Authority shall reimburse the Contractor's reasonable costs of complying with clause 30.c

### **31. Diversion Orders**

- a. The Authority shall notify the Contractor at the earliest practicable opportunity if it becomes

aware that a Contractor Deliverable is likely to be subject to a Diversion Order.

- b. The Authority may issue a Diversion Order for the urgent delivery of the Contractor Deliverables identified in it. These Contractor Deliverables are to be delivered by the Contractor using the quickest means available as agreed by the Authority.
- c. The Authority reserves the right to cancel the Diversion Order.
- d. If the terms of the Diversion Order are unclear, the Contractor shall immediately contact the Representative of the Authority who issued it for clarification and/or further instruction.
- e. If the Diversion Order increases the quantity of Contractor Deliverables beyond the scope of the Contract, it is to be returned immediately to the Authority's Commercial Officer with an appropriate explanation.
- f. The Contractor shall be entitled to reasonable additional delivery and packaging costs incurred in complying with the Diversion Order or cancellation. Claims are to be submitted by the Contractor to the Authority's Commercial Officer together with applicable receipts and agreed as an amendment to the Contract in accordance with Condition 6 (Formal Amendments to the Contract). The Contractor shall comply with the requirements of the Diversion Order upon receipt of the Diversion Order.

### **32. Self-to-Self Delivery**

Where it is stated in Schedule 3 (Contract Data Sheet) that any Contractor Deliverable is to be Delivered by the Contractor to their own premises, or to those of a Subcontractor ('self-to-self delivery'), the risk in such a Contractor Deliverable shall remain vested in the Contractor until such time as it is handed over to the Authority.

## **Licences and Intellectual Property**

### **33. Import and Export Licences**

- a. If, in the performance of the Contract, the Contractor needs to import into the UK or export out of the UK anything not supplied by or on behalf of the Authority and for which a UK import or export licence is required, the responsibility for applying for the licence shall rest with the Contractor. The Authority shall provide the Contractor with sufficient information, certification, documentation and other reasonable assistance in obtaining any necessary UK import or export licence.
- b. When an export licence or import licence or authorisation either singularly or in combination is required from a foreign government for the performance of the Contract, the Contractor shall as soon as reasonably practicable consult with the Authority on the licence requirements. Where the Contractor is the applicant for the licence or authorisation the Contractor shall:
  - (1) ensure that when end use or end user restrictions, or both, apply to all or part of any Contractor Deliverable (which for the purposes of this Condition shall also include information, technical data and software), the Contractor, unless otherwise agreed with the Authority, shall identify in the application:

- (a) the end user as: Her Britannic Majesty's Government of the United

Kingdom of Great Britain and Northern Ireland (hereinafter "HM Government"); and

(b) the end use as: For the Purposes of HM Government; and

(2) include in the submission for the licence or authorisation a statement that "information on the status of processing this application may be shared with the Ministry of Defence of the United Kingdom".

c. If the Contractor or any Subcontractor in the performance of the Contract needs to export materiel not previously supplied by or on behalf of the Authority for which an export licence or import licence or authorisation from a foreign government is required, the responsibility for instituting expeditious action to apply for and obtain the licence shall rest with the Contractor or that Subcontractor. For the purposes of this Condition materiel shall mean information, technical data and items, including Contractor Deliverables, components of Contractor Deliverables and software.

d. Where the Contract performance requires the export of materiel for which a foreign export licence or import licence or authorisation is required, the Contractor shall include the dependencies for the export licence or import licence or authorisation application, grant and maintenance in the Contract risk register and in the risk management plan for the Contract, with appropriate review points. Where there is no requirement under the Contract for a risk management plan the Contractor shall submit this information to the Authority's representative.

e. During the term of the Contract and for a period of up to 2 years from completion of the Contract, the Authority may make a written request to the Contractor to seek a variation to the conditions to a foreign export licence or import licence or authorisation to enable the Authority to re-export or re-transfer a licensed or authorised item or licensed or authorised information from the UK to a non-licensed or unauthorised third party. If the Authority makes such a request it will consult with the Contractor before making a determination of whether the Authority or the Contractor is best placed in all the circumstance to make the request. Where, subsequent to such consultation the Authority notifies the Contractor that the Contractor is best placed to make such request:

(1) the Contractor shall, or procure that the Contractor's Subcontractor shall, expeditiously consider whether or not there is any reason why it should object to making the request and, where it has no objection, file an application to seek a variation of the applicable export licence or import licence or authorisation in accordance with the procedures of the licensing authority. Where the Contractor has an objection, the Parties shall meet within five (5) working days to resolve the issue and should they fail the matter shall be escalated to an appropriate level within both Parties' organisations, to include their respective export licensing subject matter experts; and

(2) the Authority shall provide sufficient information, certification, documentation and other reasonable assistance as may be necessary to support the application for the requested variation.

f. Where the Authority determines that it is best placed to make such request the Contractor shall provide sufficient information, certification, documentation and other reasonable assistance as may be necessary to support the Authority to make the application for the requested variation.

g. Where the Authority invokes clause 33.e or 33.f the Authority will pay the Contractor a fair and reasonable charge for this service based on the cost of providing it.



h. Where the Contractor subcontracts work under the Contract, which is likely to be subject to foreign export control, import control or both the Contractor shall use reasonable endeavours to incorporate in each subcontract equivalent obligations to those set out in this Condition. Where it is not possible to include equivalent terms to those set out in this Condition, the Contractor shall report that fact and the circumstances to the Authority.

i. Without prejudice to HM Government's position on the validity of any claim by a foreign government to extra-territoriality, the Authority shall provide the Contractor with sufficient information, certification, documentation and other reasonable assistance to facilitate the granting of export licences or import licences or authorisations by a foreign Government in respect of the performance of the Contract.

j. The Authority shall provide such assistance as the Contractor may reasonably require in obtaining any UK export licences necessary for the performance of the Contract.

k. The Contractor shall use reasonable endeavours to identify whether any Contractor Deliverable is subject to:

- (1) a non-UK export licence, authorisation or exemption; or
- (2) any other related transfer or export control, that imposes or will impose end use, end user or re-transfer or re-export restrictions, or restrictions on disclosure to individuals based upon their nationality. This does not include the Intellectual Property-specific restrictions of the type referred to in Condition 34 (Third Party Intellectual Property – Rights and Restrictions).

l. If at any time during the term of the Contract the Contractor becomes aware that all or any part of the Contractor Deliverables are subject to clause 33.k.(1) or 33.k.(2), they shall notify the Authority of this as soon as reasonably practicable by providing details in the DEFFORM 528 or other mutually agreed alternative format. Such notification shall be no later than thirty (30) days of knowledge of any affected Contractor Deliverable and in any event such notification shall be not less than thirty (30) days prior to delivery of the Contractor Deliverables.

m. If the information to be provided under clause 33.l has been provided previously to the Authority by the Contractor under the Contract, the Contractor may satisfy these requirements by giving details of the previous notification and confirming they remain valid and satisfy the provisions of clause 33.l.

n. During the term of the Contract, the Contractor shall notify the Authority as soon as reasonably practicable of any changes in the information notified previously under clauses 33.l or 33.m of which they become or are aware that would affect the Authority's ability to use, disclose, re-transfer or re-export an item or part of it as is referred to in those clauses by issuing an updated DEFFORM 528 to the Authority

o. For a period of up to 2 years from completion of the Contract and in response to a specific request by the Authority, the Contractor shall notify the Authority as soon as reasonably practicable of any changes in the information notified previously under clause 33.l or 33.m of which they become aware that would affect the Authority's ability to use, disclose, re-transfer or re-export an item or part of it as is referred to in those clauses by issuing an updated DEFFORM 528 to the Authority.

p. Where following receipt of materiel from a Subcontractor or any of their other suppliers restrictions are notified to the Contractor by that Subcontractor, supplier or other third party or are identified by the Contractor, the Contractor shall immediately inform the Authority by issuing an updated DEFFORM 528. Within [X] days of such notification, the Contractor shall propose to the Authority actions to mitigate the impact of such restrictions. Such proposals may include, where appropriate, mutually supported attempts to obtain removal or modification to the restrictions or to obtain appropriate authorisations from the relevant foreign government. The Authority shall notify the contractor within [X] days of receipt of a proposal whether it is acceptable and where appropriate the Contract shall be modified in accordance with its terms to implement the proposal.

q. If the restrictions prevent the Contractor from performing their obligations under the Contract and have not been removed, modified or otherwise satisfactorily managed within a reasonable time, the Authority may at its absolute discretion elect to amend the contract in accordance with Condition 6 or as otherwise may be provided by the Contract, or to terminate the Contract. Except as set out in clause 33.r, in the event of termination in these circumstances termination shall be on fair and reasonable terms having regard to all the circumstances including payments already made and that would otherwise be due under the Contract, costs incurred by the Contractor and benefits received by the Authority. The Parties, acting in good faith, will use all reasonable endeavours to agree such fair and reasonable terms failing which either Party may refer the matter to dispute resolution in accordance with the provisions in the Contract.

r. In the event that the restrictions notified to the Authority pursuant to clause 33.l were known or ought reasonably have been known by the Contractor (but were not disclosed) at contract award or if restrictions notified to the Authority pursuant to clauses 33.n or 33.p were known or ought reasonably to have been known by the Contractor at the date of submission of the most recent DEFFORM 528 submitted to the Authority in accordance with clause 33.l, termination under clause 33.q will be in accordance with Condition 43 (Material Breach) and the provisions of clause 33.v will not apply.

s. The Authority shall use reasonable endeavours to identify any export control restrictions applying to materiel to be provided to the Contractor as Government Furnished Assets (GFA). Where the Authority is to provide materiel necessary to enable the Contractor to perform the Contract or in respect of which the Services are to be provided, and that materiel is subject to a non-UK export licence, authorisation, exemption or other related transfer or export control as described in the provisions of clause 32.k, the Authority shall provide a completed DEFFORM 528 or will provide a new or updated DEFFORM 528 to the Contractor within thirty (30) days of the date of knowledge and in any case not later than thirty (30) days prior to the delivery of such materiel to the Contractor.

t. In the event that the Authority becomes aware that the DEFFORM 528 disclosure was incomplete or inaccurate or in the event additional such materiel is identified then the Authority shall provide, as soon as reasonably practicable a new or revised DEFFORM 528. In the event that the Authority becomes aware that a prior disclosure included in DEFFORM 528 submitted to the Contractor was incomplete or inaccurate less than thirty (30) days prior to the delivery to the Contractor of any material to which the updated or new disclosure relates, the Parties will meet as soon as reasonably practicable to discuss how to mitigate the impact of the incomplete or inaccurate disclosure.

u. Where:

(1) restrictions are advised by the Authority to the Contractor in a DEFFORM 528 provided pursuant to clauses 33.s or 33.t or both; or

(2) any of the information provided by the Authority in any DEFFORM 528 proves to be incorrect or inaccurate; the Authority and the Contractor shall act promptly to mitigate the impact of such restrictions or incorrect or inaccurate information. Such mitigation shall include, where appropriate, mutually supported attempts to obtain removal or modification to the restrictions or to obtain appropriate authorisations from the relevant foreign government. If the restrictions or incorrect or inaccurate information adversely affect the ability of the Contractor to perform their obligations under the Contract, the matter shall be handled under the terms of Condition 6 (Formal Amendments to the Contract) or as may otherwise be provided by the Contract as appropriate and if no alternative solution satisfies the essential terms of the Contract and the restrictions have not been removed, modified or otherwise satisfactorily managed within a reasonable time the Authority may terminate the Contract. Termination under these circumstances will be under the terms of Condition 42 (Termination for Convenience) and as referenced in the Contract.

v. Pending agreement of any amendment of the Contract as set out in clause 33.q or 33.u, provided the Contractor takes such steps as are reasonable to mitigate the impact, the Contractor shall be relieved from their obligations to perform those elements of the Contract directly affected by the restrictions or provision of incorrect or incomplete information

### **34. Third Party Intellectual Property – Rights and Restrictions**

a. The Contractor and, where applicable any Subcontractor, shall promptly notify the Authority as soon as they become aware of:

(1) any invention or design the subject of patent or registered Design Rights (or application thereof) owned by a third party which appears to be relevant to the performance of the Contract or to use by the Authority of anything required to be done or delivered under the Contract;

(2) any restriction as to disclosure or use, or obligation to make payments in respect of any other intellectual property (including technical Information) required for the purposes of the Contract or subsequent use by the Authority of anything delivered under the Contract and, where appropriate, the notification shall include such Information as is required by Section 2 of the Defence Contracts Act 1958;

(3) any allegation of infringement of intellectual property rights made against the Contractor and which pertains to the performance of the Contract or subsequent use by the Authority of anything required to be done or delivered under the Contract clause 34.a does not apply in respect of Contractor Deliverables normally available from the Contractor as a Commercial Off The Shelf (COTS) item or service.

b. If the Information required under clause 34.a has been notified previously, the Contractor may meet their obligations by giving details of the previous notification.

c. For COTS Contractor Deliverables patents and registered designs in the UK, in respect of any question arising (by way of an allegation made to the Authority or Contractor, or otherwise) that the manufacture or provision under the Contract of Contractor Deliverables normally available from the Contractor as a COTS item or service is an infringement of a UK patent or registered design not owned or controlled by the Contractor or the Authority, the Contractor shall, subject to the agreement of the third party owning such patent or registered design, be given exclusive conduct of any and all negotiations for the settlement of any claim or the conduct of any litigation

arising out of such question. The Contractor shall indemnify the Authority, its officers, agents and employees against any liability and cost arising from such allegation. This Condition shall not apply if:

- (1) the Authority has made or makes an admission of any sort relevant to such question;
- (2) the Authority has entered or enters into any discussions on such question with any third party without the prior written agreement of the Contractor;
- (3) the Authority has entered or enters into negotiations in respect of any relevant claim for compensation in respect of Crown Use under Section 55 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949;
- (4) legal proceedings have been commenced against the Authority or the Contractor in respect of Crown Use, but only to the extent of such Crown Use that has been properly authorised.

d. The indemnity in clause 34.c does not extend to use by the Authority of anything supplied under the Contract where that use was not reasonably foreseeable at the time of the Contract.

e. In the event that the Authority has entered into negotiation in respect of a claim for compensation, or legal proceedings in respect of the Crown Use have commenced, the Authority shall forthwith authorise the Contractor for the purposes of performing the Contract (but not otherwise) to utilise a relevant invention or design in accordance with Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949 and to use any model, document or information relating to any such invention or design which may be required for that purpose.

f. For all other Contractor Deliverables patents and registered designs in the UK, if a relevant invention or design has been notified to the Authority by the Contractor prior to the Effective Date of Contract, then unless it has been otherwise agreed, under the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, the Contractor is hereby authorised to utilise that invention or design, notwithstanding the fact that it is the subject of a UK Patent or UK Registered Design, for the purpose of performing the Contract.

g. If, under clause 34.a, a relevant invention or design is notified to the Authority by the Contractor after the Effective Date of Contract, then:

- (1) if the owner (or its exclusive licensee) takes or threatens in writing to take any relevant action against the Contractor, the Authority shall issue to the Contractor a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949, and
- (2) in any event, unless the Contractor and the Authority can agree an alternative course of action, the Authority shall not unreasonably delay the issue of a written authorisation in accordance with the provisions of Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949.

h. The Authority shall assume all liability and shall indemnify the Contractor, their officers, agents and employees against liability, including the Contractor's costs, as a result of infringement by the Contractor or their suppliers of any patent, utility model, registered design or like protection

outside the United Kingdom in the performance of the Contract when such infringement arises from or is incurred by reason of the Contractor following any specification, statement of work or instruction in the Contract or using, keeping or disposing of any item given by the Authority for the purpose of the Contract in accordance with the Contract.

i. The Contractor shall assume all liability and shall indemnify the Authority, its officers, agents and employees against liability, including the Authority's costs, as a result of infringement by the Contractor or their suppliers of any patent, utility model, registered design or like protection outside the UK in the performance of the Contract when such infringement arises from or is incurred otherwise than by reason of the Contractor following any specification, statement of work or instruction in the Contract or using, keeping or disposing of any item given by the Authority for the purpose of the Contract in accordance with the Contract.

j. The Contractor shall not be entitled to any reimbursement of any royalty, licence fee or similar expense incurred in respect of anything to be done under the Contract, where:

(1) a relevant discharge has been given under Section 2 of the Defence Contracts Act 1958, or relevant authorisation in accordance with Sections 55 or 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988 in respect of any intellectual property; or

(2) any obligation to make payments for intellectual property has not been promptly notified to the Authority under clause 34.a.

k. Where authorisation is given by the Authority under clause 34.e, 34.f or 34.g, to the extent permitted by Section 57 of the Patents Act 1977, Section 12 of the Registered Designs Act 1949 or Section 240 of the Copyright, Designs and Patents Act 1988, the Contractor shall also be:

(1) released from payment whether by way of royalties, licence fees or similar expenses in respect of the Contractor's use of the relevant invention or design, or the use of any relevant model, document or information for the purpose of performing the Contract; and

(2) authorised to use any model, document or information relating to any such invention or design which may be required for that purpose.

l. The Contractor shall assume all liability and indemnify the Authority and its officers, agents and employees against liability, including costs as a result of:

(1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item to be supplied under the Contract or otherwise in the performance of the Contract;

(2) misuse of any confidential information, trade secret or the like by the Contractor in performing the Contract;

(3) provision to the Authority of any Information or material which the Contractor does not have the right to provide for the purpose of the Contract.

m. The Authority shall assume all liability and indemnify the Contractor, their officers, agents and employees against liability, including costs as a result of:

- (1) infringement or alleged infringement by the Contractor or their suppliers of any copyright, database right, Design Right or the like protection in any part of the world in respect of any item provided by the Authority for the purpose of the Contract but only to the extent that the item is used for the purpose of the Contract;
  - (2) alleged misuse of any confidential Information, trade secret or the like by the Contractor as a result of use of Information provided by the Authority for the purposes of the Contract, but only to the extent that Contractor's use of that Information is for the purposes intended when it was disclosed by the Authority.
- n. The general authorisation and indemnity is:
- (1) clauses 34.a – 34.m represents the total liability of each Party to the other under the Contract in respect of any infringement or alleged infringement of patent or other Intellectual Property Right (IPR) owned by a third party;
  - (2) neither Party shall be liable, one to the other, for any consequential loss or damage arising as a result, directly or indirectly, of a claim for infringement or alleged infringement of any patent or other IPR owned by a third party;
  - (3) a Party against whom a claim is made or action brought, shall promptly notify the other Party in writing if such claim or action appears to relate to an infringement which is the subject of an indemnity or authorisation given under this Condition by such other Party. The notification shall include particulars of the demands, damages and liabilities claimed or made of which the notifying Party has notice;
  - (4) the Party benefiting from the indemnity or authorisation shall allow the other Party, at its own expense, to conduct any negotiations for the settlement of the same, and any litigation that may arise therefrom and shall provide such information as the other Party may reasonably require;
  - (5) following a notification under clause 34.n.(3), the Party notified shall advise the other Party in writing within thirty (30) Business Days whether or not it is assuming conduct of the negotiations or litigation. In that case the Party against whom a claim is made or action brought shall not make any statement which might be prejudicial to the settlement or defence of such a claim without the written consent of the other Party;
  - (6) the Party conducting negotiations for the settlement of a claim or any related litigation shall, if requested, keep the other Party fully informed of the conduct and progress of such negotiations.
- o. If at any time a claim or allegation of infringement arises in respect of copyright, database right, Design Right or breach of confidence as a result of the provision of any Contractor Deliverable by the Contractor to the Authority, the Contractor may at their own expense replace the item with an item of equivalent functionality and performance so as to avoid infringement or breach. The Parties will co-operate with one another to mitigate any claim or damage which may arise from use of third party IPR.
- p. Nothing in Condition 34 shall be taken as an authorisation or promise of an authorisation under Section 240 of the Copyright, Designs and Patents Act 1988.

q. Notwithstanding any other provisions of the Contract and for the avoidance of doubt, award of the Contract by the Authority and placement of any contract task under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949. The Contractor acknowledges that any such authorisation by the Authority under its statutory powers must be expressly provided in writing, with reference to the acts authorised and the specific intellectual property involved. Notification of Intellectual Property Rights (IPR) Restrictions

r. Where any of the conditions listed below (1 to 3) have been added to the Conditions of the Contract as project specific DEFCONs at Clause 45, or where required by Clauses 34.a. - 34.q., the Contractor warrants and confirms that all Intellectual Property Rights restrictions and associated export restrictions relating to the use or disclosure of the Contractor Deliverables that are notifiable under those Conditions, or of which the Contractor is or should reasonably be aware as at Effective Date of Contract, are disclosed in Schedule 10 (Notification of Intellectual Property Rights (IPR) Restrictions).

