

**Appendix 1****National Microbiology Framework Agreement  
Order Form****FROM**

<b>Authority:</b>	The Secretary of State for Health and Social Care as part of the Crown acting through the UK Health Security Agency 10 South Colonnade, London, E14 4PU (the "Authority").
<b>Invoice address:</b>	All invoices must be sent, quoting a valid purchase order number (PO Number), to: <a href="mailto:payables@ukhsa.gov.uk">payables@ukhsa.gov.uk</a>  UKHSA Billing Address: Accounts Payable. UK Health Security Agency, Manor Farm Road, Porton Down, Salisbury, SP4 0JG  UKHSA VAT No: GB888851648
<b>Contract Manager:</b>	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
<b>Secondary Contact: eg. business operational contact, project manager</b>	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
<b>Procurement lead</b>	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
<b>Name and address for notices:</b>	Name: [REDACTED] Address: 10 South Colonnade, London, E14 4PU
<b>Internal reference (if applicable):</b>	To be quoted on all correspondence relating to this Order Form: C407791

**TO**

<b>Supplier:</b>	SPT Labtech Limited  Melbourn Science Park Cambridge Rd Melbourn UK
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National Microbiology Framework Schedule 7 - Ordering Procedure, Award Criteria and Order Form

	SG8 6HB Company Number 03300999
<b>Contract Manager:</b>	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
<b>Secondary Contact:</b>	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
<b>Account Manager:</b>	Name: [REDACTED] Phone: [REDACTED] E-mail: [REDACTED]
<b>Name and address for notices:</b>	Name: [REDACTED] Address: SPT Labtech Limited, Melbourn Science Park, Cambridge Road, Melbourn, Hertfordshire, SG8 6EE

**Applicable terms and conditions**

The following terms and conditions are applicable to the Contract for this Order:

<b>Appendix A</b>	Call-off Terms and Conditions for the Supply of Goods and the Provision of Services	<b>Applicable to this Contract</b>	
<b>Appendix B</b>	Optional Additional Call-off Terms and Conditions for Installation and Commissioning Services	<input checked="" type="checkbox"/> (only applicable if this box is checked)	
<b>Appendix C</b>	Optional Additional Call-off Terms and Conditions for Maintenance Services	<input checked="" type="checkbox"/> (only applicable if this box is checked)	
<b>Appendix D</b>	Optional Additional Call-off Terms and Conditions for Bespoke Research, Development and Manufacturing Requirements	<input type="checkbox"/> (only applicable if this box is checked and to the extent the applicable terms are included in Annex A (Order Specific Key Provisions))	
<b>Appendix E</b>	Optional Additional Call-off Terms and Conditions for Reagent Rental	<input type="checkbox"/> (only applicable if this box is checked)	
<b>Appendix F</b>	Optional Additional Call-off Terms and Conditions for Managed Equipment Services	<input type="checkbox"/> (only applicable if this box is checked)	
<b>Appendix G</b>	Optional Additional Call-off Terms and Conditions for Clinical Laboratory Diagnostic Testing Services	<input type="checkbox"/> (only applicable if this box is checked and to the extent the applicable terms are included in Annex A (Order Specific Key Provisions))	
<b>Appendix H</b>	Further Optional Additional Call-off Terms and Conditions	<b>(only applicable if one or more boxes are checked)</b>	
	Each of the following clauses in Appendix H is only applicable to this Contract if the relevant box is checked:		
	1. TUPE applies at the commencement of the provision of Services		<input type="checkbox"/>
	2. TUPE on exit		<input type="checkbox"/>
	3. Different levels and/or types of insurance		<input type="checkbox"/>
	4. Induction training for Services		<input type="checkbox"/>
5. Further Authority obligations	<input type="checkbox"/>		

National Microbiology Framework Schedule 7 - Ordering Procedure, Award Criteria and Order Form

