



Ministry  
of Defence

**MOD Terms and Conditions for Less  
Complex Requirements  
(up to £106,047)**

**CONTRACT: CB/BFG0121**

**BFG FUNERAL SERVICES**

Authority:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Contractor:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



## 1 Definitions - In the Contract:

**The Authority** means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown;

**Business Day** means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays;

**Contract** means the agreement concluded between the Authority and the Contractor, including all terms and conditions, associated specifications, plans, drawings, schedules and other documentation, expressly made part of the agreement in accordance with Clause 2.c;

**Contractor** means the person, firm or company specified on page 1 (one) as such of the terms and conditions.

**Contractor Commercially Sensitive Information** means the information listed as such at Annex C, which is information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive;

**Contractor Deliverables** means the goods and / or services including packaging (and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with the Schedule of Requirements at Annex D;

**Effective Date of Contract** means the date the contract is deemed to have taken effect from which will be from 01 April 2017 and shall expire on 31 March 2020, unless it is otherwise terminated in accordance with the provisions of these Conditions, or otherwise lawfully terminated. The Contractor agrees to hold open an irrevocable offer of 12 months or parts thereof. The Authority shall have the sole right to exercise its preference to accept such offer.

**Firm Price** means a price excluding Value Added Tax (VAT) which is not subject to variation;

**Hazardous Contractor Deliverable** means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released;

**Legislation** means in relation to the United Kingdom any Act of Parliament, any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972.

**Notices** means all notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;

**Parties** means the Contractor and the Authority, and Party shall be construed accordingly;

**Transparency Information** means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, and details of any payments made by the Authority to the Contractor under the Contract.

## 2 General

a. The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.

b. Any variation to the Contract shall have no effect unless expressly agreed in writing and signed by both Parties.

c. If there is any inconsistency between these terms and conditions or the documents expressly referred to therein, the conflict shall be resolved according to the following descending order of priority:

(1) the terms and conditions;

(2) the documents expressly referred to,

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

e. Failure or delay by either Party in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver of its rights under the Contract.

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

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

## 3 Application of Conditions

a. These terms and conditions and the specification govern the Contract to the entire exclusion of all other terms and conditions. No other terms or conditions are implied.

b. The Contract constitutes the entire agreement and understanding and supersedes any previous agreement between the Parties relating to the subject matter of the Contract.

## 4 Disclosure of Information

a. Both Parties shall keep in confidence all information received from the other Party under or in connection with the Contract. Neither Party shall disclose any such information to a third Party without the prior written consent of the other Party (which shall not be unreasonably withheld), except where:

- (1) the information is already in the public domain;
- (2) the information is already in the possession of the other Party without restriction as to its disclosure;
- (3) the information is received from a third Party who lawfully acquired it without restriction as to its disclosure;
- (4) the Contractor discloses the information to its employees, agents or sub-contractors to the extent necessary for the performance of the Contract, provided that disclosure is subject to similar obligations of confidentiality; or
- (5) either Party can show that any disclosure of information was made solely and to the extent necessary to comply with a statutory, judicial or parliamentary obligation, including the Authority's obligations under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

## 5 Transparency

a. Subject to Clause 5.b, but notwithstanding Clause 4, the Contractor understands that the Authority may publish the Transparency Information to the general public. The Contractor shall assist and cooperate with the Authority to enable the Authority to publish the Transparency Information.

b. Before publishing the Transparency Information to the general public in accordance with Clause 5.a, the Authority shall redact any information that would be exempt from disclosure if it was the subject of a request for information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, including the Contractor Commercially Sensitive Information.

c. The Authority may consult with the Contractor before redacting any information from the Transparency Information in accordance with Clause 5.b. The Contractor acknowledges and accepts that its representations on redactions during consultation may not be determinative and that the decision whether to redact information is a matter in which the Authority shall exercise its own discretion, subject always to the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

d. For the avoidance of doubt, nothing in this Clause 5 shall affect the Contractor's rights at law.