(1) DEFCON 15 - including notification of any self-standing background Intellectual Property;

(2) DEFCON 90 - including copyright material supplied under clause 5;

(3) DEFCON 91 - limitations of Deliverable Software under clause 3b.

s. The Contractor shall promptly notify the Authority in writing if they become aware during the performance of the Contract of any required additions, inaccuracies or omissions in Schedule 10.

t. Any amendment to Schedule 10 shall be made in accordance with Condition 6

## **Pricing and Payment**

### **35. Contract Price**

a. The Contractor shall provide the Contractor Deliverables to the Authority at the Contract Price. The Contract Price shall be a Firm Price unless otherwise stated in Schedule 3 (Contract Data Sheet).

b. Subject to clause 35.a the Contract Price shall be inclusive of any UK custom and excise or other duty payable. The Contractor shall not make any claim for drawback of UK import duty on any part of the Contract Deliverables supplied which may be for shipment outside of the UK.

### **36. Payment and Recovery of Sums Due**

a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 36.b 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 36.a, 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 36.a 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 36.c 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 the 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

### **37. Value Added Tax**

a. The Contract Price excludes any UK output Value Added Tax (VAT) and any similar EU (or non-EU) taxes chargeable on the supply of Contractor Deliverables by the Contractor to the Authority.

b. If the Contractor is required by UK VAT law to be registered for UK VAT (or has registered voluntarily) in respect of their business activities at the time of any supply, and the circumstances of any supply are such that the Contractor is liable to pay the tax due to HM Revenue and Customs (HMRC), the Authority shall pay to the Contractor in addition to the Contract Price (or any other sum due to the Contractor) a sum equal to the output VAT chargeable on the tax value of the supply of Contractor Deliverables, and all other payments under the Contract according to the law at the relevant tax point.

c. The Contractor is responsible for the determination of VAT liability. The Contractor shall consult their Client Relationship Manager or the HMRC Enquiries Desk (and not the Authority's Representative (Commercial)) in cases of doubt. The Contractor shall notify the Authority's Representative (Commercial) of the Authority's VAT liability under the Contract, and any changes to it, within twenty (20) Business Days of becoming aware the liability is other than at the standard rate of VAT. In the event of any doubt about the applicability of the tax in such cases, the Authority may require the Contractor to obtain, and pass to the Authority, a formal ruling from HMRC. The Contractor shall comply promptly with any such requirement. Where the Contractor obtains a ruling from HMRC, they shall supply a copy to the Authority within three (3) Business Days of receiving that ruling unless they propose to challenge the ruling. Where the Contractor challenges the ruling they shall supply to the Authority a copy of any final decisions issued by HMRC on completion of the challenge within three (3) Business Days of receiving the decision.

d. Where supply of Contractor Deliverables comes within the scope of UK VAT, but the Contractor is not required by UK VAT law to be registered for UK VAT (and has not registered voluntarily), the Authority shall be responsible for assessing and paying over directly to HMRC any UK output VAT due in respect of the Contractor Deliverables. The Contractor shall be responsible for ensuring they take into account any changes in VAT law regarding registration.

e. Where Contractor Deliverables are deemed to be supplied to the Authority outside the UK, the Contractor may be required by the laws of the country where the supply takes place to register there for EU (or non-EU) turnover or similar tax. In that event, the Authority shall pay to



the Contractor in addition to the Contract Price (and any other sum due to the Contractor under the Contract) a sum equal to the tax the Contractor is liable to pay to the tax authorities of the country in question in relation to the Contractor Deliverables within thirty (30) calendar days of a written request for payment of any such sum by the Contractor.

f. In relation to the Contractor Deliverables supplied under the Contract the Authority shall not be required to pay any sum in respect of the Contractor's input VAT (or similar EU or non-EU or both input taxes). However, these input taxes will be allowed where it is established that, despite the Contractor having taken all reasonable steps to recover them, it has not been possible to do so. Where there is any doubt that the Contractor has complied with this requirement the matter shall be resolved in accordance with Condition 40 (Dispute Resolution).

g. Should HMRC decide that the Contractor has incorrectly determined the VAT liability, in accordance with clause 37.b above, the Authority will pay the VAT assessed by HMRC. In the event that HMRC so determines, the Contractor shall pay any interest charged on any assessment or penalties or both directly to HMRC. Such interest or penalties or both shall not be recoverable from the Authority under the Contract or any other contract. The Contractor shall supply the Authority with a copy of all correspondence between HMRC and the Contractor's advisors regarding the VAT assessment within three (3) Business Days of a written request to the Authority for such correspondence.

### **38. Debt Factoring**

a. Subject to the Contractor obtaining the prior written consent of the Authority in accordance with Condition 11 (Assignment of Contract), the Contractor may assign to a third Party ("the Assignee") the right to receive payment of the Contract Price or any part thereof due to the Contractor under the Contract (including interest which the Authority incurred through late payment under the Late Payment of Commercial Debts (Interest) Act 1998 ("the Act")). Any assignment of the right to receive payment of the Contract Price (or any part thereof) under this Condition 38 shall be subject to:

- (1) reduction of any sums in respect of which the Authority exercises its right of recovery under clause 36.f;
- (2) all related rights of the Authority under the Contract in relation to the recovery of sums due but unpaid; and
- (3) the Authority receiving notification under both clauses 38.b and 38.c.(2).

b. In the event that the Contractor obtains from the Authority the consent to assign the right to receive the Contract Price (or any part thereof) under clause 38.a, the Contractor shall notify the Authority in writing of the assignment and the date upon which the assignment becomes effective.

c. The Contractor shall ensure that the Assignee:

- (1) is made aware of the Authority's continuing rights under clauses 38.a.(1) and 38.a.(2); and
- (2) notifies the Authority of the Assignee's contact information and bank account details to which the Authority shall make payment, subject to any reduction made by the Authority in accordance with clauses 38.a.(1) and 38.a.(2).

d. The provisions of Condition 36 (Payment and Recovery of Sums Due) shall continue to apply in all other respects after the assignment and shall not be amended without the prior approval of the Authority

### **39. Subcontracting and Prompt Payment**

a. Subcontracting any part of the Contract shall not relieve the Contractor of any of the Contractor's obligations, duties or liabilities under the Contract.

b. Where the Contractor enters into a subcontract, they shall cause a term to be included in such subcontract:

(1) providing that where the Subcontractor submits an invoice to the Contractor, the Contractor will consider and verify that invoice in a timely fashion;

(2) providing that the Contractor shall pay the Subcontractor any sums due under such an invoice no later than a period of thirty (30) days from the date on which the Contractor has determined that the invoice is valid and undisputed;

(3) providing that where the Contractor fails to comply with clause 39.b.(1) above, and there is an undue delay in considering and verifying the invoice, that the invoice shall be regarded as valid and undisputed for the purposes of clause 39.b.(2) after a reasonable time has passed; and

(4) requiring the counterparty to that subcontract to include in any subcontract which it awards, provisions having the same effect as clauses 39.b.(1) to 39.b.(4).

## **Termination**

### **40. 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 40.a the dispute shall be referred to arbitration. Unless otherwise agreed in writing by the Parties, the arbitration and this clause 40.b 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, anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise.

### **41. Termination for Insolvency or Corrupt Gifts**

#### **Insolvency:**

a. The Authority may terminate the Contract, without paying compensation to the Contractor, by giving written Notice of such termination to the Contractor at any time after any of the following

events: Where the Contractor is an individual or a firm:

- (1) the application by the individual or, in the case of a firm constituted under English law, any partner of the firm to the court for an interim order pursuant to Section 253 of the Insolvency Act 1986; or
- (2) the court making an interim order pursuant to Section 252 of the Insolvency Act 1986; or
- (3) the individual, the firm or, in the case of a firm constituted under English law, any partner of the firm making a composition or a scheme of arrangement with them or their creditors; or
- (4) the presentation of a petition for bankruptcy order against the individual or, in the case of a firm constituted under English law, any partner of the firm unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or
- (5) the court making a bankruptcy order in respect of the individual or, in the case of a firm constituted under English law, any partner of the firm; or
- (6) where the Contractor is either unable to pay their debts as they fall due or has no reasonable prospect of being able to pay debts which are not immediately payable. The Authority shall regard the Contractor as being unable to pay their debts if:
  - (a) they have failed to comply with or to set aside a Statutory demand under Section 268 of the Insolvency Act 1986 within twenty-one (21) days of service of the Statutory Demand on them; or
  - (b) execution or other process to enforce a debt due under a judgement or order of the court has been returned unsatisfied in whole or in part.
- (7) the presentation of a petition for sequestration in relation to the Contractor's estates unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or
- (8) the court making an award of sequestration in relation to the Contractor's estates. Where the Contractor is a company registered in England:
- (9) the presentation of a petition for the appointment of an administrator; unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or
- (10) the court making an administration order in relation to the company; or
- (11) the presentation of a petition for the winding-up of the company unless it is withdrawn within three (3) Business Days from the date on which the Contractor is notified of the presentation; or
- (12) the company passing a resolution that the company shall be wound-up; or
- (13) the court making an order that the company shall be wound-up; or

(14) the appointment of a Receiver or manager or administrative Receiver. Where the Contractor is a company registered other than in England, events occur or are carried out which, within the jurisdiction to which they are subject, are similar in nature or effect to those specified in clauses 41.a.(9) to 41.a.(14) inclusive above.

b. Such termination shall be without prejudice to and shall not affect any right of action or remedy which shall have accrued or shall accrue thereafter to the Authority and the Contractor

#### **Corrupt Gifts:**

c. The Contractor shall not do, and warrants that in entering the Contract they have not done any of the following (hereafter referred to as 'prohibited acts'):

(1) offer, promise or give to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward;

(a) for doing or not doing (or for having done or not having done) any act in relation to the obtaining or execution of this or any other Contract with the Crown; or

(b) for showing or not showing favour or disfavour to any person in relation to this or any other Contract with the Crown.

(2) enter 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 them or on their behalf, or to their 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.

d. If the Contractor, their employees, agents or any Subcontractor (or anyone acting on their behalf or any of their employees) does any of the prohibited acts or commits 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, the Authority shall be entitled:

(1) to terminate the Contract and recover from the Contractor the amount of any loss resulting from the termination;

(2) to recover from the Contractor the amount or value of any such gift, consideration or commission; and

(3) to recover from the Contractor any other loss sustained in consequence of any breach of this Condition, where the Contract has not been terminated.

e. In exercising its rights or remedies under this Condition, 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 performing, the prohibited act;

(2) give all 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 their behalf;

(b) requiring the Contractor to procure the dismissal of an employee (whether their own or that of a Subcontractor or anyone acting on their behalf) where the prohibited act is that of such employee.

f. Recovery action taken against any person in His Majesty's service shall be without prejudice to any recovery action taken against the Contractor pursuant to this Condition

#### **42. Termination for Convenience**

a. The Authority shall have the right to terminate the Contract in whole or in part at any time by giving the Contractor at least twenty (20) Business Days written notice (or such other period as may be stated in Schedule 3 (Contract Data Sheet)). Upon expiry of the notice period the Contract, or relevant part thereof, shall terminate without prejudice to the rights of the parties already accrued up to the date of termination. Where only part of the Contract is being terminated, the Authority and the Contractor shall owe each other no further obligations in respect of the part of the Contract being terminated, but will continue to fulfil their respective obligations on all other parts of the Contract not being terminated.

b. Following the above notification the Authority shall be entitled to exercise any of the following rights in relation to the Contract (or part being terminated) to direct the Contractor to:

- (1) not start work on any element of the Contractor Deliverables not yet started;
- (2) complete in accordance with the Contract the provision of any element of the Contractor Deliverables;
- (3) as soon as may be reasonably practicable take such steps to ensure that the production rate of the Contractor Deliverables is reduced as quickly as possible;
- (4) terminate on the best possible terms any subcontracts in support of the Contractor Deliverables that have not been completed, taking into account any direction given under clauses 42.b.(2) and 42.b.(3) of this Condition.

c. Where this Condition applies (and subject always to the Contractor's compliance with any direction given by the Authority under clause 42.b):

- (1) The Authority shall take over from the Contractor at a fair and reasonable price all unused and undamaged materiel and any Contractor Deliverables in the course of manufacture that are:
  - (a) in the possession of the Contractor at the date of termination; and
  - (b) provided by or supplied to the Contractor for the performance of the Contract, except such materiel and Contractor Deliverables in the course of manufacture as the Contractor shall, with the agreement of the Authority, choose to retain;
- (2) the Contractor shall deliver to the Authority within an agreed period, or in absence of such agreement within a period as the Authority may specify, a list of:

- (a) all such unused and undamaged materiel; and
  - (b) Contractor Deliverables in the course of manufacture, that are liable to be taken over by, or previously belonging to the Authority, and shall deliver such materiel and Contractor Deliverables in accordance with the directions of the Authority;
- (3) in respect of Services, the Authority shall pay the Contractor fair and reasonable prices for each Service performed, or partially performed, in accordance with the Contract.
- d. The Authority shall (subject to clause 42.e below and to the Contractor's compliance with any direction given by the Authority in clause 42.b above) indemnify the Contractor against any commitments, liabilities or expenditure which would otherwise represent an unavoidable loss by the Contractor by reason of the termination of the Contract, subject to:
  - (1) the Contractor taking all reasonable steps to mitigate such loss; and
  - (2) the Contractor submitting a fully itemised and costed list of such loss, with supporting evidence, reasonably and actually incurred by the Contractor as a result of the termination of the Contract or relevant part.
- e. The Authority's total liability under the provisions of this Condition shall be limited to the total price of the Contractor Deliverables payable under the contract (or relevant part), including any sums paid, due or becoming due to the Contractor at the date of termination.
- f. The Contractor shall include in any subcontract over £250,000 which it may enter into for the purpose of the Contract, the right to terminate the subcontract under the terms of clauses 42.a to 42.e except that:
  - (1) the name of the Contractor shall be substituted for the Authority except in clause 42.c.(1);
  - (2) the notice period for termination shall be as specified in the subcontract, or if no period is specified twenty (20) Business Days; and
  - (3) the Contractor's right to terminate the subcontract shall not be exercised unless the main Contract, or relevant part, has been terminated by the Authority in accordance with the provisions of this Condition 42.
- g. Claims for payment under this Condition shall be submitted in accordance with the Authority's direction

#### **43. Material Breach**

- a. 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 their obligations under the Contract.
- b. Where the Authority has terminated the Contract under clause 43.a 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, including but not limited to any costs and expenses incurred by the Authority in:

- (1) carrying out any work that may be required to make the Contractor Deliverables comply with the Contract; or
- (2) obtaining the Contractor Deliverable in substitution from another supplier

#### **44. Consequences of Termination**

The termination of the Contract, however arising, shall be without prejudice to the rights and duties of either Party accrued prior to termination. The Conditions that expressly or by implication have effect after termination shall continue to be enforceable even after termination.

## **45 Project specific DEFCONs and DEFCON SC variants that apply to this contract**

### **DEFCON 5J**

DEFCON 5J (Edn 18/11/16) – Unique Identifiers

### **DEFCON 532B**

DEFCON 532B (Edn. 12/22) - Protection Of Personal Data (Where Personal Data is being processed on behalf of the Authority)

### **DEFCON 540 (SC2)**

DEFCON 540 (SC2) (Edn. 05/23) - Conflicts of Interest

### **DEFCON 602B**

DEFCON 602B (Edn 12/06) - Quality Assurance (Without Deliverable Quality Plan)

### **DEFCON 611 (SC2)**

DEFCON 611 (SC2) (Edn. 02/16) - Issued Property

### **Issued Property**

In accordance with Defcon 611 (SC2) paragraph 14 all issued property ie Memorial Drawings (as per para 30 of Annex A Schedule 2); MOD Standard Character Template and the Crest and Badge Drawings must be destroyed at the end of the contract period and confirmation sent to the Authority's Commercial Officer within 1 month of completion of the final tasking order following contract expiry.

### **DEFCON 630 (SC2)**

DEFCON 630 (SC2) (Edn. 02/18) - Framework Agreements



## Personal Data Particulars

**DEFFORM 532**

Edn 10/19

This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

<b>Data Controller</b>	<p>The Data Controller is the Secretary of State for Defence (the Authority). The Personal Data will be provided by:</p> <p>JCCC Innsworth House, Imjin Bks, Gloucester, GL3 1HW</p>
<b>Data Processor</b>	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at: Cerrig Granite and Slate Limited Glandon Industrial Estate Pwllheli LL53 5YT</p>
<b>Data Subjects</b>	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects:</p> <p>Deceased Military Personnel.</p>
<b>Categories of Data</b>	<p>The Personal Data to be processed under the Contract concern the following categories of data:</p> <p>Name, Rank, Age/Date of Death, Religious Emblem, Parent Unit Cap Badge/Name</p>
<b>Special Categories of data (if appropriate)</b>	<p>The Personal Data to be processed under the Contract concern the following Special Categories of data:</p> <p>None</p>
<b>Subject matter of the processing</b>	<p>The processing activities to be performed under the contract are as follows:</p> <p>The data will be sent by the Authority to the Contractor via trackable post. The data will then be engraved on to the Memorial as instructed.</p>
<b>Nature and the purposes of the Processing</b>	<p>The Personal Data to be processed under the Contract will be processed as follows:</p> <p>The Personal Data will be used to engrave the memorials. The Personal Data will be sent by trackable post. The email/post containing the personal data will be deleted/securely disposed of.</p>

<b>Technical and organisational measures</b>	<p>The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract:</p> <p>The Personal Data provided to the Contractor should only be used to engrave memorials and should not be shared with anyone not involved in the engraving process.</p> <p>Access to the personal data shall be confined to those individuals who have a “need to know” and whose access is essential for the engraving of the memorials.</p> <p>The personal data shall be protected in a manner to promote discretion and to avoid unauthorised access.</p> <p>When not in use the personal data shall be stored in a lockable cabinet.</p> <p>The personal data shall be processed on Official company premises.</p>
<b>Instructions for disposal of Personal Data</b>	<p>The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract):</p> <p>The Contractor should delete all emails and any other material or records that contain Personal Data, no records containing Personal Data should be retained in any form.</p> <p>The Personal Data shall either be shredded via a cross cut shredder or ripped into 16 pieces before placing in the normal waste/recycling.</p>
<b>Date from which Personal Data is to be processed</b>	<p>Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here:</p> <p>NA</p>

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.

## **Russian and Belarusian Exclusion Condition for Inclusion in Contracts**

1. The Contractor shall, and shall procure that their Sub-contractors shall, notify the Authority in writing as soon as they become aware that:
  - a. the Contract Deliverables and/or Services contain any Russian/Belarusian products and/or services; or
  - b. that the Contractor or any part of the Contractor's supply chain is linked to entities who are constituted or organised under the law of Russia or Belarus, or under the control (full or partial) of a Russian/Belarusian person or entity. Please note that this does not include companies:
    - (1) registered in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement; and/or
    - (2) which have significant business operations in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement.
2. The Contractor shall, and shall procure that their Sub-contractors shall, include in such notification (or as soon as reasonably practicable following the notification) full details of the Russian products, services and/or entities and shall provide all reasonable assistance to the Authority to understand the nature, scope and impact of any such products, services and/or entities on the provision of the Contract Deliverables and/or Services.
3. The Authority shall consider the notification and information provided by the Contractor and advise the Contractor in writing of any concerns the Authority may have and/or any action which the Authority will require the Contractor to take. The Contractor shall be required to submit a response to the concerns raised by the Authority, including any plans to mitigate those concerns, within 14 business days of receipt of the Authority's written concerns, for the Authority's consideration.
4. The Contractor shall include provisions equivalent to those set out in this clause in all relevant Sub-contracts.

## **General Conditions**

### **Third Party IPR Authorisation**

#### **AUTHORISATION BY THE CROWN FOR USE OF THIRD PARTY INTELLECTUAL PROPERTY RIGHTS**

Notwithstanding any other provisions of the Contract and for the avoidance of doubt, award of the Contract by the Authority and placement of any contract task under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949. The Contractor acknowledges that any such authorisation by the Authority under its statutory powers must be expressly provided in writing, with reference to the acts authorised and the specific intellectual property involved.

## **46 Special conditions that apply to this Contract**

### **General Conditions**

#### **46.1 General Conditions**

In addition to Condition 1

- a. The Conditions listed in these Terms and Conditions are incorporated into and shall apply to this Framework Agreement and any and all Tasking Orders placed hereunder.
- b. References in the Conditions to Contract shall denote this Framework Agreement and the Contract formed with any pursuant Tasking

### **Duration of Contract**

#### **46.2 Duration of Contract**

In addition to Condition 2,

- a. The Authority can exercise the option to extend the Contract for up to two years in either annual or monthly increments.
- b. Any extension of the contract period shall be subject to the Contractor having achieved a high standard of service during the initial contract period.
- c. A decision on utilisation of any option period will be made six months prior to the end of the contract period.
- d. The final decision on whether or not the contract period is extended rests with the Authority.
- e. The pricing for any option period utilised is detailed in Schedule 2 – Schedule of Requirements.