6.	Assignment of Intellectual Property Rights in deliverables, materials and outputs of the Services	<input type="checkbox"/>	
7.	Inclusion of a Change Control Process	<input type="checkbox"/>	
8.	Authority step-in rights	<input type="checkbox"/>	
9.	Guarantee	<input type="checkbox"/>	
10.	Termination for convenience	<input checked="" type="checkbox"/>	
11.	Pre-Acquisition Questionnaire	<input type="checkbox"/>	
12.	Time of the essence (Goods)	<input checked="" type="checkbox"/>	
13.	Time of the essence (Services)	<input checked="" type="checkbox"/>	
14.	Specific time periods for inspection	<input type="checkbox"/>	
15.	Specific time periods for rights and remedies under Clause 3.6 of Schedule 2 of Appendix A	<input type="checkbox"/>	
16.	Right to terminate following a specified number of material breaches	<input checked="" type="checkbox"/>	
17.	Expert Determination	<input type="checkbox"/>	
18.	Consigned Goods	<input type="checkbox"/>	
19.	Improving visibility of Sub-contract opportunities available to Small and Medium Size Enterprises and Voluntary, Community and Social Enterprises	<input type="checkbox"/>	
20.	Management Charges and Information	<input type="checkbox"/>	
21.	COVID-19 related enhanced business continuity provisions	<input type="checkbox"/>	
22.	Buffer stock requirements	<input type="checkbox"/>	
23.	Modern slavery	<input checked="" type="checkbox"/>	
The additional Order Specific Key Provisions set out at Annex A (Order Specific Key Provisions) to this Order Form shall also apply to this Contract.			<input checked="" type="checkbox"/> (only applicable if this box is checked)

**1. CONTRACT DETAILS**

**(1.1) Commencement Date:** The Contract shall commence on the date of signature by the Authority.

**(1.2) Services Commencement Date (if applicable):** The Service shall be provided from the date of expiry of the twelve (12) month warranty period.

**(1.3) Contract Price ((i) breakdown and (ii) payment profile):**

1.3.1. The maximum value of the Goods that can be ordered under this Contract is £22,393.80 (twenty-two thousand, three hundred ninety-three pounds, eighty pence), only, excluding VAT, inclusive of delivery charges and duty (the “**Contract Price**”).

1.3.2. Full details of the Contract Price are contained in Annex B. For the avoidance of doubt, the Authority is not required to order Goods up to the full Contract Price.

**(1.4) Term of Contract:** The initial term of the Contract shall be four (4) years from the final Contract signature date

**(1.5) Term extension options:** The Contract can be extended for a further twenty (24) months after the initial term.

**2. GOODS AND/OR SERVICES REQUIREMENTS**

**(2.1) Description of Goods / Services:** The Supplier shall provide the Goods and Services outlined in Annex B.

**(2.2) Premises and Location(s) at which the Goods / Services are to be delivered / provided:**

2.1 The Supplier shall deliver the Goods to the site listed below:

Address: 61 Colindale Avenue, London, NW9 5HT, Central Stores

2.2.2 All planned Services delivery shall be pre-advised by the Supplier to the Authority's primary delivery contact stated below (individually or collectively be known as the "Delivery Contact") at least forty-eight (48) hours prior to attendance. [REDACTED]

2.2.3 The Supplier shall provide the following data when notifying the Delivery Contact:

- Supplier name;
- Authority's Order Number;
- Item reference, Supplier's part code, description and quantity;
- Full service detail at item level and any special instructions originally entered for Authority's Order (e.g. project).

2.2.4 The Delivery Contact will confirm:

- Booking reference number;
- Date and time of service (where applicable); and
- Delivery address.

2.2.5 Delivery of the Goods/Services shall be considered to have occurred when the Delivery Contact or other authorised representative of the Authority at the Authority's nominated location has agreed that the delivery, installation and any validation work has been carried out to the Supplier's specification and has signed the delivery note to confirm acceptance.

**(2.3) Key personnel of the Supplier to be involved in the Goods / Services:**

Not applicable

**(2.4) Performance Standards:**

2.4.1 The Supplier shall ensure the Goods are supplied, installed and commissioned in accordance with Annex C.

2.4.2 The Supplier shall ensure the Goods are delivered, installed and commissioned within twelve (12) weeks after receipt of the PO and no later than the 31<sup>st</sup> March 2026.