## 6 Notices

a. A Notice served under the Contract shall be:

- (1) in writing in the English Language;
- (2) authenticated by signature or such other method as may be agreed between the Parties;
- (3) sent for the attention of the other Party's representative, and to the address set out in the purchase order;
- (4) marked with the number of the Contract; and



(5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed 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 a Business Day in the place of receipt, and otherwise on the first Business Day in the place of receipt following the day of delivery;

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

(3) if sent by facsimile or electronic means:

- (a) if transmitted between 09:00 and 17:00 hours on a Business Day (recipient's time) on completion of receipt by the sender of verification of the transmission from the receiving instrument; or
- (b) if transmitted at any other time, at 09:00 on the first Business Day (recipient's time) following the completion of receipt by the sender of verification of transmission from the receiving instrument.

## 7 Intellectual Property

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

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

## 8 Supply of Contractor Deliverables and Quality Assurance

a. This Contract comes into effect on the Effective Date of Contract.

b. The Contractor shall supply the Contractor Deliverables to the Authority at the Firm Price stated in Annex D – Schedule of Requirements.

c. The Contractor shall ensure that the Contractor Deliverables:

- (1) correspond with the specification;
- (2) are of satisfactory quality (within the meaning of the Sale of Goods Act 1979, as amended) except that fitness for purpose shall be limited to the goods being fit for the particular purpose held out expressly by or made known expressly to the Contractor and in this respect the Authority relies on the Contractor's skill and judgement; and
- (3) comply with any applicable Quality Assurance Requirements specified by the Authority.

d. The Contractor shall apply for and obtain any licences required to import any material required for the performance of the Contract in the UK. The Authority shall provide to the Contractor reasonable assistance with regard to any relevant defence or security matter arising in the application for any such licence.

## 9 Supply of Hazardous Contractor Deliverables

a. The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the Regulations set out in this Clause 9. Any that do shall be packaged for UK or worldwide shipment by all modes of transport in accordance with the following unless otherwise specified by the Authority.

- (1) the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO), IATA Dangerous Goods Regulations;
- (2) the International Maritime Dangerous Goods (IMDG) Code;
- (3) the Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID); and

(4) the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR).

b. Certification markings, incorporating the UN logo, the package code and other prescribed information indicating that the package corresponds to the successfully designed type shall be marked on the packaging in accordance with the relevant regulation.

c. As soon as possible and in any event within the period specified (or if no such period is specified no later than one month prior to the delivery date), the Contractor shall provide to the Authority's representatives in the manner and format prescribed by the Authority:

- (1) confirmation as to whether or not to the best of its knowledge any of the Contractor Deliverables are Hazardous Contractor Deliverables; and
- (2) for each Hazardous Contractor Deliverable, a Safety Data Sheet containing the data set out at Clause 9.d, which shall be updated by the Contractor during the period of the Contract if it becomes aware of any new relevant data.

d. Safety Data Sheets if required under Clause 9.c shall be provided in accordance with the REACH Regulations (EC) No 1907/2006 and any additional information required by the Health and Safety at Work etc. Act 1974 and shall contain:

- (1) Information required by the Chemicals (Hazardous Information and Packaging for Supply) (CHIP) Regulations 2009 and / or the Classification, Labelling and Packaging (CLP) Regulation 1272/2008 (whichever is applicable) or any replacement thereof; and
- (2) where the Hazardous Contractor Deliverable is, contains or embodies a radioactive substance as defined in the Ionising Radiation Regulations SI 1999/3232, details of the activity, substance and form (including any isotope); and
- (3) where the Hazardous Contractor Deliverable has magnetic properties, details of the magnetic flux density at a defined distance, for the condition in which it is packed.

e. The Contractor shall retain its own copies of the Safety Data Sheets provided to the Authority in accordance with Clause 9.d for 4 years after the end of the Contract and shall make them available to the Authority's representatives on request.

f. Nothing in this Clause 9 reduces or limits any statutory or legal obligation of the Authority or the Contractor.