### **Supply of Contractor Deliverables and Quality Assurance**

#### **46.3 Supply of Contractor Deliverables and Quality Assurance** Further to Condition 21.c,

- a. Schedule 11 is the signed 10-year guarantee which applies to all memorials produced under this contract.
- b. Any memorial deemed to be faulty in workmanship, material, loosening or leaning within 10 years of fixing, will in accordance with the schedule 9 and the NAMM Certificate of Compliance provided after fixing, be rectified by the contractor at nil cost to the Authority within 6 calendar weeks of notification unless this can be shown to have been the result of deliberate action by an individual/individuals associated with the original manufacture or fixing or there is evidence of subsidence proven in the area concerned.

## **Packaging and Labelling**

### **46.4 Packaging and Labelling**

Condition 23 does not apply where Service Pattern Memorials are packaged and delivered in accordance with paragraphs 28-32 of Annex A to Schedule 2.

## **Delivery**

### **46.5 Delivery**

Further to Condition 28, delivery details will be contained within individual Tasking Orders.

## **Contract Price**

### **46.6 Contract Price**

In addition to Condition 35, Schedule 2, Items 38, 39 and 40 are not subject to firm prices as they cover overseas transport, Variations of Requirement and ad-hoc Special Requirement items. The Contractor must provide the OIC JCCC, or his representative with a firm price cost should any of these items be requested and receive confirmation of acceptance prior to conducting the work.

## **Employee Transfer Arrangements on Exit (TUPE)**

### **46.7 Employee Transfer Arrangements On Exit (TUPE)**

Employee Transfer Arrangements on Exit(TUPE) conditions are detailed in Schedule 12.

## **47 The processes that apply to this Contract are**

The processes that apply to this Contract are detailed in Annex A to Schedule 2 of 705616451, Statement of Requirement.

**SC2 - ITT - Annex A - Limitation of Contractors Liability****1. LIMITATIONS ON LIABILITY****Definitions**

1.1 In this Condition [1] the following words and expressions shall have the meanings given to them, except where the context requires a different meaning:

“Charges” means any of the charges for the provision of the Services, Contractor Deliverables and the performance of any of the Contractor’s other obligations under this Contract, as determined in accordance with this Contract;

“Data Protection Legislation” means all applicable Law in force from time to time in the UK relating to the processing of personal data and privacy, including but not limited to:

- (1) UK GDPR;
- (2) DPA 2018; and
- (3) the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426) as amended, each to the extent that it relates to the processing of personal data and privacy;

“Default” means any breach of the obligations of the relevant Party (including fundamental breach or breach of a fundamental term) or any other default, act, omission, negligence or statement of the relevant Party, its employees, servants, agents or sub-contractors in connection with or in relation to the subject matter of this Contract and in respect of which such Party is liable to the other. In no event shall a failure or delay in the delivery of an Authority responsibility or an activity to be carried out by the Authority or its representatives in accordance with the Contract be considered a Default;

‘DPA 2018’ means the Data Protection Act 2018;

“Law” means any applicable law, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, regulation, order, regulatory policy, mandatory guidance or code of practice judgment of a relevant court of law, or directives or requirements of any regulatory body, delegated or subordinate legislation or notice of any regulatory body.

“Service Credits” means the amount that the Contractor shall credit or pay to the Authority in the event of a failure by the Contractor to meet the agreed Service Levels as set out/referred to in [cross refer to service credit regime in the contract];

“Term” means the period commencing on [the commencement date / the date on which this Contract is signed / the date on which this Contract takes effect] and ending [on the expiry of x years /on x date] or on earlier termination of this Contract.

‘UK GDPR’ means the General Data Protection Regulation (Regulation (EU) 2016/679) as retained in UK law by the EU (Withdrawal) Act 2018 and the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019;

## Unlimited liabilities

### 1.2 Neither Party limits its liability for:

1.2.1 death or personal injury caused by its negligence, or that of its employees, agents or sub-contractors (as applicable);

1.2.2 fraud or fraudulent misrepresentation by it or its employees;

1.2.3 breach of any obligation as to title implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982; or

1.2.4 any liability to the extent it cannot be limited or excluded by law.

### 1.3 The financial caps on liability set out in Clauses 1.4 and 1.5 below shall not apply to the following:

1.3.1 for any indemnity given by the Contractor to the Authority under this Contract, including but not limited to:

1.3.1.1 the Contractor's indemnity in relation to DEFCON 91 (Intellectual Property in Software) and Condition 34 (Third Party IP – Rights and Restrictions);

1.3.1.2 the Contractor's indemnity in relation to TUPE at Schedule 12.

1.3.2 for any indemnity given by the Authority to the Contractor under this Contract, including but not limited to:

1.3.2.1 the Authority's indemnity under DEFCON 514A (Failure of Performance under Research and Development Contracts);

1.3.2.2 the Authority's indemnity in relation to TUPE under Schedule 12;

1.3.3 breach by the Contractor of DEFCON 532B and Data Protection Legislation; and

1.3.4 to the extent it arises as a result of a Default by either Party, any fine or penalty incurred by the other Party pursuant to Law and any costs incurred by such other Party in defending any proceedings which result in such fine or penalty.

1.3.5 For the avoidance of doubt any payments due from either of the Parties to the other in accordance with DEFCON 811 (SC2) or the Defence Reform Act 2014 and/or the Single Source Contract Regulations 2014, as amended from time to time, shall not be excluded or limited under the provisions of Clauses 1.4 and/or 1.5 below.

## Financial limits

### 1.4 Subject to Clauses 1.2 and 1.3 and to the maximum extent permitted by Law:

1.4.1 throughout the Term the Contractor's total liability in respect of losses that are caused by Defaults of the Contractor shall in no event exceed:



1.4.1.1 in respect of DEFCON 76 (SC2) £ 0.00 pounds in aggregate;

1.4.1.2 in respect of Condition 43b £ 00.00 pounds in aggregate;

1.4.1.3 in respect of DEFCON 611 (SC2) £ 0.00 pounds in aggregate; and

1.4.1.4 in respect of condition 28d £ 0.00 pounds in aggregate;

1.4.2 without limiting Clause 1.4.1 and subject always to Clauses 1.2, 1.3 and 1.4.3, the Contractor's total liability throughout the Term in respect of all other liabilities (but excluding any Service Credits paid or payable, whether in contract, in tort (including negligence), arising under warranty, under statute or otherwise under or in connection with this Contract shall be £ 00.00 pounds in aggregate.

1.4.3 on the exercise of any and, where more than one, each option period or agreed extension to the Term, the limitation of the Contractor's total liability (in aggregate) set out in Clauses 1.4.1 and 1.4.2 above shall be fully replenished such that on and from each such exercise or extension of the Term, the Authority shall be able to claim up to the full value of the limitation set out in Clauses 1.4.1 and 1.4.2 of this Contract.

1.5 Subject to Clauses 1.2, 1.3 and 1.6, and to the maximum extent permitted by Law the Authority's total liability (in aggregate) whether in contract, in tort (including negligence), under warranty, under statute or otherwise under or in connection with this Contract shall in respect of all liabilities (taken together) be limited to the Charges paid by the Authority in the relevant Contract Year in respect of any and all claims in that Contract Year.

1.6 Clause 1.5 shall not exclude or limit the Contractor's right under this Contract to claim for the Charges.

## **Consequential loss**

1.7 Subject to Clauses 1.2, 1.3 and 1.8, neither Party shall be liable to the other Party or to any third party, whether in contract (including under any warranty), in tort (including negligence), under statute or otherwise for or in respect of:

1.7.1 indirect loss or damage;

1.7.2 special loss or damage;

1.7.3 consequential loss or damage;

1.7.4 loss of profits (whether direct or indirect);

1.7.5 loss of turnover (whether direct or indirect);

1.7.6 loss of business opportunities (whether direct or indirect); or

1.7.7 damage to goodwill (whether direct or indirect), even if that Party was aware of the possibility of such loss or damage to the other Party.

1.8 The provisions of Clause 1.7 shall not restrict the Authority's ability to recover any of the following losses incurred by the Authority to the extent that they arise as a result of a Default by the Contractor:

1.8.1 any additional operational and administrative costs and expenses arising from the Contractor's Default, including any costs paid or payable by the Authority:

1.8.1.1 to any third party;

1.8.1.2 for putting in place workarounds for the Contractor Deliverables and other deliverables that are reliant on the Contractor Deliverables; and

1.8.1.3 relating to time spent by or on behalf of the Authority in dealing with the consequences of the Default;

1.8.2 any or all wasted expenditure and losses incurred by the Authority arising from the Contractor's Default, including wasted management time;

1.8.3 the additional cost of procuring and maintaining in place transitional assistance and replacement deliverables for the remainder of the Term and any option period or agreed extension to the Term (including legal and other consultants' fees, re-procurement project costs, other expenses associated with such exercise and any increase in the fees for the replacement services over and above the Contract Price that would have been payable for the relevant Contractor Deliverables);

1.8.4 any losses arising in connection with the loss, destruction, corruption, inaccuracy or degradation of Authority data, or other data or software, including, to the extent the Authority data, other data or software can be recovered or reconstituted, the fees, costs and expenses of reconstituting such Authority data, data or software;

1.8.5 damage to the Authority's physical property and tangible assets, including damage under DEFCONs 76 (SC2) and 611 (SC2);

1.8.6 costs, expenses and charges arising from, or any damages, account of profits or other award made for, infringement of any third-party Intellectual Property Rights or breach of any obligations of confidence;

1.8.7 any additional costs incurred by the Authority in relation to the Authority's contracts with a third party (including any compensation or interest paid to a third party by the Authority) as a result of the Default (including the extension or replacement of such contracts);

1.8.8 any fine or penalty incurred by the Authority pursuant to Law and any costs incurred by the Authority in defending any proceedings which result in such fine or penalty; or

1.8.9 any savings, discounts or price reductions during the Term and any option period or agreed extension to the Term committed to by the Contractor pursuant to this Contract.

**Invalidity**

1.9 If any limitation or provision contained or expressly referred to in this Condition [1] is held to be invalid under any Law, it will be deemed to be omitted to that extent, and if any Party becomes liable for loss or damage to which that limitation or provision applied, that liability will be subject to the remaining limitations and provisions set out in this Condition [1].

**Third party claims or losses**

1.10 Without prejudice to any other rights or remedies the Authority may have under this Contract (including but not limited to any indemnity claim under DEFCONs 91 and Condition 34 or at Law), the Authority shall be entitled to make a claim under this Contract against the Contractor in respect of any losses incurred by the Authority which arise out of a claim made against the Authority by a third party under any contract with that third party provided that such third party claim:

1.10.1 arises naturally and ordinarily as a result of the Contractor's failure to provide the Contractor Deliverables or failure to perform any of its obligations under this Contract; and

1.10.2 is a type of claim or loss that would have been recoverable under this Contract if the third party were a party to this Contract (whether as the Authority or the Contractor), such claim to be construed as direct losses for the purpose of this Contract.

**No double recovery**

1.11 Neither Party shall be entitled to employ such rights and remedies available to it so as to seek to recover more than once in respect of the same loss, but the Authority shall be entitled to use (singly or together) such rights and remedies available to the Authority so as to recover the full extent of any recoverable losses suffered or incurred, including any remedies the Authority may have against any guarantor.

**Offer and Acceptance****Contract 705616451 for the Provision and Fixing of Service Pattern Memorials**

This Contract shall come into effect on the date of signature by both parties.

**For and on behalf of the Contractor:**

Name and Title	
Signature	
Date	

**For and on behalf of the Secretary of State for Defence:**

Name and Title	
Signature	
Date	

## SC2 Schedules

### Schedule 1 - Definitions of Contract

<b>Article</b>	means, in relation to clause 24 and Schedule 6 only, an object which during production is given a special shape, surface or design which determines its function to a greater degree than does its chemical composition;
<b>Articles</b>	means (except in relation to Schedule 10) the Contractor Deliverables (goods and/or the services), including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with Schedule 2 (Schedule of Requirements), but excluding incidentals outside Schedule 2 (Schedule of Requirements) such as progress reports. <b>(This definition only applies when DEFCONs are added to these Conditions);</b>
<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 7;
<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 ( Formal Amendments to the 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 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</li> </ul>

Contractor;

and a change of Control occurs if a person who Controls the Contractor ceases to do so or if another person acquires Control of the Contractor;

**CPET**

means the UK Government's Central Point of Expertise on Timber, which provides a free telephone helpline and website to support implementation of the UK Government timber procurement policy;

**Crown Use**

in relation to a patent means the doing of anything by virtue of Sections 55 to 57 of the Patents Act 1977 which otherwise would be an infringement of the patent and in relation to a Registered Design has the meaning given in paragraph 2A(6) of the First Schedule to the Registered Designs Act 1949;

**Dangerous Goods**

means those substances, preparations and articles that are capable of posing a risk to health, safety, property or the environment which are prohibited by regulation, or classified and authorised only under the conditions prescribed by the:

- a. Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG) (as amended 2011);
- b. European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR);
- c. Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID);
- d. International Maritime Dangerous Goods (IMDG) Code;
- e. International Civil Aviation Organisation (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air;
- f. International Air Transport Association (IATA) Dangerous Goods Regulations.

**DBS Finance**

means Defence Business Services Finance, at the address stated in Schedule 3 (Contract Data Sheet);

**DEFFORM**

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

**DEF STAN**

means Defence Standards which can be accessed at <https://www.dstan.mod.uk>;

**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;

<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 upon which both Parties have signed the Contract;
<b>Evidence</b>	means either: <ul style="list-style-type: none"> <li>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</li> <li>b. other robust Evidence of sustainability or FLEGT licensed origin, as advised by CPET;</li> </ul>
<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, or any exercise of Royal Prerogative;
<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>Mixture</b>	means a mixture or solution composed of two or more substances;
<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>Plastic Packaging Components</b>	shall have the same meaning as set out in Part 2 of the Finance Act 2021 together with any associated secondary legislation;
<b>PPT</b>	means a tax called “plastic packaging tax” charged in accordance with Part 2 of the Finance Act 2021;
<b>PPT Legislation</b>	means the legislative provisions set out in Part 2 and Schedule 9-15 of the Finance Act 2021 together with any secondary

legislation made under powers contained in Part 2 of the Finance Act 2021. This includes, but is not limited to, The Plastic Packaging Tax (Descriptions of Products) Regulations 2021 and The Plastic Packaging Tax (General) Regulations 2022;

**Primary Packaging Quantity(PPQ)**

means the quantity of an item of material to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user, as described in Def Stan 81-041 (Part 1);

**Publishable Performance Information**

means any of the Information in Schedule 9 (KPI Data Report) as it relates to Key Performance Indicator where it is expressed as publishable in the table in Schedule 9 which shall not contain any Information which is exempt from disclosure which shall be determined by the Authority; and which shall not constitute Sensitive Information;

**Recycled Timber**

means recovered wood that prior to being supplied to the Authority had an end use as a standalone object or as part of a structure. Recycled Timber covers:

- a. pre-consumer reclaimed wood and wood fibre and industrial by-products;
  - b. post-consumer reclaimed wood and wood fibre, and driftwood;
  - c. reclaimed timber abandoned or confiscated at least ten years previously;
- it excludes sawmill co-products;

**Robust Contractor Deliverables**

shall mean Robust items as described in Def Stan 81-041 (Part 2)

**Safety Data Sheet**

has the meaning as defined in the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations 2007 (as amended);

**Schedule of Requirements**

means Schedule 2 (Schedule of Requirements), which identifies, either directly or by reference, Contractor Deliverables to be provided, the quantities and dates involved and the price or pricing terms in relation to each Contractor Deliverable;

**Sensitive Information**

means the Information listed in the completed Schedule 5 (Contractor's Sensitive Information), which is Information notified by the Contractor to the Authority, which is acknowledged by the Authority as being sensitive, at the point at which the Contract is entered into or amended (as relevant) and remains sensitive information at the time of publication;

**Short-Rotation Coppice**

means a specific management regime whereby the poles of trees are cut every one to two years and which is aimed at producing

biomass for energy. It is exempt from the UK Government timber procurement policy. For avoidance of doubt, Short-Rotation Coppice is not conventional coppice, which is subject to the timber policy;

**Specification**

means the description of the Contractor Deliverables, including any specifications, drawings, samples and / or patterns, and shall include any document or item which, individually or collectively is referred to in Schedule 2 (Schedule of Requirements). The Specification forms part of the Contract and all Contractor Deliverables to be supplied by the Contractor under the Contract shall conform in all respects with the Specification;

**STANAG4329**

means the publication NATO Standard Bar Code Symbolology's 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;

**Substance**

means a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition;

**Timber and Wood-Derived Products**

means timber (including Recycled Timber and Virgin Timber but excluding Short-Rotation Coppice) and any products that contain wood or wood fibre derived from those timbers. Such products range from solid wood to those where the manufacturing processes obscure the wood element;

**Transparency Information**

means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, except for (i) any Information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004 (EIR), which shall be determined by the Authority, and (ii) any Sensitive Information;

**Virgin Timber**

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

## Schedule 2 - Schedule of Requirements

For the Provision and Fixing of Service Pattern Memorials for Armed Forces Personnel

The Contractor is required to provide Service Pattern Memorials for Armed Forces Personnel for the Authority as described in Annex A to this Schedule 2 (Statement of Requirement) and in accordance with the Terms and Conditions of Contract, at the following prices excluding VAT. All prices are firm (not subject to variation).

ITEM	REQUIREMENT	Year 1 £	Year 2 £	Year 3 £	Year4 £
1	PORTLAND STONE - ROYAL MARINE HEADSTONE <u>Drawing No 2624/58*</u>  To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.				
2	PORTLAND STONE - ROYAL NAVY HEADSTONE <u>Drawing No 2283/58*</u>  To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.				
3	PORTLAND STONE - ARMY HEADSTONE <u>Drawing No A/74/1*</u>  To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.				
4	PORTLAND STONE - ROYAL AIR FORCE HEADSTONE <u>For deaths on or before 07/02/1952 - Drawing No 5393/52*</u> <u>For deaths after 07/02/1952 – Drawing No. 13661*</u>  To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.				
5	PORTLAND STONE - COMMONWEALTH WAR GARVES COMMISSION TYPE II HEADSTONE - <u>Drawing No 1/A/8*</u>				

ITEM	REQUIREMENT	Year 1 £	Year 2 £	Year 3 £	Year4 £
	To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.				
<b>6A</b>	Latin Cross 9"				
<b>6B</b>	Portland Stone - Latin Cross 6"				
<b>7A</b>	Portland Stone - Broad Cross				
<b>7B</b>	Portland Stone - Broad Cross actuarially reduced (as required)				
<b>8</b>	Portland Stone - Regimental/Service Crest				
<b>9</b>	Portland Stone - Religious or Cultural Emblem (other than Latin/Broad cross)				
<b>10</b>	Portland Stone - Letters and Numbers (per character) (All numerals to be inscribed on same level top and bottom). Height as detailed in layout drawings, either 22.2mm (7/8"), 15.8mm (5/8") or 10mm (3/8") high. (NOTE- engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons included in items 1-5)				
<b>11</b>	Fixing of a Portland Stone memorial in the UK (to include NI) with a Concrete Foundation Shoe in accordance with NAMM shape and dimension guidelines (Appendix 1 to Annex B to Schedule 2)				
<b>12</b>	Fixing of a Portland Stone memorial in the UK (to include NI) with an above ground matching base for fixing on a concrete beam/raft, including all necessary drilling and 3 x 12mm stainless steel dowels (Appendix 2 to Annex B to Schedule 2)				
<b>13A</b>	Fixing of a Portland Stone memorial in the UK (to include NI) with an above ground matching base and Independent Foundation for memorial to be fixed at ground level, including all necessary drilling, 3 x 12mm stainless steel dowels and ground anchor (Appendix 3 to Annex B to Schedule 2)				

ITEM	REQUIREMENT	Year 1 £	Year 2 £	Year 3 £	Year4 £
13B	Fixing of a Portland Stone memorial in the UK (to include NI) with an above ground matching base for memorial to be fixed at ground level, including all necessary drilling, 3 x 12mm stainless steel dowels and ground anchor (Appendix 3 to Annex B to Schedule 2) (Independent foundation supplied and fixed by local authority).				
14	Supply of matching base, drilling and 3 x 12mm stainless steel dowels for a Portland Stone memorial (without fixing).				
15A	Supply of matching base, independent foundation, drilling, 3 x 12mm dowels and ground anchor for a Portland Stone memorial (without fixing).				
15B	Supply of matching base, drilling, 3 x 12mm dowels and ground anchor for a Portland Stone memorial (without fixing). (Independent foundation supplied and fixed by local authority).				
16	KARIN GRANITE ROYAL MARINE HEADSTONE  <u>Drawing No 2624/58*</u>  To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.				
17	KARIN GRANITE ROYAL NAVY HEADSTONE  <u>Drawing No 2283/58*</u>  To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.				
18	KARIN GRANITE ARMY HEADSTONE  <u>Drawing No A/74/1*</u>  To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.				