**(2.5) Quality standards:**

2.5.1 The Supplier shall comply with quality standards outlined in Annex C for the Goods and Annex D for the Services.

2.5.2 The Supplier shall honour the 12-month warranty period, replacing any defective component that fails due to faulty manufacture or design defects for a period of 12 months from installation.

**(2.6) Contract monitoring arrangements:**

2.6.1. The Authority Contract Manager (or their delegate) and the Supplier Contract Manager may meet Monthly (or such other frequency as reasonably requested by the Authority) and no less than quarterly (unless otherwise notified by the Authority) to discuss the Supplier's performance and other matters connected to the delivery of the Contract.

**(2.7) Management information and meetings:**

2.7.1 At the Authority's request, within five (5) Working Days of such request, the Supplier shall provide such management information to the Authority as the Authority may reasonably request from time to time (including without limit any information about the Supplier's supply chain and its compliance in relation to sustainability requirements).

2.7.2. Performance and key performance indicators to be reported by the Supplier including:

- Compliance to processes: Delivery and invoicing processes as stated in Annex A of this Order Form;
- Quantity of Goods delivered against the relevant PO (including deliveries in excess and shortfall of the quantity ordered);
- Quality of delivery of the Goods in accordance with the Call Off Terms and Conditions and this Contract (including delivery presentation, presented in such a way that it can be unloaded safely and in a ready for use condition, and damaged Goods);
- Timely and accurate administration (including booking/amending delivery times, POs and invoices, delivery advice notes and labels being in accordance with the Call Off Terms and Conditions and this Contract);
- List of current equipment (the "Asset Register");
- Schedule of the equipment for Planned Maintenance in the forthcoming month;
- Schedule of the completed equipment Planned Maintenance;
- Number of service call outs received with reference to associated equipment serial number;
- Equipment performance reviewed including levels of equipment break down;
- Review of time to fix rate resolution; and
- Details of callouts by location, including root cause analysis; and repairs carried out at each site

**3. CONFIDENTIAL INFORMATION (if applicable)****(3.1) The following information shall be deemed Confidential Information:**

- Supplier pricing.
- Contact details including, but not limited to, email addresses, landline / mobile phone numbers, etc. of Supplier representatives
- Contact details including, but not limited to, email addresses, landline / mobile phone numbers, etc. of Authority's representatives

**(3.2) Duration that the information shall be deemed Confidential Information:** For a period

of three (3) years after the expiry or earlier termination of this Contract unless otherwise agreed in writing by the Parties.

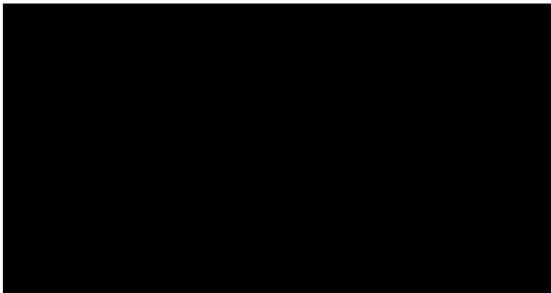
**4. DATA PROCESSING (if applicable)**

**(4.1) Personal Data to be processed by the Supplier:** In accordance with the Data Protection Protocol.

**5. LEASE / LICENSE (if applicable)**

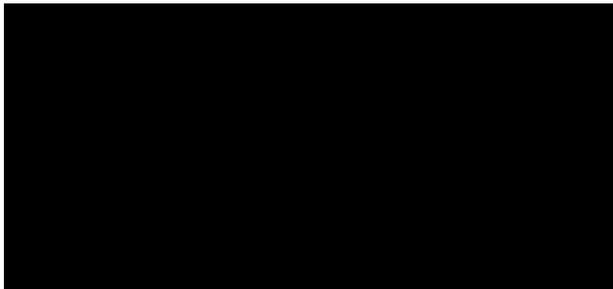
**(5.1) The Authority is granting the following lease or licence to the Supplier:** Not applicable.

**Signed by, for and on behalf of the Supplier:**



Date Signed: 18/12/2025

**Signed by, for and on behalf of the Authority:**



Date Signed: 18/12/25

## **Annex A**

### **Order Specific Key Provisions**

#### **1. Invoicing Terms**

1.1. Payment terms are net 30 days from receipt of a valid invoice.

1.2. Following signature of the contract by both Parties, the Authority will send a unique PO number. The Supplier must be in receipt of a valid PO number before submitting an invoice.