## 10 Delivery / Collection

a. The Authority shall specify whether the Contractor Deliverables are to be delivered to the consignee by the Contractor or collected from the consignor by the Authority.

b. Title and risk in the Contractor Deliverables shall pass from the Contractor to the Authority on delivery or on collection in accordance with Clause 10.a.

c. The Authority shall be deemed to have accepted the Contractor Deliverables thirty (30) days after title and risk has passed to the Authority unless it has rejected the Contractor Deliverables within the same period.

## 11 Marking of Contractor Deliverables

a. The Contractor shall ensure that each Contractor Deliverable is marked clearly and indelibly:

- (1) in accordance with the requirements specified in the Contract, or if no such requirement is specified, with the MOD stock reference number, NATO Stock Number (NSN) or alternative reference number specified in Annex D – Schedule of Requirements;
- (2) where the Contractor Deliverable has a limited shelf life, the marking shall include: the expiry date / date of manufacture, expressed as specified in the purchase order, or in the absence of such requirement, as month (letters) and year (last two figures); and
- (3) ensure that any marking method used does not have a detrimental effect on the strength, serviceability or corrosion resistance of the Contractor Deliverables.



b. Where it is not possible to mark a Contractor Deliverable with the required particulars, these should be included on the package in which the Contractor Deliverable is packed.

#### **12 Packaging and Labelling of Contractor Deliverables (Excluding Contractor Deliverables Containing Ammunition or Explosives)**

The Contractor shall pack or have packed the Contractor Deliverables in accordance with any requirements specified in the purchase order and Def Stan 81-041 (Part 1 and Part 6).

#### **13 Progress Monitoring, Meetings and Reports**

The Contractor shall attend 1 (one) contract progress meeting per contract year – in the final quarter of that year. The meeting will be held at Catterick Barracks, Detmolder Strasse 440, 33605 Bielefeld, Germany and the Contractor shall ensure that its Contractor's representatives are suitably qualified to attend such meetings.

#### **14 Payment**

- a. Payment for Contractor Deliverables under the Contract shall be made via the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.
- b. The approval for payment of a valid and undisputed invoice by the Authority shall not be construed as acceptance by the Authority of the performance of the Contractor's obligations nor as a waiver of its rights and remedies under this Contract.
- c. Without prejudice to any other right or remedy, the Authority reserves the right to set off any amount owing at any time from the Contractor to the Authority against any amount payable by the Authority to the Contractor under the Contract or under any other contract with the Authority, or with any other Government Department.

#### **15 Dispute Resolution**

- a. The Parties will attempt in good faith to resolve any dispute or claim arising out of or relating to the Contract through negotiations between the respective representatives of the Parties having authority to settle the matter, which attempts may include the use of any alternative dispute resolution procedure on which the Parties may agree.
- b. In the event that the dispute or claim is not resolved pursuant to Clause 15.a the dispute shall be referred to arbitration and shall be governed by the Arbitration Act 1996. For the purposes of the arbitration, the arbitrator shall have the power to make provisional awards pursuant to Section 39 of the Arbitration Act 1996.

#### **16 Termination for Corrupt Gifts**

The Authority may terminate the Contract with immediate effect, without compensation, by giving written notice to the Contractor at any time after any of the following events:

- a. where the Authority becomes aware that the Contractor, its employees, agents or any sub-contractor (or anyone acting on its behalf or any of its or their employees):
  - (1) has offered, promised or given to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward;
  - (2) commits or has committed any prohibited act or any offence under the Prevention of Corruption Acts 1889 – 1916, under sub sections 108 – 109 of the Anti-Terrorism or Crime and Security Act 2001 before these Acts or sub sections are revoked or an offence under the Bribery Act 2010 with or without the knowledge or authority of the Contractor in relation to this Contract or any other contract with the Crown;
  - (3) has entered into this or any other contract with the Crown in connection with which commission has been paid or has been agreed to be paid by it or on its behalf, or to its knowledge, unless before the contract is made particulars of any such commission and of the terms and conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.