ITEM	REQUIREMENT	Year 1 £	Year 2 £	Year 3 £	Year4 £
<b>19</b>	<p>KARIN GRANITE ROYAL AIR FORCE HEADSTONE</p> <p><u>For deaths on or before 07/02/1952 - Drawing No 5393/52*</u></p> <p><u>For deaths after 07/02/1952 – Drawing No. 13661*</u></p> <p>To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.</p>				
<b>20</b>	<p>KARIN GRANITE COMMONWEALTH WAR GRAVES COMMISSION TYPE II HEADSTONE</p> <p><u>Drawing No 1/A/8*</u></p> <p>To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.</p>				
<b>21A</b>	Karin Granite - Latin Cross 9"				
<b>21B</b>	Karin Granite - Latin Cross 6"				
<b>22A</b>	Karin Granite - Broad Cross				
<b>22B</b>	Karin Granite - Broad Cross actuarially reduced (as required)				
<b>23</b>	Karin Granite - Regimental/Service Crest				
<b>24</b>	Karin Granite - Religious or Cultural Emblem (other than Latin/Broad Cross)				
<b>25</b>	Karin Granite - Letters and Numbers (per character)				



ITEM	REQUIREMENT	Year 1 £	Year 2 £	Year 3 £	Year4 £
	(Letters and numbers are to be incised and painted with Sign Writing Black Enamel with a Gloss Finish. All numerals to be inscribed on same level top and bottom). Height as detailed in layout drawings, either 22.2mm (7/8"), 15.8mm (5/8") or 10mm (3/8") high.  (NOTE- engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons included in items 16-20)				
26	Fixing of a Karin Granite memorial in the UK (to include NI) with a Concrete Foundation Shoe in accordance with NAMM shape and dimension guidelines (Appendix 4 to Annex B to Schedule 2)				
27	Fixing of a Karin Granite memorial in the UK (to include NI) with an above ground matching base for fixing on a concrete beam/raft, including all necessary drilling and 2 x 16mm stainless steel dowels (Appendix 5 to Annex B to Schedule 2)				
28A	Fixing of a Karin Granite memorial in the UK (to include NI) with an above ground matching base and Independent Foundation for memorial to be fixed at ground level, including all necessary drilling, 2 x 16mm stainless steel dowels and ground anchor (Appendix 6 to Annex B to Schedule 2)				
28B	Fixing of a Karin Granite memorial in the UK (to include NI) with an above ground matching base for memorial to be fixed at ground level, including all necessary drilling, 2 x 16mm stainless steel dowels and ground anchor (Appendix 6 to Annex B to Schedule 2) (Independent foundation supplied and fixed by local authority)				
29	Supply of matching base, drilling and 2 x 16mm stainless steel dowels for a Karin Granite memorial (without fixing)				
30A	Supply of matching base, independent foundation, drilling, 2 x 16mm dowels and ground anchor for a Karin Granite memorial (without fixing).				
30B	Supply of matching base, drilling, 2 x 16mm dowels and ground anchor for a Karin Granite memorial (without fixing). (Independent foundation supplied and fixed by local authority)				
31A	Nabresina Limestone Urn Plot Marker Stone  To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas,				

ITEM	REQUIREMENT	Year 1 £	Year 2 £	Year 3 £	Year4 £
	<p>oblique strokes, and semi-colons.</p> <p>Dimensions 304.8mm x 304.8mm x 50.8mm (12" x 12" x 2")</p>				
<b>31B</b>	<p>Nabresina Light Urn Plot Marker Stone</p> <p>To include engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons.</p> <p>Dimensions 304.8mm x 304.8mm x 50.8mm (12" x 12" x 2")</p>				
<b>32</b>	Nabresina or Nabresina Light - Regimental/Service crest (actuarly reduced as required)				
<b>33</b>	<p>Nabresina Limestone or Nabresina Light - Letters and Numbers (per character)</p> <p>To include Service Number, Rank, Name, Regiment/Service, Date of Death and Age. Two lines of Personal Inscription with each line to be no more than 25 symbols and spaces.</p> <p>(Letters and numbers are to be incised and painted with Sign Writing Black Enamel with a Gloss Finish. All numerals to be inscribed on same level top and bottom). Height as detailed in layout drawings, either 22.2mm (7/8"), 15.8mm (5/8") or 10.0mm (3/8") high.</p> <p>(NOTE- engraving of brackets, colons, commas, full stops, hyphens, inverted commas, oblique strokes, and semi-colons included in item 31)</p>				
<b>34</b>	Fixing/placing of a Nabresina or Nabresina Light Limestone memorial flush with the ground.				
<b>35</b>	Fixing of a Nabresina Limestone or Nabresina Light memorial using an independent foundation, at ground level, including all necessary drilling and 2 x 12mm stainless steel dowels.				

ITEM	REQUIREMENT	Year 1 £	Year 2 £	Year 3 £	Year4 £
36	Supply of Concrete Shoe Foundation (without fixing)				
37	Removal and destruction of current memorial prior to fixing a replacement stone				
38	Transportation/delivery cost to an overseas destination	As shipping costs vary according to each overseas destination, quotations will be requested on an individual order basis. The subsequent invoice must only be for the quotation accepted by the Authority. Best value for money must be sought for each order			
39	Variation of Requirement  As detailed in paragraphs 34-37 of Annex A to Schedule 2	As Variations of requirements will be dependent on local requirements from Councils/Church authorities and Churchyards, prices will vary therefore quotations will be requested on an individual order basis. The subsequent invoice must only be for the quotation accepted by the Authority			
40	Special Memorials  As detailed in paragraphs 38-42 of Annex A to Schedule 2	As special memorial requirements will vary in specification, prices will vary therefore quotations will be requested on an individual order basis. The subsequent invoice must only be for the quotation accepted by the Authority.			

## Statement of Requirement

### **STATEMENT OF REQUIREMENT** **FOR ARMED FORCES PERSONNEL** **STONE MEMORIALS**

#### **GLOSSARY**

Authority	The Secretary of State for Defence represented by Defence Business Services.
Contractor	The person by whom the Contract undertakes to render such services for the Authority and where the Contractor is an individual or a partnership, the expression shall include the personal representatives of that individual or partner(s).
JCCC	The Authority's Joint Compassionate and Casualty Centre.
NAMM	National Association of Memorial Masons.

#### **BACKGROUND**

1. The Authority provides a single focal point, the JCCC, for the administration of all Service casualty and compassionate casework, which works closely with the single Service welfare organisations to ensure that the best possible service is provided to Service personnel and their dependants.
2. At the request of the Next of Kin (NOK) or executor, the armed forces will arrange a funeral at public expense for any individual who dies whilst in paid military service. Where a service funded funeral is held, the Authority will offer to provide either a Service Pattern Headstone, if the body is buried, or an Urn Plot Marker stone if the body is cremated and the ashes are interred. Whilst the NOK/executor is not obliged to accept these offers around 96% of relatives of the 80-90 personnel who die in military service each year, choose a service funded funeral, with on average 60-70% of these then choosing a publicly funded stone memorial, rather than sourcing a memorial privately, or another form of commemoration. The Authority offers stone memorials in Portland Stone, Karin Granite and Nabresina Limestone or Nabresina Light The costs of manufacture and fixing of these memorials are borne by the Authority.
3. The Authority is also responsible for overseeing the maintenance of non-world war graves dating from 1 January 1948 onwards, where the Exclusive Right of Burial is registered to the MoD. Where the Authority takes a decision to replace existing Service Pattern Headstones because they are damaged beyond economic repair or cannot be cleaned to an acceptable standard the Contractor may be tasked to produce replacement memorials under the terms of this contract.

#### **KEY REQUIREMENTS**

4. The Contractor and any Sub-contractors **must** be members of the National Association of Memorial Masons ([www.namm.org.uk](http://www.namm.org.uk)), or a recognised equivalent national association/scheme. All working practices **must** align with the NAMM Code of Working Practice (COWP), in compliance with BS8415 or a recognised equivalent Standard.
5. The Contractor and any Sub-contractors **must** be registered with a nationally recognised register of qualified memorials fixers.
6. The Contractor **must** sign a NAMM Guarantee, or equivalent 10-year guarantee, to cover all Service Pattern Memorials manufactured under this contract. The signed Guarantee will become Schedule 11 of this Contract.

7. The Contractor **must** provide the Authority with Service Pattern Memorials in the form of headstones as specified in Annex B to Schedule 2 for Portland Stone, Karin Granite, Nabresina or Nabresina Light. The Appendices to Annex B detail the requirements for the provision and fixing of Service Pattern Memorials.
8. The Contractor **must** comply with the packaging and shipping requirements specified in Paragraphs 28-32.
9. With the exception of Service Crests/Badges/Emblems or special requirements referred to in Paras 34 to 37 depending on the stone type, memorials **must** be to the standard specification detailed in this contract. The Contractor **must** ensure that the Authority accepts quotations for Special Requirements and Variation of Requirements before instigating work.
10. The Contractor **must** ensure that a Tasking Order form, as per Appendix 2, is received from the Authority prior to commencement of any memorial.
11. The Contractor **must** ensure that there is adequate resource to deliver the Authority's requirements at all times.
12. The Contractor **must** work with the Authority and NAMM, throughout the duration of the Contract, to advise on, source, and test the suitability of different stone types to help the Authorities determine memorial requirements for future contracts.

#### **REQUIREMENT, VOLUMES, TIME-FRAMES AND PROCESSES**

13. The Authority anticipates ordering up to 60 Portland, 15 Karin Granite and 25 Nabresina (or Nabresina Light) Service Pattern Memorials a year, although this number could increase or decrease. The majority of the Nabresina (or Nabresina Light) Pattern Memorials will be Urn Plot Marker stones.
14. The Contractor **must** manufacture and ensure fixing of all Service Pattern Memorials ordered by the "to be fixed by" date as indicated on the Tasking Order form (for new memorials usually within 12 weeks and replacement memorials normally within 18 weeks of the Tasking Order being placed by the Authority). The Contractor must provide confirmation to the Authority **no later than** 2 weeks prior to the "to be fixed by" date that the memorial is ready for fixing. If there is any reason why the Contractor cannot meet the "to be fixed by" date, they must notify the Authority immediately. Under exceptional circumstances the Contractor must be able to complete and fix a memorial within 8 weeks of the Tasking Order being placed.
15. The Contractor **must** provide a copy of the layout (an exact representation of the final memorial to scale) of each memorial along with a Confirmation of Order (CoO) to the Authority within 10 working days of receipt of the Tasking Order. The Contractor **must** not commence work on the memorial before receipt of the acceptance of the layout and CoO from the Authority.
16. Memorials **must** be manufactured in the date order as requested by the Authority. The Contractor **is** responsible for arranging the transportation of memorials to the nominated delivery addresses and fixing in accordance with the Authority's instructions.
17. Once the memorial has been manufactured and before shipping / fixing, the Contractor must supply to the Authority (by email), digital photographs that show the front and back of the memorial, highlighting any natural anomalies / variation in the stone. The crest, religious emblem (if present) and inscription **must** be readable in the photograph of the front of the memorial.
18. Where on examination of the photographs, a new memorial is deemed by the Authority (or their Technical Advisors), to be:
  - a. of a damaged or sub-standard state
  - b. discoloured

- c. not to the specified ordered requirements
- d. incorrectly inscribed

the Contractor **must** provide a replacement, at no additional cost to the Authority, within 6 calendar weeks of the Authority's notification of any issue. The fixing date will be amended by the Authority as appropriate.

19. The Contractor is responsible for the fixing of the memorial, and, where a replacement memorial is being fixed, the removal and appropriate destruction of the worn / defective / damaged memorial, either by their own staff or by using a sub-contractor. Any sub-contractor **must** be a member of NAMM, or a recognised equivalent national association/scheme and **must** be registered with a nationally recognised register of qualified memorial fixers. The Contractor **must** confirm any sub-contractor's registration prior to fixing, and the Authority reserves the right to ask the Contractor to produce evidence of this. As part of the quality control process, the Authority reserves the right to ask for photographic evidence showing each stage of the fixing process. If required, a request will be made in writing when placing the memorial order.

20. The Authority will liaise directly with local/cemetery/churchyard authorities to obtain the necessary permission to fix/put in place memorials and will inform the contractor of any known variation to the requirement in respect of individual Tasking Orders.

- a. The contractor **must** liaise with any sub-contractor (fixing mason) and/or the cemetery/church authority to confirm the fixing method required and to ensure variations are complied with, prior to the production of a Confirmation of Order. Any local problems or conditions **must** also be confirmed at this time.
- b. If the Authority has not provided the Contractor with written statements of any variations, the Contractor **must** ensure that the local/cemetery/churchyard authorities supply written statements of the requirements to the Authority. The Contractor **must** then inform the Authority and await further instructions from the Authority before undertaking work that will incur costs external to agreed contract prices.
- c. The Contractor **must** advise the Authority immediately of any issues or problems which may prevent the memorial being placed by the required fixing date.
- d. Any variation to the contracted requirements will be dealt with as a Special Requirement as detailed in Paras 34 to 37 depending on the stone type.

21. Once the memorial has been fixed the area immediately surrounding the memorial is to be tidied and the turf reinstated (where applicable), using the turf removed to complete the fixing. Where a grave is mounded, this mound should remain unless advised otherwise by the Authority.

22. The Contractor **must** provide the Authority with confirmation that the fixing has taken place, verbally on the day of fixing, and in writing within 2 working days after the event. Digital photographs showing the fixed memorial in situ **must** be forwarded via email to the Authority within 5 working days. As a minimum the Authority requires photographs of the front (showing the inscription), back and side views.

23. The Contractor **must** provide the Authority with a NAMM Certificate of Compliance (CoC) within 5 working days of the fixing/installation of all memorials.

24. A flow chart of the whole process is detailed at Appendix 1.

## QUALITY

25. NAMM act as the Authority's Technical Advisors for Service Pattern Memorials and will carry out Quality Assurance inspections on the Authority's behalf of the Contractors premises and manufactured Service Pattern Memorials throughout the Contract period.

- a. The premises inspections will be conducted up to twice in the first Contract year and annually thereafter at a mutually agreed date.
- b. The inspections of manufactured Service Pattern Memorials are conducted in situ on a selection of memorials fixed in each year of the contract.

26. Where after fixing or following an inspection by the Authority's Technical Advisors, the memorial is deemed by the Authority or their Technical Advisors, to be faulty the Contractor **must** rectify or replace the memorial in accordance with condition 46.3b and Schedule 11 at no additional cost within 6 calendar weeks of the Authority's notification of the issue.

27. The Authority may place Tasking Orders for memorials that require replacing due to circumstances such as subsidence or accidental damage (whether manufactured and fixed under this contract or not). These memorials must be manufactured and fixed in accordance with the date on the Tasking Order which will usually be within 18 weeks of the date the Tasking Order is placed.

### **PACKAGING AND SHIPPING**

28. The following shipping requirements **must** be complied with:

- a. UK - Articles **must** be packed separately and transported in normal trade packaging according to commercial usage within the United Kingdom to ensure the memorial arrives in a perfect condition.
- b. Overseas - Articles are to be packed in the normal trade export packaging for overseas destinations in compliance with customs regulations to ensure that the memorial arrives in perfect condition.

29. All packaging **must** be clearly labelled with return to Contractor and the address of the Contractor. The shipping company is to comply with any transitory ports regarding local packaging specifications.

30. The Contractor **must** make all the arrangements for the packing and transportation of memorials including, where appropriate, arranging the shipping of memorials overseas and **must** supply the necessary import / export documentation to facilitate passage through UK and overseas ports to ensure a "door to door" service from the Contractor premises to the consignee. The Contractor is responsible for resolving / rectifying any shipping issues or difficulties with their contracted shipping company. The Authority **must** be notified immediately of any delays in delivery.

31. All costs associated with shipping overseas **must** be agreed with the Authority, via a Variation of Requirement request, prior to shipping, including any import / export duties/taxes that may be payable. A copy of the shipping invoice, showing all associated costs, **must** be forwarded to the Authority. Only those costs that have been agreed with the contractor before shipping will be authorised for payment by the Authority, on completion.

32. Any documentation required by the consignee in country, **must** be supplied direct, and will be the responsibility of the Contractor, or their shipping company / sub-contractor.

### **REPORTING**

33. The contractor is to provide a short-written summary (by email) on the first business day of the month covering performance aspects for the Memorial contract. The format of the report is to be agreed with the Authority but shall cover contract Successes, Opportunities, Failures and Threats. The contractor is to schedule a MS Teams meeting with the Authority to review the summary on the third business day after emailing the document.

### **Special Requirements - Variation of Requirement**

34. There may be occasions when the Authority requires a variation to the standard requirements of the Contract. For example (but not limited to), where the local/cemetery/ churchyard authorities restrict the type

of materials that can be used (such as Carrara marble), the dimensions, the memorial type/shape or where a family has requested a personal inscription in another language, for example Hebrew. Such variations of requirements are in addition to the standard requirements as detailed in Annex B to Schedule 2 Paragraphs 1-13 and the Authority will provide the necessary Technical Specifications as required.

35. The Authority will inform the Contractor of any variation to the normal requirement in respect of individual Tasking Orders. However, for all Tasking Orders received from the Authority, the contractor **must** liaise with the local/cemetery/churchyard authorities to ensure that any local variations are complied with. If the Contractor is informed by a local/cemetery/churchyard authority of local requirements that differ from the Authority's requirement, the Contractor **must** inform the Authority within 5 working days (unless otherwise agreed by the Authority) of notification supplying a written statement from the local/cemetery/churchyard authority validating the requirement.

36. Variations of requirement may include requests from the Authority for the Contractor to source stone and produce sample memorials in different stone types and design as part of the Authorities considerations of the suitability of such memorials for MoD use under future Contracts.

37. If applicable, the Authority will request a firm price (not subject to variation) quotation for the variation of requirement from the Contractor to be provided within the timescales given in the Authority's request. If the Authority wish to proceed with the variation of requirement, an acceptance of the quotation will be forwarded to the Contractor followed by a Tasking Order form. The Contractor **must not** undertake work that will incur costs external to agreed contract prices until authorised by the Authority.

### **Special Requirements - Special Memorials**

38. The Authority may request the Contractor to produce special memorials to commemorate particular burial spots or events. The dimensions and the stones used may be outside the agreed standard requirements. The Authority will issue a Variation of Requirement letter to the Contractor stating all the requirements, including the dimensions and type of stone required and any special arrangements that will apply.

39. If the Contractor is able to produce the special memorial, the Contractor **must** provide a firm price (not subject to variation) quotation to meet the Authority's requirements within the timescales given in the Authority's request. If the quotation is acceptable to the Authority, the Contractor will be advised in writing and a Tasking Order will be placed. The Contractor **must not** undertake any work until receipt of a Tasking Order from the Authority.

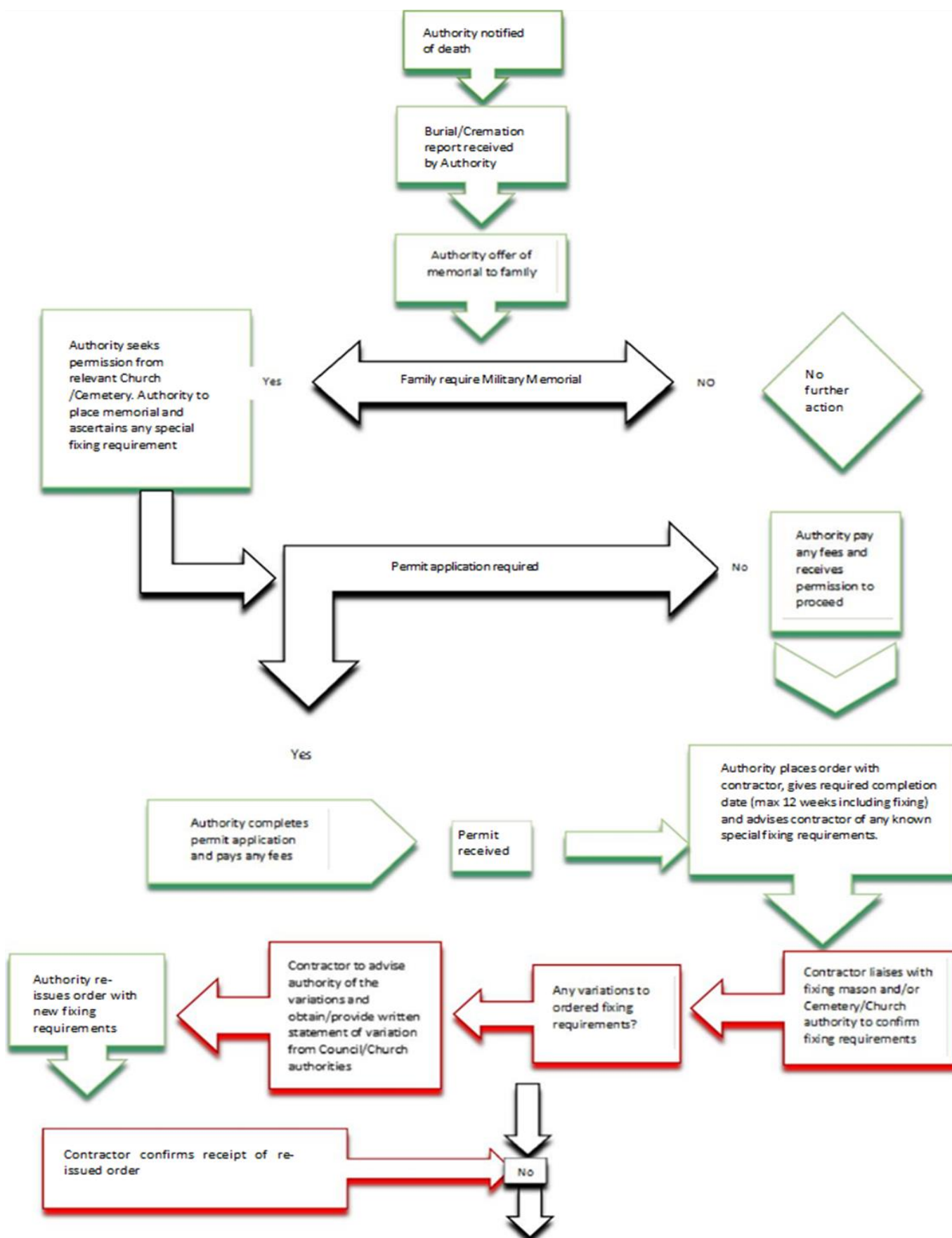
40. Once the memorial is completed, the Authority **must** be provided with digital photographs, by email, showing the layout and inscription and a further photograph of the memorial when fixed in situ.

