

**Schedule 3 – Contract Data Sheet**

**General Conditions**

**Condition 2 – Duration of Contract:**

The Contract expiry date shall be 3 years from signature of the contract

**Condition 4 – Governing Law:**

Contract to be governed and construed in accordance with:

English Law ☒

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

Solicitors or other persons based in England and Wales (or Scotland if Scots Law applies) irrevocably appointed for Contractors without a place of business in England (or Scotland, if Scots Law applies) in accordance with Clause 4.g (if applicable) are as follows:

**Condition 7 – Authority's Representatives:**

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

Senior Commercial: Senior Commercial: Kakaras, Constandina Ms (ISS Comrcl-Hd-Software) *(as per Annex A to Schedule 3 (DEFFORM 111))*

Commercial Manager: Proudlove, Catherine D (Def Comrcl DCGP-19-21) *(as per Annex A to Schedule 3 (DEFFORM 111))*

**Condition 18 – Notices:**

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

Authority:  
Defence Digital  
Building 405  
ISS Corsham  
Wilts  
SN13 9NR  
*(as per Annex A to Schedule 3 (DEFFORM 111))*

Contractor:  
Garrison Technology Limited,  
117 Waterloo Road,  
London,  
SE1 8UL

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

**Condition 19.a – Progress Meetings:**

The Contractor shall be required to attend the following meetings:

Governance meetings to be held twice a year and attended by MoD Director Cyber and Risk and Garrison Head of Government Sales.

Quarterly Service Reviews to be held four times a year and attended by appropriate personnel with oversight of all Garrison activity.

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

The Contractor is required to submit the following Reports:

See Annex A Schedule 12

Reports shall be Delivered to the following address:

The Project Manager, Equipment Support Manager or PT Leader defined in Annex A Schedule 3.

**Supply of Contractor Deliverables**

**Condition 20 – Quality Assurance:**

Is a Deliverable Quality Plan required for this Contract? ☐ (tick as appropriate)

If required, the Deliverable Quality Plan must be set out as defined in AQAP 2105 and delivered to the Authority (Quality) within Business Days of Contract Award. Once agreed by the Authority the Quality Plan shall be incorporated into the Contract. The Contractor shall remain at all times solely responsible for the accuracy, suitability and applicability of the Deliverable Quality Plan.

**Other Quality Assurance Requirements:**

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

Special Marking requirements:

standard Garrison Marking

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

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

- a) The Authority's Representative (Commercial)
- 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 or by the following date: N/A

**Condition 24 – Timber and Wood-Derived Products:**

A completed Schedule 7 (Timber and Wood-Derived Products Supplied under the Contract: Data Requirements) is to be provided by e-mail with attachments in Adobe PDF or MS WORD format to the Authority's Representative (Commercial)

to be Delivered by the following date: N/A

**Condition 25 – Certificate of Conformity:**

Is a Certificate of Conformity required for this Contract? ☐ (tick as appropriate)

Applicable to Line Items:

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

Applicable to Line Items:

**Condition 27.b – Delivery by the Contractor:**

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

Line Items No. 2, 4, 5, 6 and 11 as defined in Schedule 2.

Special Delivery Instructions:

As per Schedule 2

**Condition 27.c - Collection by the Authority:**

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

Line Items No. 1, 3 and 10 as indicated in Schedule 2.

Special Delivery Instructions:

Contractor's Delivery Note at Annex A of Schedule 8 to be signed upon Collection.

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

Consignor details (in accordance with Condition 27.c.(4)):

Line Items: 1, 3 and 10 of Schedule 2 Address: Chemigraphic Limited, The Fleming Centre, Fleming Way,  
Crawley, Northgate, RH10 9NF, UK

Line Items: Address:

Consignee details (in accordance with Condition 22):

Line Items: Address:

Line Items: Address:

**Condition 29 – Rejection:**

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

**Condition 31 – Self-to-Self Delivery:**

Self-to-Self Delivery required? ☐ (*tick as appropriate*)

If required, Delivery address applicable:

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

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

Annex B (Pricing for items beyond Initial Purchase).

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

The Notice period for terminating the Contract shall be twenty (20) days unless otherwise specified here:  
See Special Conditions 45 c

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

See Annex A to Schedule 3 (DEFFORM 111)

**Schedule 3**  
**Annex A**

DEFFORM 111

(Edn 07/21)

Appendix - Addresses and Other Information

**1. Commercial Officer**

Name: : Proudlove, Catherine D (Def Comrcl DCGP-19-21)

Address: Defence Digital  
Building 405  
ISS Corsham  
Wilts  
SN13 9NR

Email: Catherine.Proudlove100@mod.gov.uk

**8. Public Accounting Authority**

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD  
☎ 44 (0) 161 233 5394

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

Name: : Proudlove, Catherine D (Def Comrcl DCGP-19-21)

Address Defence Digital  
Building 405  
ISS Corsham  
Wilts  
SN13 9NR

Email: Catherine.Proudlove100@mod.gov.uk

**9. Consignment Instructions**

The items are to be consigned as follows:

See Schedule 2 Schedule of Requirements and  
Schedule 8 Acceptance Procedure.

Collection date and time: 31.03.2022 between 7.30 am and 9 am.

Delivery Note as per Annex A of Schedule 8 to be signed by third party Collecting on behalf of the Authority.

**3. Packaging Design Authority**

Organisation & point of contact:

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

**10. Transport.**

Authority's Representative (Transport) for the purpose of Condition 27 (c) (1) : Simon Webber simon.webber101@mod.gov.uk

The appropriate Ministry of Defence Transport Offices are:

**A. DSCOM**, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

**B. JSCS**

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)  
JSCS Fax No. 01869 256837

Users requiring an account to use the MOD Freight Collection Service should contact [UKStratCom-DefSp-RAMP@mod.gov.uk](mailto:UKStratCom-DefSp-RAMP@mod.gov.uk) in the first instance.

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

**Tel No:**

**(b) U.I.N.**

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

**11. The Invoice Paying Authority**

Ministry of Defence ☎ 0151-242-2000

DBS Finance

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

Liverpool, L2 3YL

**Website is:**

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

**6. INTENTIONALLY BLANK**

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

Ministry of Defence, Forms and Pubs Commodity Management  
PO Box 2, Building C16, C Site  
Lower Arncott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

**Applications via fax or email:** [Leidos-FormsPublications@teamleidos.mod.uk](mailto:Leidos-FormsPublications@teamleidos.mod.uk)

**1. Quality Assurance Representative:**

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

**AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

**\*NOTE**

1. Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site:

<https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.