b. In exercising its rights or remedies to terminate the Contract under Clause 16.a. the Authority shall:

- (1) act in a reasonable and proportionate manner having regard to such matters as the gravity of, and the identity of the person committing the prohibited act;
- (2) give due consideration, where appropriate, to action other than termination of the Contract, including (without being limited to):
  - (a) requiring the Contractor to procure the termination of a subcontract where the prohibited act is that of a Subcontractor or anyone acting on its or their behalf;
  - (b) requiring the Contractor to procure the dismissal of an employee (whether its own or that of a Subcontractor or anyone acting on its behalf) where the prohibited act is that of such employee.

c. Where the Contract has been terminated under Clause 16.a. the Authority shall be entitled to purchase substitute Contractor Deliverables from elsewhere and recover from the Contractor any costs and expenses incurred by the Authority in obtaining the Contractor Deliverables in substitution from another supplier.

#### **17 Material Breach**

In addition to any other rights and remedies, the Authority shall have the right to terminate the Contract (in whole or in part) with immediate effect by giving written notice to the Contractor where the Contractor is in material breach of its obligations under the Contract. Where the Authority has terminated the Contract under Clause 17 the Authority shall have the right to claim such damages as may have been sustained as a result of the Contractor's material breach of the Contract.

#### **18 Insolvency**

The Authority shall have the right to terminate the contract if the Contractor is declared bankrupt or goes into liquidation or administration. This is without prejudice to any other rights or remedies under this Contract.

#### **19 The project specific DEFCONs and DEFCON SC variants that apply to this Contract are:**

N/A

#### **20 The special conditions that apply to this Contract are:**

N/A

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

a. The Contractor shall submit an Abwicklungsschein to the Project Manager as detailed on Deform 111, Box 2 with each invoice and where Annex D – Schedule of Requirements indicates.

**Schedule 1 – Additional Definitions of Contract**



Ministry of Defence

## Statement of Requirement

1. The area to be covered are all military bases in Germany, Holland, Belgium and any other geographical area within Europe as directed by the Authority. It will also include hospitals within Europe when death occurs there.
2. The Contractor shall arrange import and export documentation for the transfer of bodies from locations outside the borders of Germany to the British Forces Germany designated mortuary at Stadt Klinikum Gütersloh Gemeinnützige GmbH.
3. Liaise with German authorities, Military Police of all three Services for the release of bodies from custody in case of sudden, violent or unnatural death.
4. On tasking by the Royal Military Police (RMP) via telephone and before handling the deceased a consultation with the RMP to identify the exact requirements is required and Appendix 2 to Annex A 'Handling Instruction for the deceased' is to be completed before any actions are undertaken. Appendix 2 to Annex A will be provided and retained by the RMP.
5. If the RMP are not in attendance or are not immediately available the Contractor shall ensure that any sub-contractor is fully appraised and agrees to the instructions contained within Appendix 2 to Annex A
6. On obtaining RMP permission – the preparation of bodies, to include the fitting and or removal of clothing prior to viewing by next of kin.
7. Provide on request from G1 Casualty & Compassionate or the deceased parent unit, funeral services for local burials and local cremations. Arrange documentation and liaise with local Crematoriums if necessary. Invoices for local funeral services are to be addressed to the CO of the deceased unit (as specified by the SO2, G1 CasComp) but submitted through G1 Casualty & Compassionate.

**SPECIFICATION FOR AND SUPPLY OF**  
**COFFINS AND LINEN**

**1. TIMBER**

- 1.1. The coffin shall be made of timber, free from large, loose or decayed knot-holes, splits, shakes or other hair shakes, worm holes or other defects.
- 1.2. Healthy Pinewood shall be used
- 1.3. Knot-holes are to be filled with dowels.
- 1.4. The moisture content of all timber components should not exceed 14% for Pinewood

**2. DESIGN**

The traditional German pattern coffin, the "Truhensarg" is acceptable.