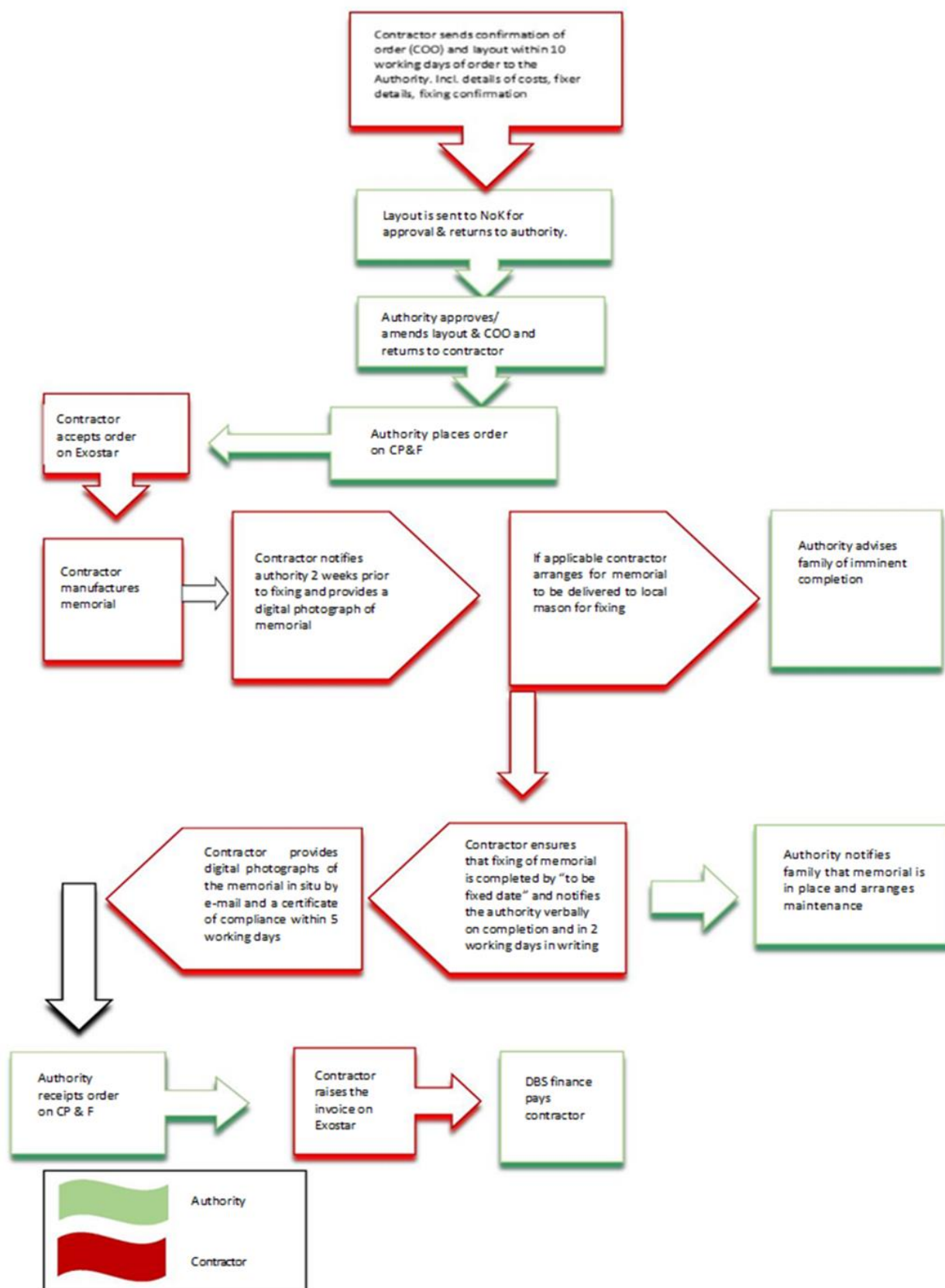
41. The Authority reserves the right to inspect special memorials prior to delivery or payment.

42. If the Contractor is unable to produce the special memorial, written advice must be sent to the Authority within 5 working days of receipt of the Authority's Variation of Requirement letter.



## Process Flow Chart





Tasking Order Forms

**JOINT CASUALTY AND COMPASSIONATE CENTRE**  
**PROVISION & FIXING OF PORTLAND STONE OR KARIN GRANITE (DELETE AS APPROPRIATE)**  
**SERVICE PATTERN MEMORIALS**  
**FOR ARMED FORCES PERSONNEL**  
**TASKING ORDER FORM**

**TASKING ORDER NUMBER: 705616451/NN**

To:  
(The Contractor)

From: JCCC  
(The Authority)

Attn:

Contact:

1. STATEMENT OF REQUIREMENT

The Authority requests the Contractor to undertake the following services:

The provision of a Portland Stone/Karin Granite Service Pattern Memorial in accordance with Annexes A and B to Schedule 2

<u>Item No</u>	<u>Description</u>	<u>Quantity</u>	<u>Price – As per Schedule 2</u>	<u>Price as per Quotation dated DD/MM/YY</u>
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
<b>TOTAL</b>			<b>£</b>	<b>£</b>

## 2. TASKING ORDER CONDITIONS

2.1. All conditions of the Framework Agreement shall apply as supplemented by the terms selected below. The two sets of Conditions become a binding contract at the time of signature on the Tasking Order Form.

2.2. Condition 43 - Material Breach

2.3. Additional Conditions approved by MOD Commercial:

CONDITIONS
Approved by:  Signature ..... MOD COMMERCIAL

3. PRICE

3.1. Firm pricing in accordance with:

3.1.1. Schedule 2 – Schedule of Requirements\*

**OR**

3.1.2. CONTRACTOR NAME quotation dated DD/MM/YYYY\*

\*delete as appropriate

4. AUTHORITY TASKING AUTHORISATION

Name:.....

Post:.....

Date:.....

Contact Tel Number:.....

5. ACKNOWLEDGEMENT BY SUPPLIER

Name:.....

Position:.....

Date:.....

Contact Tel Number:.....

**TASKING ORDER NUMBER – 705616451/NN**

FOR THE PROVISION OF A PORTLAND STONE OR KARIN GRANITE (DELETE AS APPROPRIATE)  
ROYAL MARINE/ROYAL NAVY HEADSTONE

The wording and layout below will be engraved on the stone.  
Please ensure it is correct.

RN/RM Crest		
Initials, Name and Honours		
Rating, Branch, Service No		
Service (RN/RM/Other)		
Date of Death and Age		
Religious Emblem		
Next of Kin's Inscription (Max 4 Lines of up to 28 letters and spaces per line)		
Total Number of Characters:		

Fixing Requirements: *Concrete Shoe Foundation/ Matching Base (unless otherwise specified by Authority) with Dowels/ Independent Foundation and Matching Base (unless otherwise specified by Authority) with Dowels and Ground Anchor (and sub-base/ bearer if required) (fixing method to be confirmed by contactor with the local cemetery/churchyard authority)*

To be Manufactured By:

To be fixed by/but not before:

Churchyard/Cemetery details:

Grave Details:

Contact at Church/Cemetery:

Details of Funeral Director:

Special Instructions:

**TASKING ORDER NUMBER – 705616451/NN**

**FOR THE PROVISION OF A PORTLAND STONE OR KARIN GRANITE (DELETE AS APPROPRIATE)  
ARMY HEADSTONE**

The wording and layout below will be engraved on the stone.  
Please ensure it is correct.

Regimental Badge/Crest		
Number and Rank		
Name and Honours		
Regiment or Corps		
Date of Death and Age		
Religious Emblem		
Next of Kin's Inscription (Max 4 Lines of up to 28 letters and spaces per line)		
Total Number of Characters:		

Fixing Requirements: *Concrete Shoe Foundation/ Matching Base (unless otherwise specified by Authority) with Dowels/ Independent Foundation and Matching Base (unless otherwise specified by Authority) with Dowels and Ground Anchor (and sub-base/ bearer if required) (fixing method to be confirmed by contactor with the local cemetery/churchyard authority)*

To be Manufactured By:

To be fixed by/but not before:

Church/Cemetery details:

Grave Details:

Contact at Church/Cemetery:

Details of Funeral Director:

Special Instructions:

**TASKING ORDER NUMBER – 705616451/NN**

**FOR THE PROVISION OF A PORTLAND STONE OR KARIN GRANITE (DELETE AS APPROPRIATE)  
RAF HEADSTONE**

The wording and layout below will be engraved on the stone.  
Please ensure it is correct.

RAF Crest		
Rank		
Name, Honours, Decorations		
Service Number		
Service		
Date of Death and Age		
Religious Emblem		
Next of Kin's Inscription (Max 4 Lines of up to 28 letters and spaces per line)		
Total Number of Characters:		

Fixing Requirements: *Concrete Shoe Foundation/ Matching Base (unless otherwise specified by Authority) with Dowels/ Independent Foundation and Matching Base (unless otherwise specified by Authority) with Dowels and Ground Anchor (and sub-base/ bearer if required) (fixing method to be confirmed by contactor with the local cemetery/churchyard authority)*

To be Manufactured By:

To be fixed by/but not before:

Churchyard/Cemetery details:

Grave Details:

Contact at Church/Cemetery:

Details of Funeral Director:

Special Instructions:



**JOINT CASUALTY AND COMPASSIONATE CENTRE  
PROVISION & FIXING OF NABRESINA LIMESTONE (OR NABRESINA LIGHT)  
SERVICE PATTERN MEMORIALS  
FOR ARMED FORCES PERSONNEL  
TASKING ORDER FORM**

**TASKING ORDER NUMBER: 705616451/NN**

To:  
(The Contractor)

From: JCCC  
(The Authority)

Attn:

Contact:

**STATEMENT OF REQUIREMENT**

The Authority requests the Contractor to undertake the following services:

The provision of a Nabresina (or Nabresina Light) Service Pattern Memorial in accordance with Annexes A and B to Schedule 2.

Item No	Description	Quantity	Price – As per Schedule 2	Price as per Quotation dated DD/MM/YY
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
<b>TOTAL</b>			<b>£</b>	<b>£</b>

## TASKING ORDER CONDITIONS

All conditions of the Framework Agreement shall apply as supplemented by the terms selected below. The two sets of Conditions become a binding contract at the time of signature on the Tasking Order Form.

Condition 43 - Material Breach

Additional Conditions approved by MOD Commercial:

CONDITIONS
Approved by:
Signature .....
MOD COMMERCIAL

PRICE

Firm pricing in accordance with:

Schedule 2 – Schedule of Requirements\*

OR

CONTRACTOR NAME quotation dated DD/MM/YYYY\*  
\*delete as appropriate

AUTHORITY TASKING AUTHORISATION

Name:.....

Post:.....

Date:.....

Contact Tel Number:.....

ACKNOWLEDGEMENT BY SUPPLIER

Name:.....

Position:.....

Date:.....

Contact Tel Number:.....

**TASKING ORDER NUMBER: 705616451/NN**

**FOR THE PROVISION OF A NABRESINA LIMESTONE (OR NABRESINA LIGHT)  
SERVICE PATTERN MEMORIAL  
ROYAL MARINE/ROYAL NAVY UPMs**

**The wording and layout below will be engraved on the stone.**

**Please ensure it is correct.**

RN/RM Crest

--	--

Initials, Name and  
Honours

--	--

Rating, Branch, Service  
No

--	--

Date of Death and Age

--	--

Next of Kin's Inscription  
(Max 2 Lines of up to 25  
letters and spaces per  
line)

--	--

Total Number of Characters:

--

*Fixing Requirements: To be fixed flush with the ground, over the interred ashes, or on a beam/raft or an independent foundation, or as advised by the Authority (fixing method to be confirmed by contactor with the local cemetery/churchyard authority)*

To be Manufactured By:

To be Fixed By:

Churchyard/Cemetery details:

Grave Details:

Contact at Church/Cemetery:

Details of Funeral Director:

Special Instructions:

**ORDER NUMBER: 705616451/NN**

**FOR THE PROVISION OF A NABRESINA LIMESTONE (OR NABRESINA LIGHT)  
SERVICE PATTERN MEMORIAL  
ARMY UPMs**

**The wording and layout below will be engraved on the stone.**

**Please ensure it is correct.**

Regimental Badge/Crest

--	--

Number and Rank

--	--

Name and Honours

--	--

Regiment or Corps

--	--

Date of Death and Age

--	--

Next of Kin's Inscription  
(Max 2 Lines of up to 25  
letters and spaces per line)

--	--

Total Number of Characters:

--

Fixing Requirements: *To be fixed flush with the ground, over the interred ashes, or on a beam/raft, or an independent foundation, or as advised by the Authority (fixing method to be confirmed by contactor with the local cemetery/churchyard authority)*

To be Completed By:

To be Fixed By:

Church/Cemetery details:

Grave Details:

Contact at Church/Cemetery:

Details of Funeral Director:

Special Instructions:

**ORDER NUMBER: 705616451/NN**

**FOR THE PROVISION OF A NABRESINA LIMESTONE (OR NABRESINA LIGHT)  
SERVICE PATTERN MEMORIAL  
RAF UPMs**

**The wording and layout below will be engraved on the stone.**

**Please ensure it is correct.**

RAF Crest

--	--

Rank

--	--

Name, Honours,  
Decorations

--	--

Service Number

--	--

Service

--	--

Date of Death and Age

--	--

Next of Kin's Inscription  
(Max 2 Lines of up to 25  
letters and spaces per line)

--	--

Total Number of Characters:

--

**Fixing Requirements:** *To be fixed flush with the ground, over the interred ashes, or on a beam/raft or an independent foundation, or as advised by the Authority (fixing method to be confirmed by contactor with the local cemetery/churchyard authority)*

To be Completed By:

To be Fixed By:

Churchyard/Cemetery details:

Grave Details:

Contact at Church/Cemetery:

Details of Funeral Director:

Special Instructions:

**JOINT CASUALTY AND COMPASSIONATE CENTRE  
PROVISION & FIXING OF PORTLAND STONE,  
KARIN GRANITE OR NABRESINA LIMESTONE (OR NABRESINA LIGHT)  
SERVICE PATTERN MEMORIAL  
FOR ARMED FORCES PERSONNEL**

**AMENDMENT TO TASKING ORDER NUMBER: 705616451/NN**

The following \*amendments/additional items are required in relation to this Tasking Order:

\*delete as appropriate

--	--

Item No	Description	Quantity	Price – As per Schedule 2	Price as per Quotation dated DD/MM/YY
			£	£
			£	£
			£	£
			£	£
<b>TOTAL</b>			<b>£</b>	<b>£</b>

**TASKING ORDER CONDITIONS**

The conditions as detailed in the original order 705616451/NN apply.

**PRICE**

3.1. Firm pricing in accordance with:

3.1.1. Schedule 2 – Schedule of Requirements\*

**OR**

3.1.2. CONTRACTOR NAME quotation dated DD/MM/YYYY\*

\*delete as appropriate

**AUTHORITY TASKING AUTHORISATION**

Name:.....

Post:.....

Date:.....

Contact Tel Number:.....

**SUPPLIER ACKNOWLEDGEMENT:**

Name:.....

Position:.....

Date:.....

Contact Tel Number:.....



## Technical Specifications

### **PORTLAND STONE SERVICE PATTERN MEMORIALS (TECHNICAL SPECIFICATIONS)**

#### **Headstones**

1. The Contractor **must** provide headstones made from best quality Basebed Portland Stone. (Basebed is the bottom bed of Portland Stone and is very hard). It **must** be of uniform colour and texture, free from obvious imperfections and in every respect equal to the sample provided in the Contractor's Tender submission. The stone **must not** be artificially dried. Fossil markings will be accepted, except where it would:
  - a. Affect the strength of the stone.
  - b. Show on the face of the stone after carving.
  - c. Be liable to break away from the stone during carving or through the effects of weather.
2. Portland Stone **must** be machine cut and machine engraved using an Automatic Engraving Machine but can be finished by hand where necessary. The stone **must** not be grit blasted. In the event of machine failure hand carving may be used to ensure continuity of the business requirement, at the Authority's discretion.
3. Portland Stone **must** be cut true to the dimensions given on the drawings referenced in Paragraph 4 below, with a chamfered arris not exceeding 0.15cm (1/16") on either face to be taken off all above-ground edges of the stone and **must** have a sawn bottom and fine neat carborundum/diamond smooth finish, free from rubbing marks, on all other surfaces.

#### **Headstone Drawings**

4. The under mentioned drawings show the dimensions and general layout of the Headstones, and Service Pattern Urn Plot Markerstones, including character dimensions. (The Service Crests/Badges/Emblems are examples only and the shown alphabet is not the standard MoD Character Template).

ROYAL NAVY/ ROYAL MARINES HEADSTONES	ARMY HEADSTONES	RAF HEADSTONES	CWGC HEADSTONES
No 2283/58	A/74/1	5393/52/52 for deaths on or before 07/02/52	No 1/A/8
No 2624/58		13661 for deaths after 07/02/52	Type II (Non-War Grave)
ROYAL NAVY/ ROYAL MARINES UPM	ARMY UPM		RAF UPM
No UPM/RN-RM/1	No UPM/ARMY/1		No UPM/RAF/1

5. The drawings of all Service Crests/Badges/Emblems will be issued to the contractor with the Tasking Orders.

6. Letters and figures **must** be cut true to the MoD standard character template with a "V" shaped incision at an angle of 60 degrees (numbers to be cut on a level horizontal line). The superscript after the date of death **must** be underlined as per the MoD Standard Character Template. The date of death and age **must** be separated by a bullet point. Examples of the three sizes of the alphabet are shown at Appendix 7 to this Annex B (not printed to exact dimensions).
7. The Contractor **must** be able to inscribe the personal inscription in languages other than English, using lettering commensurate with the language required in non-MoD standard characters (e.g. Hebrew). If a language other than English is required, the Authority will use the Variation of Requirement process set down in Annex A to Schedule 2 Paragraphs 34-37 to obtain pricing.
8. Unless instructed otherwise, Service Crests/Badges/Emblems **must** be cut, shaped and detailed in relief and placed in a 17.78cm (7") circle with a flat background with the edge of the circle cut at an angle of 60 degrees and to a uniform depth of 0.635cm (1/4"). All letters within Crests/Badges/Emblems **must** be cut true to the MoD Standard Character Template with a "V" shaped incision at an angle of 60 degrees and be vertical to any curve and of uniform height, width and spacing. Most crests will fit within a 17.78cm (7") circle, although the crown will often sit outside the circle itself. A drawing of the relevant crest will be included with all Tasking Orders, showing how the crest and crown fit in and around the circle. Occasionally, a crest will not sit within a circle (e.g. The Royal Regiment of Scotland crest). In such cases, this will be explained in the special instructions section of the Tasking Order. If the Service Crests/Badges/Emblems do not sensibly fit within a 17.78cm (7") circle, **or there is any doubt**, the Contractor **must** refer to the Authority for further instructions as necessary. The Service Crest/Badge/Emblem **must** be correctly reflected in the layout provided to the Authority for approval prior to commencement of the Memorial.
9. Religious emblems **must** be cut clean and finished smooth to the dimensions and manner detailed on the drawings referred to at Paragraph 4.
10. Where requested by the Authority the Contractor **must** engrave the grave / plot details on the Headstone as required by the local/cemetery/churchyard authorities. Pricing of the engraving will be per character and can be added to the number of the characters advised on the Tasking Order.