1.3. The Supplier shall provide an invoice to the Authority for all Goods delivered to the Authority.

1.4. All invoices must be sent for approval and shall include the proof of delivery to the Authority's designated finance mailbox e-mail: [payables@ukhsa.gov.uk](mailto:payables@ukhsa.gov.uk) and their agreed representative before being submitted for payment.

1.5. The Supplier shall provide compliant invoices that include, as a minimum, a valid PO number, PO line item number (if applicable), PO line description, and the details (name and telephone number) of the Authority's authorised representative. Non-compliant invoices will be sent back to the Supplier, which may lead to a delay in a payment.

1.6. In support of Goods delivered, the Supplier shall provide to the Authority a signed delivery note confirming receipt of the Goods at the Authority's nominated Premises and Locations.

1.7. Supplier queries regarding payment must be forwarded to the Authority's Accounts Payable section by email to: [payables@ukhsa.gov.uk](mailto:payables@ukhsa.gov.uk).

### Annex B Description of the Goods / Services

#### Goods

apricot S1 (96 Channel - 1000µL)						
QTY	PART #	DESCRIPTION	LIST PRICE	NET PRICE	TOTAL	
1	SPB-096-1000-02	apricot S1 (96 Channel - 1000µL)			[REDACTED]	
1	SP-C-096-1000	Interchangeable Pipetting Core w/ Holder, 96-Channel, Max. 1000µL Per Channel				
1	SP-096-A-01-1000-2	Interchangeable Pipetting Head, for 96-Channel, New 1000µL EZL Tips				
2	SU-1000-096-EZ-NS	EZ-Load Pipette Tips, 1000µL, Non-Sterile, 96 Tips per Rack				
1	SLA-APR-021	apricot S1 - Onsite Installation & Training				
Shipping for Above Items						

#### Service

Quoted as invoiced annually, beginning 12 months after instrument delivery

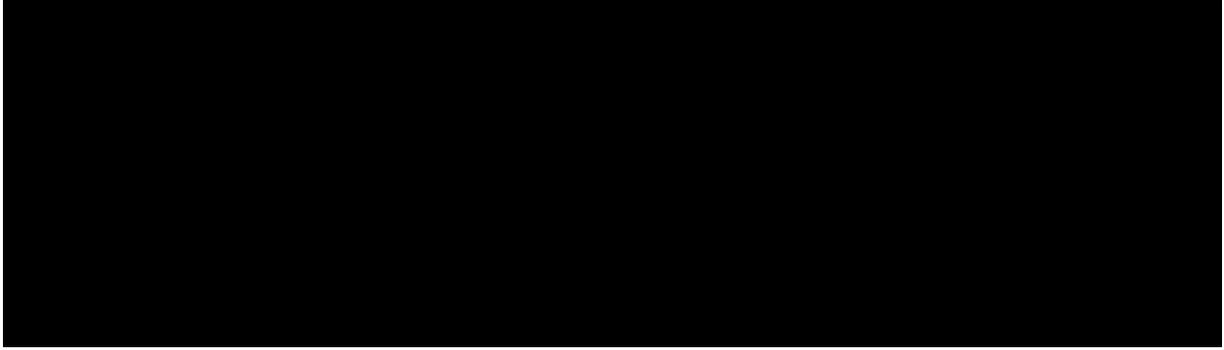
QTY	PART #	DESCRIPTION	LIST PRICE	DISC	NET PRICE	TOTAL
1	SLA-APR-030	apricot S1 reliance® complete 96/1000 Service Contract covers years 2,3 & 4 Please see the supporting matrix for service level coverage				[REDACTED]
Subscription Term: 36 Months						

#### Grand Total for Goods and Services

£22,393.80 (twenty-two thousand, three hundred ninety-three pounds, eighty pence), only, excluding VAT, inclusive of delivery charges and duty.

**Annex C Specification of Goods**

**Apricot S1**



**Annex D Specification of Services**

**Reliance Complete Service Package:**