**3. MANUFACTURE**

- 3.1. The coffin shall be soundly constructed throughout.
- 3.2. Seams shall be joined with white glue, and all parts securely fixed by being properly nailed with 50 mm nails, punched in and properly stopped.
- 3.3. The edges of the lid and base shall be moulded and smoothed.
- 3.4. All parts, except the inside of the bottom, shall be smoothly finished. Small holes etc., are to be filled and undercoat applied.
- 3.5. After the undercoating, the wood surfaces are then again to be smoothed and filled.
- 3.6. The lid shall be tight fitting and be securely fixed by six 50mm screws with gap covers or rosettes.
- 3.7. Three handles are to be fitted at each side and one at the head and one at the foot end, securely fixed with 25mm screws or equivalent splitpinned on the coffins over 180cm. The coffins infant and coffins children are to be fitted with two handles at each side.
- 3.8. The shell shall be rendered watertight and additionally lined with waterproof paper extending over the entire bottom inner surface, along the full length of each corner joint and kerfs.
- 3.9. A plate, 1mm thick shall be secured centrally to the head end of the lid by means of a screw in each corner. The plates on coffins infant and coffins children are to be 8cm x 8cm in size and those on coffins over 160cm in length are to be 12cm x 12cm in size.

**4. DIMENSIONS**

The thickness of the sides, ends, bottom and lid shall be 22mm nominal, namely, not less than 19mm finished.

## **5. METAL**

- 5.1. The design of the handles shall be "Gothic" type with black plate and ring handle.
- 5.2. The rings, ring plates and heads of screws shall be made of "Zinc" base alloy die casting and brass plated, bronze plated or nickel plated afterwards. Securing plates shall be fixed by 25mm screws and not cleated, and shall measure not less than 140mm point to point, and the rings 88mm outside diameter.
- 5.3. The nameplate and securing screws are to be made of brass.

## **6. FABRIC**

- 6.1. The sides of the coffin shall be padded with white swansdown, calico, paper imitation of good quality or with equivalent plastic folio. A layer of dry sawdust, or wood wool or wood shavings shall be spread over the bottom of the coffin to a depth of 25mm. It shall be covered with white swansdown, calico or equivalent plastic folios and suitably pinned to form a mattress.
- 6.2. The ruffle and pillow shall be of white swansdown or calico. The pillow shall be filled with flax rag or wadding or wood wool.

## **7. METALLIC LINING**

- 7.1. If specially ordered, the coffin shall be fitted with an airtight metallic lining.
- 7.2. The lining shall be made of "Zinc", thickness 0.33mm (No 7 Zinc Gauge).
- 7.3. The joints shall be made airtight by soundly soldering.
- 7.4. If so considered necessary to maintain its shape, the lining may be fitted with a light thin wood frame.

## **8. FINISH**

- 8.1. The outside surfaces of the coffin are to be stained as imitation oak, smoothed and glazed.
- 8.2. For infants and children's coffins, wooden surfaces, except the outside of the bottom shall be painted with a second coat and after drying, again polished and white enamel paint applied.
- 8.3. The brass plate i.e. is to be engraved as directed by SO2, G1 CasComp, HQ BFG.

## **9. LINEN**

It must be from viscose (cotton wool type)

## **10. DELIVERY**

The coffins shall be ready for delivery, to the area designated by SO2, G1, CasComp, HQ BFG, by the Contractor within 24 hours of the order.

## **11. INSPECTION**

Inspection shall be carried out after delivery to the satisfaction of the SO2, G1, CasComp, HQ BFG or his authorised representative.



## **Handling Instruction for Deceased**

**Investigation Reference No:** \_\_\_\_\_

You have been tasked to assist the Royal Military Police (RMP) in your capacity as the contracted undertaker. The RMP retain full investigative jurisdiction for the deaths of those who are subject to Service Discipline.

It is of the utmost importance that no alterations are made to the deceased, unless specifically directed otherwise by a member of the RMP. This includes family viewings and repatriations. You are to follow the instructions provided to you by the RMP and are not to deviate unless directed otherwise.