### **Headstone Fixing**

11. **Below Ground Fixing** – A concrete shoe **must** be produced in accordance with the NAMM CoWP, or of a recognised equivalent association/scheme, cast in one piece and reinforced with a piece of BRC fabric No 10 or 7.62cm (3") expanded metal measuring 81.28cm x 43.18cm (2'8" x 1'5"). The concrete **must** be in accordance with BS EN 206.1 and **must** be composed of 1 part cement and 4 parts aggregate, the aggregate comprising washed broken stone or equivalent approved material with sufficient fine chippings to make a compact mixture, all capable of passing through a 1.90cm (3/4") mesh. The full dimensions are detailed in Appendix 1.
12. **Fixing Memorials on Concrete Beams** – Headstones **must** be constructed to withstand the proof load stated in the NAMM CoWP. The specifications are detailed at Appendix 2. A base **must** be provided in the same material as the headstone. The base **must** be 5.0cm (2") larger than the headstone on all sides, and 7.62cm (3") thick. The memorial **must** be fixed using stainless steel dowels commensurate with the NAMM CoWP using three 1.2cm stainless steel dowels with a minimum length of 25.5cm (10"). The hole sizes **must** be laid out according to the NAMM CoWP and the dowels **must** be at least 10.0cm (4") into the headstone, pass through the base and be at least 7.62cm (3") into the beam or raft.
13. **Fixing on an Independent Foundation** - When a Portland memorial is to be fixed at ground level to an independent foundation, a base **must** be provided in the same material as the headstone. The base size **must** be 5.0cm (2") larger than the headstone on all sides, and 7.62cm

(3") thick. A NAMM accredited ground anchor **must** always be used in addition to three equally spaced 1.2cm stainless steel dowels with a minimum length of 25.5cm (10"). The hole sizes **must** be laid out as in the NAMM CoWP. The dowels **must** pass through the base and be at least 10.0cm (4") into the headstone and 7.62cm (3") into the Independent Foundation. The dowels are to be fixed into the headstone and the adhesive allowed to set before fixing. The ground anchor **must** be offset under the headstone as indicated at Appendix 3.

14. **Replacement Headstones** - Where a replacement memorial is being fixed for the Authority, the Contractor **must** remove and destroy the old memorial in accordance with any NAMM, churchyard, cemetery or local Council regulations.

# **DETAIL OF CONCRETE SHOE FOUNDATION FOR MoD HEADSTONES**

(Metric dimensions rounded up)

Base, minimum thickness at perimeter 64mm (2.5")

Front of base 914mm (36")

Back of base 762mm (30")

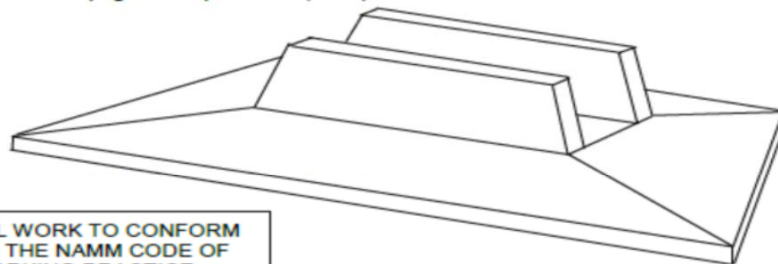
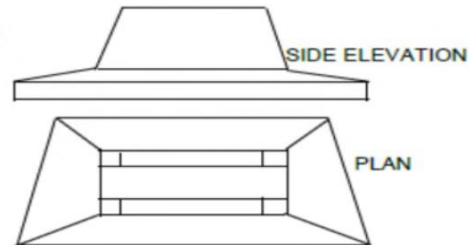
Width of base 406mm (16")

Overall height 229mm (9")

Width between uprights 89mm (3.5")

Thickness of uprights 64mm (2.5")

Width of uprights at top 318mm (12.5")



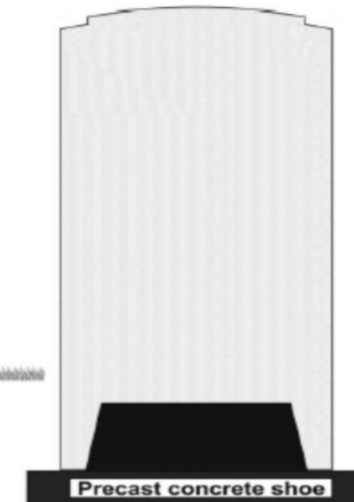
ALL WORK TO CONFORM  
TO THE NAMM CODE OF  
WORKING PRACTICE

NOT TO SCALE

CONCRETE MUST  
CONFORM WITH  
CURRENT BRITISH  
STANDARDS

Traditional Commonwealth  
War Grave and MOD style  
Portland Stone Monolith

Ground level

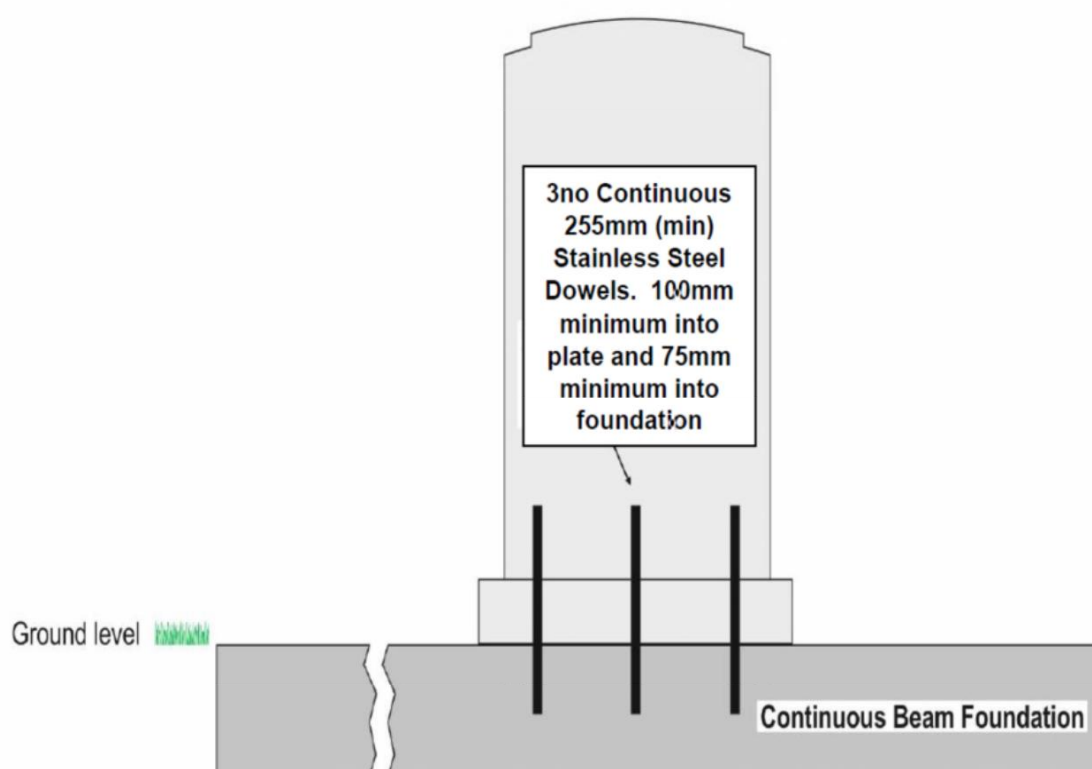


## SPECIFICATION FOR FIXING MoD MEMORIALS ON CONCRETE BEAMS

**The NAMM Code of Working Practice states that a memorial must be constructed to withstand a proof load of 70kg at its apex.**

When a memorial is fixed on a beam or raft already in place, a base is to be provided in the same material as the headstone. The size of the base must be 50mm (2") larger on all sides than the headstone, and 75mm (3") thick.

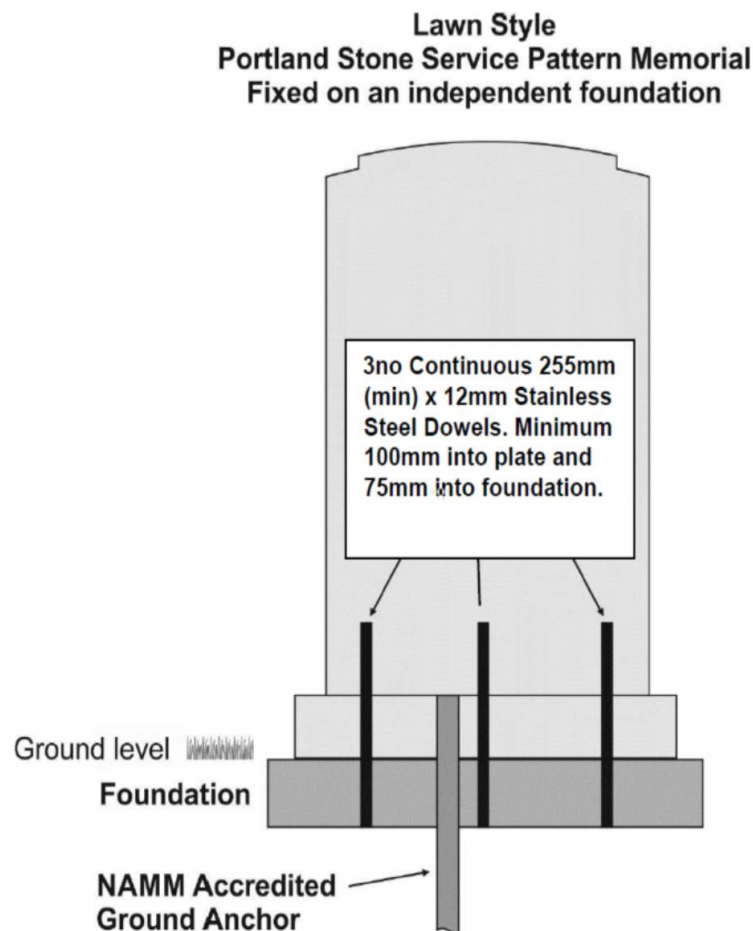
Portland stone Memorials are to be fixed as shown in the diagram below, using 3no 255mm (min) x 12mm stainless steel dowels. The hole size must be as laid out in the Code of Working Practice. The dowels are to pass through the base and be at least 100mm (4") into the headstone, and 75mm (3") into the beam or raft.



## SPECIFICATION FOR FIXING MEMORIALS ON INDEPENDENT FOUNDATIONS AT GROUND LEVEL

A memorial fixed on an independent foundation at ground level must have a base normally in the same material as the headstone. However, on occasions the Authority may require that Portland memorials are fixed on a base of different material, such as Granite. The size of the base must be 50mm (2") larger on all its sides than the headstone and be 75mm (3") thick.

Portland stone memorials are to be fixed using 3no 255mm (min) x 12mm stainless steel dowels set equally spaced. The dowels must be set into the headstone at least 100mm (4") and 75mm (3") into the foundation. The hole sizes must be in accordance with the Code of Working Practice. The ground anchor must be offset under the headstone as indicated on the drawing.



**KARIN GRANITE SERVICE PATTERN MEMORIALS (TECHNICAL SPECIFICATIONS)****Headstones**

15. The Contractor **must** provide headstones made from best quality Karin Granite. It **should** be of uniform colour and texture and free from obvious imperfections and in every respect equal to the sample provided in the Contractor's Tender submission. The Contractor is expected to only source Karin Granite from companies and wholesalers that have a good reputation for the treatment and welfare of their workers and **must** comply with the requirements of the UK's Modern Slavery Act 2015, which aims to prevent all forms of labour exploitation and increase transparency of labour practices in supply chains worldwide.

16. Karin Granite **must** be machine cut to the required shape and engraved by grit blasting and/or machine, but can be finished by hand. The inscription (letters and numbers, including any letters within the regimental crest) **must** be incised and painted with sign writing black enamel with a gloss finish. The Service Crests/Badges/Emblems are not normally required to be painted. However, on occasion there may be a requirement for them to be outlined in black. If this is required, the Authority will inform the Contractor through the Special Requirement Provision.

17. Karin Granite **must** be cut true to the dimensions given on the drawings referenced at Paragraph 18 below, with a chamfered arris not exceeding 0.15cm (1/16") on either face to be taken off all above-ground edges of the stone. The stone **must** have a polished face; sides **must** be unpolished and smooth. If local regulations dictate an eggshell finish or fine honed finish, this is acceptable, and the Authority will confirm this variation of finish in the Tasking Order. If the Contractor is advised of a local regulation that dictates that the face cannot be polished, they **must** advise the Authority before proceeding with the manufacture of the memorial.

**Headstone Drawings**

18. The under mentioned drawings show the dimensions and general layout of the Headstones and Service Pattern Urn Plot Marker stones (UPMs), including character dimensions. (The Service Crests/Badges/Emblems are examples only and the shown alphabet is not the standard MoD Character Template).

ROYAL NAVY/ ROYAL MARINES HEADSTONES	ARMY HEADSTONES	RAF HEADSTONES	CWGC HEADSTONES
No 2283/58	A/74/1	5393/52/52 for deaths on or before 07/02/52	No 1/A/8  Type II (Non-War Grave)
No 2624/58		13661 for deaths after 07/02/52	
ROYAL NAVY/ ROYAL MARINES UPM	ARMY UPM		RAF UPM
No UPM/RN-RM/1	No UPM/ARMY/1		No UPM/RAF/1

19. Drawings of all Service Crests/Badges/Emblems will be issued to the contractor with the Tasking Orders.

20. Letters and figures **must** be cut true to the MoD Standard Character Template to a uniform depth of no less than 0.3175cm (1/8") and a maximum of 0.476cm (3/16") (numbers to be cut on a level horizontal line). The superscript after the date of death **must** be underlined as per the MoD Standard Character Template. The date of death and age **must** be separated by a bullet point. Examples of the three sizes of the alphabet are shown at Appendix 7 to this Annex B (not printed to exact dimensions).

21. The Contractor must be able to inscribe the personal inscription in languages other than English, using lettering commensurate with the language required in non-MoD standard characters (e.g. Hebrew). If a language other than English is required, the Authority will use the Variation of Requirement process detailed in Annex A to Schedule 2 Paragraphs 34-37 to obtain pricing.

22. Unless instructed otherwise, Service Crests/Badges/Emblems must be cut, shaped and detailed in relief and placed in a 17.78cm (7" circle and have an even background to a uniform depth of no less than 0.3175cm 1/8" and a maximum of 0.476cm (3/16"). Most crests will fit within a 17.78cm (7") circle, although the crown will often sit outside of the circle itself. A drawing of the relevant crest will be included with all Tasking Orders, showing how the crest and crown fit in and around the circle. Occasionally, a crest will not sit within a circle (e.g. The Royal Regiment of Scotland crest). In such cases, this will be explained in the special instructions section of the Tasking Order. All letters within Crests/Badges/Emblems should be cut using the font commensurate with that shown in the Crest drawing, be vertical to any curve and be of uniform height, width and spacing. If the Service Crests/Badges/Emblems do not sensibly fit within a 17.78cm (7") circle, or if there is any doubt, the Contractor must refer to the Authority for further instructions as necessary. The Service Crest/Badge/Emblem must be correctly reflected in the layout provided to the Authority for approval prior to commencement of the Memorial.

23. Religious emblems must be cut clean and finished smooth to the dimensions and manner detailed on the drawings referenced at Paragraph 4 to a depth of 0.476cm (3/16").

24. Where instructed by the Authority, the Contractor must engrave the grave / plot details on the Headstone to comply with any local/cemetery/churchyard authority requirements. Pricing of the engraving will be per character and can be added to the number of the characters advised on the Tasking Order.

### **Headstone Fixing**

25. **Below Ground Fixing** – A concrete shoe must be produced in accordance with the NAMM CoWP, or of a recognised equivalent association/scheme, cast in one piece and reinforced with a piece of BRC fabric No 10 or 7.62cm (3") expanded metal measuring 81.28cm x 43.18cm (2'8" x 1'5"). The concrete must be in accordance with BS EN 206.1 and must be composed of 1 part cement and 4 parts aggregate, the aggregate comprising washed broken stone or equivalent approved material with sufficient fine chippings to make a compact mixture, all capable of passing through a 1.90cm (3/4") mesh. The full dimensions are detailed in Appendix 4 to this Annex B.

26. **Fixing Memorials on Concrete Beams** – Headstones **must** be constructed to withstand the proof load stated in the NAMM CoWP. The specifications are detailed at Appendix 5 to this Annex B. A base **must** be provided in the same material as the headstone. The base **must** be 5.0cm (2") larger than the headstone on all sides, and 7.62cm (3") thick. The memorial **must** be fixed using stainless steel dowels commensurate with the NAMM CoWP using two 1.6cm dowels with a minimum length of 22.5cm (9"). The hole sizes **must** be laid out according to the NAMM CoWP and the stainless-steel dowels **must** pass through the base and be at least 7.62cm (3") into the headstone and the same into the beam or raft.

27. **Fixing on an Independent Foundation** - When a Granite memorial is to be fixed at ground level to an independent foundation, a base **must** be provided in the same material as the



headstone. The base size **must** be 5.0cm (2") larger than the headstone on all sides, and 7.5cm (3") thick. A NAMM accredited ground anchor **must** always be used in addition to two 1.6cm stainless steel dowels with a minimum length of 22.5cm (9"). The hole sizes **must** be laid out as in the NAMM CoWP and the dowels **must** pass through the base and be at least 7.62cm (3") into the headstone and the same into the Independent Foundation. The dowels are to be fixed into the headstone and the adhesive allowed to set before fixing. The ground anchor may be set centrally to the stainless-steel dowels. The specifications are detailed at Appendix 6 to this Annex B.

28. **Replacement Headstones.** - Where a replacement memorial is being fixed for the Authority, the Contractor **must** remove and destroy the old memorial in accordance with any NAMM, churchyard, cemetery or local Council regulations.

# **DETAIL OF CONCRETE SHOE FOUNDATION FOR MoD HEADSTONES**

(Metric dimensions rounded up)

Base, minimum thickness at perimeter 64mm (2.5")

Front of base 914mm (36")

Back of base 762mm (30")

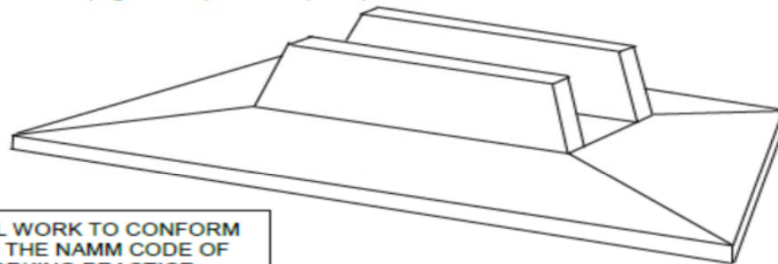
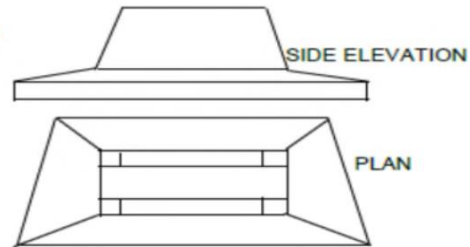
Width of base 406mm (16")

Overall height 229mm (9")

Width between uprights 89mm (3.5")

Thickness of uprights 64mm (2.5")

Width of uprights at top 318mm (12.5")



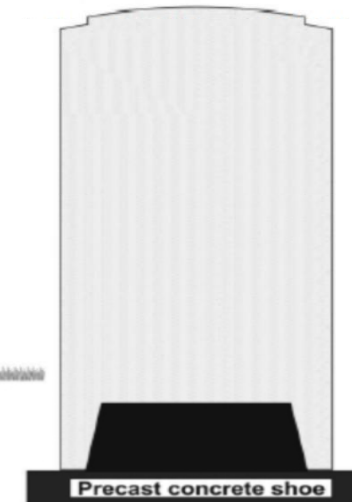
ALL WORK TO CONFORM  
TO THE NAMM CODE OF  
WORKING PRACTICE

NOT TO SCALE

CONCRETE MUST  
CONFORM WITH  
CURRENT BRITISH  
STANDARDS

Traditional Commonwealth  
War Grave and MOD style  
Portland Stone Monolith

Ground level



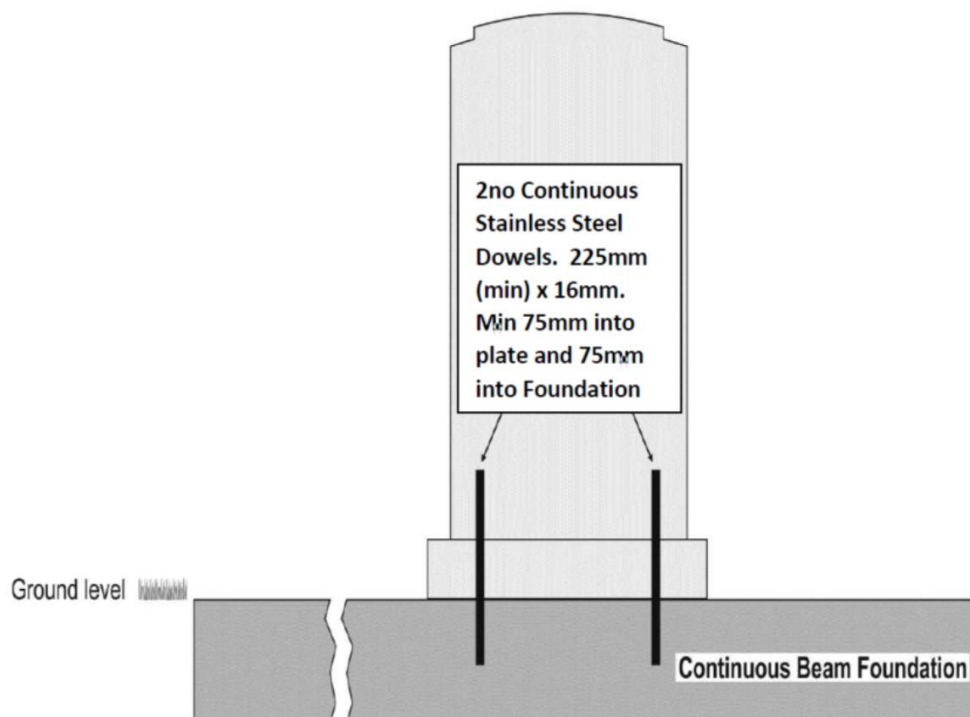
## SPECIFICATION FOR FIXING MoD MEMORIALS ON CONCRETE BEAMS

**The NAMM Code of Working Practice states that a memorial must be constructed to withstand a proof load of 70kg at its apex.**

When a memorial is fixed on a beam or raft already in place, a base is to be provided in the same material as the headstone. The size of the base must be 50mm (2") larger on all sides than the headstone, and 75mm (3") thick.