Below is a list of alterations which you must **not** do:

1. Move the body without the RMP being present.
2. Wash the deceased body.
3. Wash or comb the deceased hair.
4. Remove false teeth / artificial limbs.
5. Apply make-up to the deceased.
6. Touch or close the eyes or mouth.
7. Apply a ligature to close the mouth.
8. Remove any of the deceased clothing.
9. Remove any of the deceased jewellery.
10. Remove any medical devices in place (ventilation tubes / bandages etc).

This list is not exhaustive. However, prior to any activity, consult with the member of the RMP who is present with you. The aim of the coronial investigative process is to maximise the forensic evidential potential. By not following the guidance you can directly affect the outcome of the enquiry.

I, the undersigned, confirm that I have fully understood and will comply with the instructions provided.

Signature of Undertaker: \_\_\_\_\_

Name in Block Capitals: \_\_\_\_\_

Signature of RMP: \_\_\_\_\_

Name in Block Capitals: \_\_\_\_\_

Dated: \_\_\_\_\_

## Appendix - Addresses and Other Information

## 1. Commercial Officer

Name: [REDACTED]

Address: [REDACTED]  
Germany

Email: [REDACTED]

☎ [REDACTED]

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

Name: [REDACTED] p

Address: [REDACTED]  
Germany

Email: [REDACTED].uk

☎ [REDACTED]

## 3. Packaging Design Authority

Organisation &amp; point of contact:

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

☎

4. (a) Supply / Support Management Branch or Order Manager:  
Branch/Name: as per box 2

☎

(b) U.I.N. A0110D

## 5. Drawings/Specifications are available from

n/a

## 6. Intentionally Blank

## 7. Quality Assurance Representative:

Name: n/a

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

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

## 8. Public Accounting Authority

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

☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD

☎ 44 (0) 161 233 5394

## 9. Consignment Instructions

The items are to be consigned as follows:

n/a

## 10. Transport. The appropriate Ministry of Defence Transport Offices are:

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

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

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

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

**B. JSCS**

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

JSCS Fax No. 01869 256837

[www.freightcollection.com](http://www.freightcollection.com)

## 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>

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

Ministry of Defence, Forms and Pubs Commodity Management

PO Box 2, Building C16, C Site

Lower Arncott

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

Applications via fax or email: [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)

## NOTE

Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>



## CONTRACTOR COMMERCIAL SENSITIVE INFORMATION

**Contractor Commercially Sensitive Information (Clause 5). Not to be published.**

Description of Contractor's Commercially Sensitive Information:

Nil

Cross reference to location of sensitive information:

Nil

Explanation of Sensitivity:

Nil

Details of potential harm resulting from disclosure:

Nil

Period of Confidence (if Applicable): N/A

Contact Details for Transparency / Freedom of Information matters:

Name:

Position:

Address:

Telephone Number:

E-mail Address:

## SCHEDULE OF REQUIREMENTS

1. COFFINS / SÄRGE

Item No/ Art. Nr	Description of coffin / <i>Beschreibung des Sarges</i>	Size cm / <i>Größe cm</i>	Firm price each (excl MwSt, incl delivery to Wegberg) € <i>Festpreis Stck</i> (exkl MwSt, inkl Lieferung nach Wegberg) €
1	Infant, white ordinary <i>Kleinkind, einfach, weiss</i>	60	██████
2	Infant, white ordinary <i>Kleinkind, einfach, weiss</i>	80	██████
3	Child, white ordinary <i>Kind, einfach, weiss</i>	120	██████
4	Child, white ordinary <i>Kind, einfach, weiss</i>	140	██████
5	Child, white ordinary <i>Kind, einfach, weiss</i>	160	██████
6	Pinewood, ordinary <i>Pinie, einfach</i>	200	██████
7	Zinc, lined <i>mit Zink ausgelegt</i>	200	██████
8	Pinewood ordinary <i>Pinie, einfach</i>	215	██████



2.