Karin Granite Memorials are to be fixed as shown in the diagram below using 2no 225mm (min ) x 16mm dowels. The dowels are to pass through the base and be at least 75mm (3") into the headstone, and 75mm (3in) into the beam or raft.

**Lawn style Granite Service Pattern Memorial fixed on a continuous beam foundation.  
This is used when a continuous beam foundation prevents the installation of a traditional monolith style**



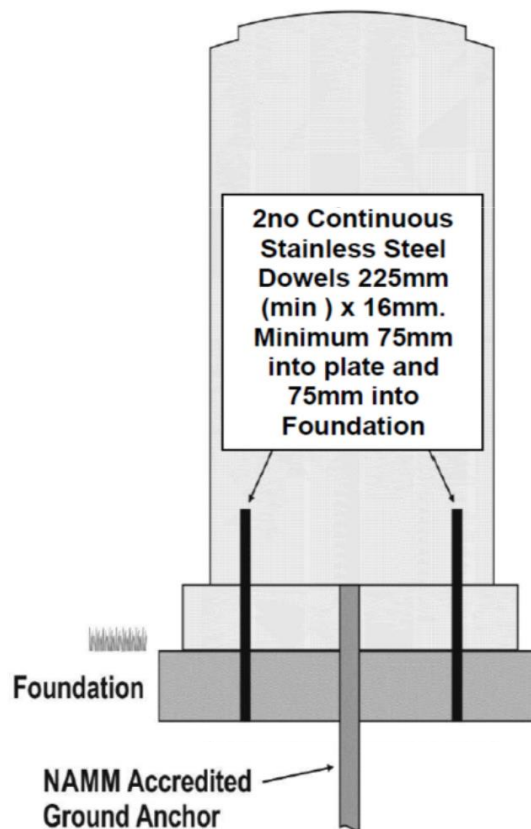
© National Association of Memorial Masons 2019

## SPECIFICATION FOR FIXING MEMORIALS ON INDEPENDENT FOUNDATIONS AT GROUND LEVEL

A memorial fixed on an independent foundation at ground level must have a base in the same material as the headstone. The size of the base must be 50mm (2") larger on all its sides than the headstone and be 75mm (3") thick.

Granite Headstones must have 2no 225mm (min) x 16mm dowels a Minimum of 75mm (3") into headstone, the dowels are to pass through the base and be at least 75mm (3") into foundation. In this case the ground anchor may be set centrally as normal.

### **Lawn style Granite Service Pattern Memorial Fixed on an independent foundation**



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## **NABRESINA LIMESTONE (OR NABRESINA LIGHT) SERVICE PATTERN MEMORIALS (TECHNICAL SPECIFICATIONS)**

### **Urn Plot Marker Stones (UPMs) – Nabresina Limestone (or Nabresina Light)**

29. The Contractor **must** provide UPMs made from best quality Nabresina Limestone (or Nabresina Light) with light even colouring and markings and, in every respect, equal to the sample provided in the Contractor's tender submission.

30. UPMs **must** be machine cut and measure 30.48cm x 30.48cm x 5.08cm (12" x 12" x 2") all surfaces (including the underside) of the UPMs **must** be fine honed finished. The edges **must** be chamfered as per the specifications for the military pattern memorial referenced at Paragraph 35. The layout and character dimensions of the UPMs must be identical to the UPMs drawings referenced at Paragraph 33. If the order requirements cannot be accommodated within the specified dimensions, the Contractor **must** refer to the Authority for further instructions.

31. UPMs **must** have the inscription cut as detailed at Paragraph 35, preferably by machine, and the inscription (letters and numbers, including any letters within the regimental crest) must be incised and painted with sign writers' black enamel with a gloss finish.

32. UPMs are to be fixed in accordance with the NAMM Code of Working Practice (COWP)/ or 'flush to the ground'/ or as required by the relevant local/cemetery authority.

### **Drawings, Carving and Finishes**

33. The under mentioned drawings show the dimensions and general layout of the UPMs and Service Pattern Headstones, including character dimensions. (The Service Crests/Badges/Emblems are examples only and the shown alphabet is not the standard MoD Character Template).

ROYAL NAVY/ ROYAL MARINES HEADSTONES	ARMY HEADSTONES	RAF HEADSTONES	CWGC HEADSTONES
No 2283/58	A/74/1	5393/52/52 for deaths on or before 07/02/52	No 1/A/8  Type II (Non-War Grave)
No 2624/58		13661 for deaths after 07/02/52	
ROYAL NAVY/ ROYAL MARINES UPM	ARMY UPM		RAF UPM
No UPM/RN-RM/1	No UPM/ARMY/1		No UPM/RAF/1

34. Drawings of all Service Crests/Badges/Emblems will be issued to the contractor with the Tasking Orders.

35. Letters and figures **must** be cut true to the MoD standard character template with a "V" shaped incision at an angle of 60 degrees (numbers to be cut on a level horizontal line). The superscript after the date of death **must** be underlined as per the MoD Standard Character Template. The date of death and age **must** be separated by a bullet point. Examples of the

three sizes of the alphabet are shown at Appendix 7 to this Annex B (not printed to exact dimensions).

36. The Contractor **must** be able to inscribe the personal inscription in languages other than English, using lettering commensurate with the language required in non-MoD standard characters (e.g., Hebrew). If a language other than English is required, the Authority will use the Variation of Requirement process under Annex A to Schedule 2 Paragraphs 34-37 to obtain pricing.

37. Unless instructed otherwise, Service Crests/Badges/Emblems **must** be cut, shaped, and detailed in relief and placed in a 17.78cm (7") circle (but for UPMs, may need to be proportionally reduced); have a flat background with the edge of the circle cut at an angle of 60 degrees and to a uniform depth of 0.635cm (1/4"). Most crests will fit within a 17.78 (7"), or proportionally reduced, circle, although the crown will often sit outside the circle itself. A drawing of the relevant crest will be included with all Tasking Orders, showing how the crest and crown fit in and around the circle. Occasionally, a crest will not sit within a circle (e.g., The Royal Regiment of Scotland crest). In such cases, this will be explained in the special instructions section of the Tasking Order. All letters within Crests/Badges/Emblems **must** be cut true to the MoD Standard Character Template with a "V" shaped incision at an angle of 60 degrees, be vertical to any curve and of uniform height, width and spacing. Service Crests/Badges/Emblems that are proportionately reduced to accommodate the requirement of the order **must** be correctly reflected in the layout provided to the Authority for approval prior to commencement of the Memorial.

38. Where requested by the Authority, the Contractor **must** engrave the grave/plot details on the UPMs as required by the local/cemetery/churchyard authorities. Pricing of the engraving will be per character and can be added to the number of the characters advised on the Tasking Order.

## **Fixing**

39. The Authority's preferred method of fixing UPMs is flush to the ground.

40. When a UPMs is to be fixed at ground level to an independent foundation, the foundation is to be made from hard stone or precast concrete and be 5.0cm (2") bigger than the UPM on all sides and 5.0cm (2") thick. Two 1.2cm dowels are to be used, 2.5cm (1") pre-set into the UPM and then 5.0cm (2") through the foundation.

41. Where a local/cemetery/churchyard authority requires an alternative method of fixing, the contractor may be required to fix the memorial in accordance with NAMM CoWP section 9 under a Variation of Requirement.

42. **Replacement Memorial.** - Where a replacement memorial is being fixed for the Authority, the Contractor **must** remove and destroy the old memorial in accordance with any NAMM, churchyard, cemetery or local Council regulations.

EXAMPLES OF THE THREE SIZES OF THE ALPHABET

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9  
· & ( ) . , :: ~ S T N D R D T H “ ” ’ ! ?  
^ À Á Â Ã Ä Å

7/8" Lettering

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9  
· & ( ) . , :: ~ S T N D R D T H “ ” ’ ! ?  
^ À Á Â Ã Ä Å

5/8" Lettering



A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9  
· & ( ) . , ; ~ S T N D R D T H “ ” ’ ! ?  
^ À Á Â Ã Ä Å

3/8" Lettering

### Schedule 3 - Contract Data Sheet

<b>General Conditions</b>
<b>Condition 2 – Duration of Contract:</b>
The Contract expiry date shall be: 31 Dec 2025
<b>Condition 4 – Governing Law:</b>
Contract to be governed and construed in accordance with: (delete as appropriate)
English Law
Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with clause 4.g (if applicable) are as follows:
Solicitors Appointed: [ ]
<b>Condition 7 – Authority’s Representatives:</b>
The Authority’s Representatives for the Contract are as follows:
Commercial: (as per Annex A to Schedule 3 (DEFFORM 111))
Project Manager: (as per Annex A to Schedule 3) (DEFFORM 111))
<b>Condition 18 – Notices:</b>
Notices served under the Contract shall be sent to the following address:
Authority: (as per Annex A to Schedule 3 (DEFFORM 111))
Contractor: Cerrig Granite and Slate Ltd, Glandon Industrial Estate, Pwllheli, LL53 5YT
Notices can be sent by electronic mail?
Yes
<b>Condition 19.a – Progress Meetings:</b>

The Contractor shall be required to attend the following meetings:

As requested but at least 1 Annual meeting

Progress Meetings Details: As detailed in Para 33 of Annex A to Schedule 2

**Condition 19.b – Progress Reports:**

The Contractor is required to submit the following Reports:

Progress Reports: As detailed in Para 33 of Annex A to Schedule 2

**Supply of Contractor Deliverables**

**Condition 20 – Quality Assurance:**

Is a Deliverable Quality Plan required for this Contract?

No

Other Quality Requirements:

As detailed in Annexes A and B to Schedule 2

**Condition 21 – Marking of Contractor Deliverables:**

Special Marking requirements:

Any special marking requirement will be detailed in the individual Tasking Orders

**Condition 24 - Supply of Data for Hazardous Substances, Mixtures and Articles in Contractor Deliverables:**

A completed Schedule 6 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement), and if applicable, UK REACH compliant Safety Data Sheet(s) are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:

- a) The Authority's Representative (Commercial)
- b) Defence Safety Authority – [DESTECH-QSEPEnv-HSISMulti@mod.gov.uk](mailto:DESTECH-QSEPEnv-HSISMulti@mod.gov.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: 30 January 2024

**Condition 26 – Certificate of Conformity:**

Is a Certificate of Conformity required for this Contract?

No, however in accordance with Para 23 of Annex A to Schedule 2, the Contractor **must** provide the Authority with a NAMM Certificate of Compliance (CoC) within 5 working days of the fixing/installation of all memorials.

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

No

Applicable to Line Items: N/A

**Condition 28.b – Delivery by the Contractor:**

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

All delivery information will be detailed in individual Tasking Orders

Special Delivery Instructions:

All delivery information will be detailed in the individual Tasking Orders

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:

<p>N/A</p> <p>Special Delivery Instructions:</p> <p>N/A</p> <p>Each consignment is to be accompanied by a DEFFORM 129J.</p>
<p><b>Condition 30 – Rejection:</b></p> <p>The default time limit for rejection of the Contractor Deliverables is thirty (30) days unless otherwise specified here:</p> <p>The time limit for rejection shall be 30 Business Days.</p>
<p><b>Condition 32 – Self-to-Self Delivery:</b></p> <p>Self-to-Self Delivery required? (delete as appropriate)</p> <p>No</p> <p>If required, Delivery address applicable:</p> <p>N/A</p>
<p><b>Pricing and Payment</b></p>
<p><b>Condition 35 – Contract Price:</b></p> <p>All Schedule 2 line items shall be FIRM Price other than those stated below:</p> <p>Line Items 38, 39 and 40</p> <p>Clause 46.6 refers</p>

<p><b>Termination</b></p>
<p><b>Condition 42 – Termination for Convenience:</b></p>

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 DEFFORM 111

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

### **Contract Change Control Procedure (i.a.w. clause 6.d) for Contract No:**

#### **Authority Changes**

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

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

#### **Notice of Change**

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

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

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

- a. would, if implemented, require the Contractor to deliver any Contractor Deliverables under the Contract in a manner that infringes any applicable law relevant to such delivery; and/or
- b. would, if implemented, cause any existing consent obtained by or on behalf of the Contractor in connection with their obligations under the Contract to be revoked (or would require a new necessary consent to be obtained to implement the Change(s) which, after using reasonable efforts, the Contractor has been unable to obtain or procure and reasonably believes it will be unable to obtain or procure using reasonable efforts); and/or
- c. would, if implemented, materially change the nature and scope of the requirement (including its risk profile) under the Contract; and:
- d. the Contractor notifies the Authority within 10 (ten) Business Days (or such longer period as shall have been agreed in writing by the parties) after the date of the Authority Notice of Change that the relevant proposed Change or Changes is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c providing written evidence for the Contractor's reasoning on the matter; and
- e. further to such notification:
  - (1) either the Authority notifies the Contractor in writing that the Authority agrees, or (where the Authority (acting reasonably) notifies the Contractor that the Authority disputes the Contractor's notice under Clause 5.d) it is determined in accordance with Condition 40 (Dispute Resolution), that the relevant Change(s) is/are a Change(s) falling within the scope of Clauses 5.a, 5.b and/or 5.c; and
  - (2) (where the Authority either agrees or it is so determined that the relevant

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

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

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

### **Contractor Change Proposal**

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

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

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

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

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

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



- a. the effect of the Change(s) on the Contractor's obligations under the Contract;
- b. a detailed breakdown of any costs which result from the Change(s);
- c. the programme for implementing the Change(s);
- d. any amendment required to this Contract as a result of the Change(s), including, where appropriate, to the Contract Price; and
- e. such other information as the Authority may reasonably require.

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

### **Contractor Change Proposal – Process and Implementation**

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

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

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

- a. either indicate its acceptance of the Change Proposal by issuing a DEFFORM10B in accordance with Condition 6 (Formal Amendments to the Contract), whereupon the Contractor shall promptly sign and return to the Authority the Contractor's DEFFORM 10B indicating their unqualified acceptance of such amendment in accordance with, and otherwise discharge their obligations under, such Condition and implement the relevant Change(s) in accordance with such proposal; or
- b. serve Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued in relation to a Change or Changes proposed by the Authority) the Authority Notice of Change (in which case such notice of change shall have no further effect)

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

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

### **Contractor Changes**

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

Schedule 5 - Contractor's Commercial Sensitive Information Form **(i.a.w. condition 12)****Contract No: 705616451**

Contract No: 705616451
Description of Contractor's Sensitive Information: All pricing information
Cross Reference(s) to location of Sensitive Information: Schedule 2 and Pricing Scenarios
Explanation of Sensitivity: This information would commercially disadvantage Cerrig were it in the public domain
Details of potential harm resulting from disclosure: Ability of competitors to artificially under-price Cerrig and/or derive our pricing mechanisms
Period of Confidence (if applicable): Lifetime of contract
Contact Details for Transparency / Freedom of Information matters: Name: Hugo Were Position: Director Address: Cerrig Granite & Slate Ltd, Glandon Industrial Estate, Pwllheli LL53 5YT Telephone Number: Email Address:

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

**Hazardous Substances, Mixtures and Articles in Contractor Deliverables Supplied under the Contract (i.a.w. Condition 24): Data Requirements for Contract No: 705616451**

### **Hazardous and Non-Hazardous Substances, Mixtures or Articles Statement by the Contractor**

Contract No: 705616451

Contract Title: Provision and fixing of Military Pattern Memorials for Armed Forces Personnel

Contractor: Cerrig Granite and Slate Ltd

Date of Contract: 03 Jan 2024

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

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

Contractor's Signature:

Name: Ian Williams

Job Title: Director

Date: 04/10/2023

.....  
To be completed by the Authority

Domestic Management Code (DMC):

NATO Stock Number: N/A

Contact Name:

Contact Phone Number:

Contact Address:

Copy to be forwarded to:

Hazardous Stores Information System (HSIS)

Spruce 2C, #1260

MOD Abbey Wood (South)

Bristol BS34 8JH

Email: [DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk](mailto:DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk)

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

**Timber and Wood- Derived Products Supplied under the Contract:Data Requirements for Contract No: 705616451**

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

<b>Schedule of Requirements item and timber product type</b>	<b>Volume of timber Delivered to the Authority with FSC, PEFC or equivalent evidence</b>	<b>Volume of timber Delivered to the Authority with other evidence</b>	<b>Volume (as Delivered to the Authority) of timber without evidence of compliance with Government Timber Procurement Policy</b>	<b>Total volume of timber Delivered to the Authority under the Contract</b>
<b>11-15B, 26-30B, 34&amp;35</b>	<b>0.25m<sup>3</sup></b>			<b>0.25m<sup>3</sup></b>

**Schedule 8 - Acceptance Procedure (i.a.w. Condition 29) for Contract No: 705616451**

When the Contractor has met the provisions detailed in paragraphs 13 to 23 of Annex A to Schedule 2.

**Schedule 9 – Publishable Performance Information - Key Performance Indicator Data Report (i.a.w. Condition 12) for Contract No: 705616451**

Is not applicable to this Contract.



**Schedule 10 – Notification of Intellectual Property Rights (IPR) Restrictions for Contract No: 705616451**

This is not applicable to this Contract.

**Schedule 11 – Memorial Guarantee for Contract No: 705616451**

A copy of the NAMM Guarantee is on the page below (If a member of an alternative association to NAMM, please insert a 10-year guarantee that provides at a minimum the same level of guarantee.)



We are members of the  
**NATIONAL ASSOCIATION OF MEMORIAL MASONRY**  
 and operate a scheme of  
**GUARANTEED MEMORIALS**

*guarantee*

of

Customer name: \_\_\_\_\_ .. Ref no: \_\_\_\_\_

GUARANTEE THAT ALL MEMORIALS MADE OR SUPPLIED BY THEM ARE OF GOOD WORKMANSHIP AND SOUND

The aforementioned firm of Memorial Masons (the Seller), who is a member of the National Association of Memorial Masons, further guarantees subject to the conditions stated below, that should any memorial supplied by the said firm prove to be faulty in workmanship or material within 10 years of the memorial being fixed in the cemetery, or churchyard, the memorial will be made good or, if this is not possible, replaced without any expense to the purchaser.

**CONDITIONS**

1. As natural materials vary from time to time in colour and texture this Guarantee relates only to the type and soundness of the material and not to its colour or texture.
2. This Guarantee shall not apply to any painting or gilding on the memorial.
3. This Guarantee shall not apply to any damage caused by any third party, and shall have become invalid if the memorial is removed or disturbed or otherwise worked upon by anyone other than the Seller.
4. This Guarantee applies only where an order clearly stating the type of material, the finish, the dimensions of the memorial and the full text of the inscription has been signed by the Purchaser and received by the Seller.
5. If any dispute should arise between the Purchaser and the Seller concerning any matter relating to the Guarantee, such dispute shall be referred to the

National Association of Memorial Masons

1 Castle Mews - Rugby - Warwickshire - CV21 2EL

This Guarantee is in addition to, and not in lieu of, any statutory or common law rights vested in the purchaser.

*Your guarantee of Service and*

## Schedule 12 – TUPE

### TRANSFER REGULATIONS

#### EMPLOYEE TRANSFER ARRANGEMENTS ON EXIT

##### 1. DEFINITIONS

1.1. In this Schedule 12, save where otherwise provided, words and terms defined in Schedule 1 (Definitions) of the Contract shall have the meaning ascribed to them in Schedule 1 (Definitions) of the Contract.

1.2. Without prejudice to Schedule 1 (Definitions) of the Contract unless the context otherwise requires:

**"Data protection legislation"** means all applicable data protection and privacy legislation in force from time to time in the UK, including but not limited to:

(i) the General Data Protection Regulation ((EU) 2016/679) as retained in UK law by the EU (Withdrawal) Act 2018 and the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (the "UK General Data Protection Regulation" or "UK GDPR");

(ii) the Data Protection Act 2018;

(iii) the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended; and

(iv) all applicable legislation and regulatory requirements in force from time to time which apply to a party relating to the processing of personal data and privacy and the guidance and codes of practice issued by the Information Commissioner's Office which apply to a party;

**"Employee Liability Information"** has the same meaning as in Regulation 11(2) of the Transfer Regulations;

**"Employing Sub-Contractor"** means any sub-contractor of the Contractor providing all or any part of the Services who employs or engages any person in providing the Services;

**"New Provider"** means any replacement service provider or providers engaged to provide the Services (or part thereof) or substantially similar services or the Authority itself where the Services or substantially similar services or part thereof continue to be provided by the Authority after partial termination, termination or expiry of this Contract;

**"Relevant Transfer"** means a transfer of the employment of Transferring Employees from the Contractor or any Employing Sub-Contractor to a New Provider or the Authority under the Transfer Regulations;

**"Transfer Date"** means the date on which the transfer of a Transferring Employee takes place under the Transfer Regulations;

**"Transferring Employee"** means an employee wholly or mainly employed or otherwise assigned to the Services (or in respect of partial termination, the relevant part of the Services) whose employment transfers under the Transfer Regulations from the Contractor or any Employing Sub-Contractor to a New Provider;

**"Transfer Regulations"** means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended from time to time and/or the Service Provision Change (Protection of Employment) Regulations (Northern Ireland) 2006 (as amended from time to time), as appropriate.

## **2. EMPLOYMENT**

### **2.1. Information on Re-tender, Partial Termination, Termination or Expiry**

2.1.1. No earlier than one year preceding the termination, partial termination or Expiry of this Contract or a potential Transfer Date or at any time after the service of a notice to terminate this Contract or the provision of any of the Services (whether in whole or part) or on receipt of a written request by the Authority, the Contractor shall (and shall procure that any Employing Sub-Contractor shall):

- (a) supply to the Authority such information as the Authority may reasonably require in order to consider the application of the Transfer Regulations on the termination, partial termination or expiry of this Contract;
- (b) supply to the Authority such full and accurate and up-to-date information as may be requested by the Authority including the information listed in Appendix 1 to this Schedule 12 relating to the employees who are wholly or mainly employed, assigned or engaged in providing the Services or part of the Services under this Contract who may be subject to a Relevant Transfer;
- (c) provide the information promptly and in any event not later than three months from the date when a request for such information is made and at no cost to the Authority;
- (d) acknowledge that the Authority will use the information for informing any prospective New Provider for any services which are substantially the same as the Services or part of the Services provided pursuant to this Contract;
- (e) inform the Authority of any changes to the information provided under paragraph 6.b(2)(a) or 2.1.1(b) up to the Transfer Date as soon as reasonably practicable.

2.1.2. Three months preceding the termination, partial termination or expiry of this Contract or on receipt of a written request from the Authority the Contractor shall:

- (a) ensure that Employee Liability Information and such information listed in Part A of Appendix 2 of this Schedule 12 (Personnel Information) relating to the Transferring Employees is provided to the Authority and/or any New Provider;
- (b) inform the Authority and/or any New Provider of any changes to the information provided under this Paragraph 2.1.2 up to any Transfer Date as soon as reasonably practicable;

- (c) enable and assist the Authority and/or any New Provider or any sub-contractor of a New Provider to communicate with and meet those employees and their trade union or other employee representatives.
- 2.1.3. No later than 28 days prior to the Transfer Date the Contractor shall provide the Authority and/or any New Provider with a final list of the Transferring Employees together with the information listed in Part B of Appendix 2 of this Schedule 12 (Personnel Information) relating to the Transferring Employees. The Contractor shall inform the Authority and/or New Provider of any changes to this list or information up to the Transfer Date.
- 2.1.4. Within 14 days following the relevant Transfer Date the Contractor shall provide to the Authority and/or any New Provider the information set out in Part C of Appendix 2 of this Schedule 12 in respect of Transferring Employees.
- 2.1.5. Paragraphs 2.1.1 and 2.1.2 of this Schedule are subject to the Contractor's obligations in respect of the Data Protection Legislation and the Contractor shall use its best endeavours to obtain the consent of its employees (and shall procure that its Sub-Contractors use their best endeavours to obtain the consent of their employees) to the extent necessary under the Data Protection Legislation or provide the data in an anonymous form in order to enable disclosure of the information required under paragraphs 2.1.1 and 2.1.2. Notwithstanding this paragraph 2.1.5, the Contractor acknowledges (and shall procure that its Sub-Contractors acknowledge) that they are required to provide sufficient information to the Authority to enable the Authority to determine the nature of the activities being undertaken by employees engaged in providing the Services, to assess whether there is an organised grouping for the purposes of the Transfer Regulations and to assess who is assigned to such organised grouping. To the extent that anonymous data has been provided by the Contractor pursuant to its obligations under Paragraph 2.1.1 or 2.1.2 above, the Contractor shall provide full data to the Authority no later than 28 days prior to the Transfer Date.
- 2.1.6. On notification to the Contractor by the Authority of a New Provider or within the period of six months prior to the Termination Date or after service of a notice to terminate this Contract (whether in whole or in part), whichever is earlier and in any event on receipt of a written request by the Authority, the Contractor shall not and shall procure that an Employing Sub-Contractor shall not:
- (a) materially amend or promise to amend the rates of remuneration or other terms and conditions of employment of any person wholly or mainly employed or engaged in providing the Services under this Contract; or
  - (b) replace or re-deploy from the Services any person wholly or mainly employed or engaged in providing the Services, or materially increase or decrease the number of persons performing the Services under this Contract or the working time spent on the Services (or any part thereof); or
  - (c) reorganise any working methods or assign to any person wholly or mainly employed or engaged in providing the Services (or any part thereof) any duties unconnected with the Services (or any part thereof) under this Contract; or

- (d) terminate or give notice to terminate the employment of any person wholly or mainly employed or engaged in providing the Services (or any part thereof) under this Contract other than in the case of serious misconduct or for poor performance,

save in the ordinary course of business and with the prior written consent of the Authority (not to be unreasonably withheld or delayed) and the Contractor shall indemnify and keep indemnified the Authority in respect of any reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any breach of paragraphs 2.1.1, 2.1.2, 2.1.3, 2.1.4 or 2.1.6 of this Schedule 12.

2.1.7. The Authority may at any time prior to the period set out in paragraph 2.1.5 of this Schedule 12 request from the Contractor any of the information in sections 1(a) to (d) of Appendix 1 and the Contractor shall and shall procure any Sub-Contractor will provide the information requested within 28 days of receipt of that request.

## **2.2. Obligations in Respect of Transferring Employees**

2.2.1. To the extent that the Transfer Regulations apply on expiry, termination or partial termination of this contract, the Contractor shall and shall procure any Employing Sub-Contractor shall and the Authority shall and shall procure that a New Provider shall in such circumstances:

- (a) before and in relation to the Transfer Date liaise with each other and shall co-operate with each other in order to implement effectively the smooth transfer of the Transferring Employees to the Authority and/or a New Provider; and
- (b) comply with their respective obligations under the Transfer Regulations including their obligations to inform and consult under Regulation 13 of the Transfer Regulations.

## **2.3. Unexpected Transferring Employees**

2.3.1. If a claim or allegation is made by an employee or former employee of the Contractor or any Employing Sub-Contractor who is not named on the list of Transferring Employees provided under paragraph 2.1.3 (an "**Unexpected Transferring Employee**") that he has or should have transferred to the Authority and/or New Provider by virtue of the Transfer Regulations, the Party receiving the claim or allegation shall notify the other Party (or the Contractor shall notify the Authority on the Sub-Contractor's behalf and the Authority shall notify the Contractor on the New Provider's behalf) in writing as soon as reasonably practicable and no later than ten Business Days after receiving notification of the Unexpected Transferring Employee's claim or allegation, whereupon:

- (a) the Contractor shall (or shall procure that the Employing Sub-Contractor shall), as soon as reasonably practicable, offer and/or confirm continued employment to the Unexpected Transferring Employee or take such other steps so as to effect a written withdrawal of the claim or allegation; and

- (b) if the Unexpected Transferring Employee's claim or allegation is not withdrawn or resolved the Contractor shall notify the Authority (who will notify any New Provider who is a party to such claim or allegation), and the Authority (insofar as it is permitted) and/or New Provider (as appropriate) shall employ the Unexpected Transferring Employee or as soon as reasonably practicable, (subject to compliance with its obligations at paragraph 2.3.1(c)(iii)), serve notice to terminate the Unexpected Transferring Employee's employment in accordance with his contract of employment; and
- (c) the Contractor shall indemnify the Authority against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any of the following liabilities incurred by the Authority or New Provider in dealing with or disposing of the Unexpected Transferring Employee's claim or allegation:
  - (i) any additional costs of employing the Unexpected Transferring Employee up to the date of dismissal where the Unexpected Transferring Employee has been dismissed in accordance with paragraph 2.3.1(b);
  - (ii) any liabilities acquired by virtue of the Transfer Regulations in relation to the Unexpected Transferring Employee;
  - (iii) any liabilities relating to the termination of the Unexpected Transferring Employee's employment but excluding such proportion or amount of any liability for unfair dismissal, breach of contract or discrimination attributable:
    - (A) to a failure by the Authority or a New Provider to act reasonably to mitigate the costs of dismissing such person);
    - (B) directly or indirectly to the procedure followed by the Authority or a New Provider in dismissing the Unexpected Transferee; or
    - (C) to the acts/omissions of the Authority or a New Provider not wholly connected to the dismissal of that person;
  - (iv) any liabilities incurred under a settlement of the Unexpected Transferring Employee's claim which was reached with the express permission of the Contractor (not to be unreasonably withheld or delayed);
  - (v) reasonable administrative costs incurred by the Authority or New Provider in dealing with the Unexpected Transferring Employee's claim or allegation, subject to a cap per Unexpected Transferring Employee of £5,000; and
  - (vi) legal and other professional costs reasonably incurred;



2.3.2. the Authority shall be deemed to have waived its right to an indemnity under paragraph (c) if it fails without reasonable cause to take, or fails to procure any New Provider takes, any action in accordance with any of the timescales referred to in this paragraph 2.3.

**2.4. Indemnities on transfer under the Transfer Regulations on Partial Termination, Termination or Expiry of the Contract**

2.4.1. If on the expiry, termination or partial termination of the Contract there is a Relevant Transfer, the Contractor shall indemnify the Authority and any New Provider against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of or in connection with any claim by any employee or trade union representative or employee representative arising whether before or after the Transfer Date out of any failure by the Contractor or any Sub-Contractor to comply with their obligations under Regulation 13 of the Transfer Regulations in relation to any Transferring Employee or any other employee of the Contractor or any Sub-Contractor affected by the Relevant Transfer (as defined by Regulation 13 of the Transfer Regulations), save to the extent that all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities are a result of the act or omission of the Authority or the New Provider.

2.4.2. If there is a Relevant Transfer, the Authority shall indemnify the Contractor against all reasonable costs (including reasonable legal costs) losses and expenses and all damages, compensation, fines and liabilities arising out of, or in connection with:

- (a) any claim or claims by a Transferring Employee at any time on or after the Transfer Date which arise as a result of an act or omission of the Authority or a New Provider or a sub-contractor of a New Provider during the period from and including the Transfer Date;
- (b) subject to paragraph 2.4.1 any claim by any employee or trade union representative or employee representative arising whether before or after the Transfer Date out of any failure by the Authority or a New Provider or a sub-contractor of a New Provider to comply with their obligations under Regulation 13 of the Transfer Regulations in relation to any Transferring Employee or any other employee engaged wholly or mainly in connection with the Services by the New Provider or any other employee of the Authority or any New Provider affected by the Relevant Transfer effected by this Contract (as defined by Regulation 13 of the Transfer Regulations),

save to the extent that all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and liabilities are a result of the act or omission of the Contractor or any Employing Sub-Contractor.

2.4.3. In the event of a Relevant Transfer, the Authority shall indemnify the Contractor in respect of all reasonable costs (including reasonable legal costs), losses and expenses and all damages, compensation, fines and other liabilities arising out of or in connection with or as a result of a substantial change by the Authority or a New Provider or any sub-contractor of a New Provider on or after the Transfer Date to the working conditions of any Transferring Employee to the material detriment of any such Transferring Employee. For the purposes of this paragraph **Error! Reference source not found.**, the expressions "substantial c

hange" and "material detriment" shall have the meanings as are ascribed to them for the purposes of Regulation 4(9) of the Transfer Regulations.

## **2.5. Contracts (Rights of Third Parties) Act 1999**

2.5.1. A New Provider may enforce the terms of paragraph 2.3 and 2.4 against the Contractor in accordance with the Contracts (Rights of Third Parties) Act 1999.

2.5.2. The consent of a New Provider (save where the New Provider is the Authority) is not required to rescind, vary or terminate this Contract.

2.5.3. Nothing in this paragraph 2.5 shall affect the accrued rights of the New Provider prior to the rescission, variation, expiry or termination of this Contract.

## **2.6. General**

2.6.1. The Contractor shall not recover any Costs and/or other losses under this Schedule 12 where such Costs and/or losses are recoverable by the Contractor elsewhere in this Contract and/or are recoverable under the Transfer Regulations or otherwise.

**CONTRACTOR PERSONNEL-RELATED INFORMATION TO BE RELEASED UPON RE-TENDERING WHERE THE TRANSFER REGULATIONS APPLIES**

1. Pursuant to paragraph 2.1.1(b) of this Schedule 12, the following information will be provided:
  - a) The total number of individual employees (including any employees of Sub-Contractors) that are currently engaged, assigned or employed in providing the Services and who may therefore be transferred. Alternatively the Contractor should provide information why any of their employees or those of their Sub-Contractors will not transfer;
  - b) The total number of posts or proportion of posts expressed as a full-time equivalent value that currently undertakes the work that is to transfer;
  - c) The preceding 12 months total pay costs – (Pay, benefits employee/employer national insurance contributions and overtime);
  - d) Total redundancy liability including any enhanced contractual payments;
2. In respect of those employees included in the total at 1(a), the following information:
  - a) Age (not date of Birth);
  - b) Employment Status (i.e. Fixed Term, Casual, Permanent);
  - c) Length of current period of continuous employment (in years, months) and notice entitlement;
  - d) Weekly conditioned hours of attendance (gross);
  - e) Standard Annual Holiday Entitlement (not "in year" holiday entitlement that may contain carry over or deficit from previous leave years);
  - f) Pension Scheme Membership;
  - g) Pension and redundancy liability information;
  - h) Annual Salary;
  - i) Details of any regular overtime commitments (these may be weekly, monthly or annual commitments for which staff may receive an overtime payment);
  - j) Details of attendance patterns that attract enhanced rates of pay or allowances;
  - k) Regular/recurring allowances;
  - l) Outstanding financial claims arising from employment (i.e. season ticket loans, transfer grants);
3. The information to be provided under this Appendix 1 should not identify an individual employee by name or other unique personal identifier unless such information is being provided 28 days prior to the Transfer Date.

4. The Contractor will provide (and will procure that the Sub-Contractors provide) the Authority/tenderers with access to the Contractor's and Sub-Contractor's general employment terms and conditions applicable to those employees identified at paragraph 1(a) of this Appendix 1.

## PERSONNEL INFORMATION TO BE RELEASED PURSUANT TO THIS CONTRACT

### Part A

1. Pursuant to paragraph 2.1.2 of this Schedule 12, the written statement of employment particulars as required by section 1 of the Employment Rights Act 1996 together with the following information (save where that information is included within that statement) which will be provided to the extent it is not included within the written statement of employment particulars:

#### 1.1. Personal, Employment and Career

- a) Age;
- b) Security Vetting Clearance;
- c) Job title;
- d) Work location;
- e) Conditioned hours of work;
- f) Employment Status;
- g) Details of training and operating licensing required for Statutory and Health and Safety reasons;
- h) Details of training or sponsorship commitments;
- i) Standard Annual leave entitlement and current leave year entitlement and record;
- j) Annual leave reckonable service date;
- k) Details of disciplinary or grievance proceedings taken by or against transferring employees in the last two years;
- l) Information of any legal proceedings between employees and their employer within the previous two years or such proceedings that the transferor has reasonable grounds to believe that an employee may bring against the transferee arising out of their employment with the transferor;
- m) Issue of Uniform/Protective Clothing;
- n) Working Time Directive opt-out forms; and
- o) Date from which the latest period of continuous employment began.

#### 1.2. Superannuation and Pay

- a) Maternity leave or other long-term leave of absence (meaning more than 4 weeks) planned or taken during the last two years;

- b) Annual salary and rates of pay band/grade;
- c) Shifts, unsociable hours or other premium rates of pay;
- d) Overtime history for the preceding twelve-month period;
- e) Allowances and bonuses for the preceding twelve-month period;
- f) Details of outstanding loan, advances on salary or debts;
- g) Pension Scheme Membership;
- h) For pension purposes, the notional reckonable service date;
- i) Pensionable pay history for three years to date of transfer;
- j) Percentage of any pay currently contributed under additional voluntary contribution arrangements; and
- k) Percentage of pay currently contributed under any added years arrangements.

**1.3. Medical**

- a) Details of any period of sickness absence of 3 months or more in the preceding period of 12 months; and
- b) Details of any active restoring efficiency case for health purposes.

**1.4. Disciplinary**

- a) Details of any active restoring efficiency case for reasons of performance; and
- b) Details of any active disciplinary cases where corrective action is on going.

**1.5. Further information**

- a) Information about specific adjustments that have been made for an individual under the Equality Act 2010;
- b) Short term variations to attendance hours to accommodate a domestic situation;
- c) Individuals that are members of the Reserves, or staff that may have been granted special leave for public duties such as a School Governor; and;
- d) Information about any current or expected maternity or other statutory leave or other absence from work.

**Part B**

**1.6. Information to be provided 28 days prior to the Transfer Date:**

- a) Employee's full name;
- b) Date of Birth

- c) Home address;
- d) Bank/building society account details for payroll purposes Tax Code.

## **PART C**

### **1.7. Information to be provided within 14 days following a Transfer Date:**

#### **1.7.1. Performance Appraisal**

The current year's Performance Appraisal;

Current year's training plan (if it exists); and

Performance Pay Recommendations (PPR) forms completed in the current reporting year, or where relevant, any bonus entitlements;

#### **Superannuation and Pay**

Cumulative pay for tax and pension purposes;  
Cumulative tax paid;

National Insurance Number;

National Insurance contribution rate;

Other payments or deductions being made for statutory reasons;

Any other voluntary deductions from pay;

Appendix - Addresses and Other Information

<p><b>1. Commercial Officer</b> Name: Liz Harding</p> <p>Address: HO Commercial, Room G18, Innsworth House, Imjin Barracks, Gloucester GL3 1HW</p> <p>Email: <a href="mailto:Elizabeth.Harding784@mod.gov.uk">Elizabeth.Harding784@mod.gov.uk</a></p> <p>☎☎ 0300 158 4582</p>	<p><b>8. Public Accounting Authority</b></p> <p>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</p> <p>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</p>
<p><b>2. Project Manager, Equipment Support Manager or PT Leader</b> (from whom technical information is available) Name: Linda Blackwell</p> <p>Address: Post Death Administration, Joint Casualty &amp; Compassionate Centre, Innsworth House, Imjin Barracks, Gloucester GL3 1HW Email: <a href="mailto:linda.blackwell353@mod.gov.uk">linda.blackwell353@mod.gov.uk</a> ☎☎ 0300 1529093</p>	<p><b>9. Consignment Instructions</b> The items are to be consigned as follows: As detailed in the Tasking Order</p>
<p><b>3. Packaging Design Authority</b> Organisation &amp; point of contact:</p> <p>(Where no address is shown please contact the Project Team in Box 2)</p> <p>☎☎</p>	<p><b>10. Transport.</b> The appropriate Ministry of Defence Transport Offices are: <b>A. DSCOM</b>, DE&amp;S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH <u>Air Freight Centre</u> IMPORTS ☎☎ 030 679 81113 / 81114 Fax 0117 913 8943 EXPORTS ☎☎ 030 679 81113 / 81114 Fax</p>





documents and details of the helpdesk visit <http://dstan.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.