**LINEN / SARGINNENAUSSTATTUNG**

Item No/ Art. Nr	Description / <i>Beschreibung</i>	For coffin size (cm) <i>Für Sarggröße</i> (cm)	Firm price each (excl MwSt) € <i>Festpreis Stck (exkl MwSt) €</i>
1	Adult Shroud / <i>Totenhemd (Erwachsene)</i>	--	<del>XXXX</del>
2	Child Shroud / <i>Totenhemd (Kleinkind)</i>	60	<del>XXXX</del>
3	Child Shroud / <i>Totenhemd (Kleinkind)</i>	80	<del>XXXX</del>
4	Child Shroud / <i>Totenhemd (Kind)</i>	120	<del>XXXX</del>
5	Adult quilt and pillow set / <i>Kissen und Decke (Set)</i> <i>(Erwachsene)</i>	--	<del>XXXX</del>
6	Child's quilt and pillow set / <i>Kissen und Decke (Set)</i> <i>(Kleinkind)</i>	60	<del>XXXX</del>
7	Child's quilt and pillow set / <i>Kissen und Decke (Set)</i> <i>(Kleinkind)</i>	80	<del>XXXX</del>
8	Child's quilt and pillow set / <i>Kissen und Decke (Set) (Kind)</i>	120	<del>XXXX</del>







3.

**HIRE OF HEARSE /**  
**ANMIETUNG VON LEICHENWAGEN**

	Period / <i>Zeitraum</i> 01.04.2017 - 31.03.2018	Period / <i>Zeitraum</i> 01.04.2018 - 31.03.2019	Period / <i>Zeitraum</i> 01.04.2019 - 31.03.2020	Period / <i>Zeitraum</i> (Option Year) 01.04.2020 - 31.03.2021
Price per km per hearse (up to 50 km) /  <b>Preis pro km pro Wagen (bis zu 50 km) €</b>				
Price per km per hearse (over 50 km) /  <b>Preis pro km pro Wagen (über 50 km) €</b>				



4. MISCELLANEOUS CHARGES /  
**DIVERSE KOSTEN**

Item No / Art Nr	Description of charges for / <i>Beschreibung der Kosten für</i>	Firm Price (excl MwSt) <b>Festpreis</b> (exkl. MwSt) €
1	Transit Sack Plastic / <b><i>Transit Sack Plastik</i></b>	
2	Air Sack / <b><i>Flugverpackung - Sackleinen</i></b>	
3	Cremation formalities / <b><i>Krematorium - Formalitäten</i></b>	
4	Collection & Transportation of bodies, incl the provision of transit coffin, from mainland Europe to Klinikum Gütersloh Gemeinnützige GmbH  <b><i>Abholung &amp; Transport von Leichen, inkl Bereitstellung eines Transportsarges, vom Hauptland Europa nach Klinikum Gütersloh Gemeinnützige GmbH</i></b>	  (per requirement/ pro Bedarf)
5	Preparation of bodies for viewing, to include the delivery and collection of transit coffin and renewing of coffin lining  <b><i>Preparieren von Leichen für die Beschauung, einschließlich der Lieferung und Abholung der Transportsärge und Erneuerung der Sarginnenausstattung</i></b>	  (per requirement/ pro Bedarf)
6	Waiting time in the course of providing the service, to include awaiting the release of the body by the local Police Force, the completion of a church service prior to burial etc.  <b><i>Wartezeit im Zusammenhang mit der Dienstleistung, einschließlich das Warten auf die Freigabe der Leiche durch die örtliche Polizei, die Zeit zwischen kirchlicher Zeremonie und Bestattung usw.</i></b>	  (per hour/ pro Stunde)
Item No /	Description of charges for /	Firm Price

Art Nr	Beschreibung der Kosten für	(excl MwSt) <b>Festpreis</b> (exkl. MwSt) €
7	Issue of German Death Certificate / <b>Ausstellung der deutschen Sterbeurkunde</b>	See Condition 21 of MOD Terms and Conditions for Less Complex Requirements SC1A (Edn 12/16)  Requirement for Abwicklungsschein
8	Local storage by Stadt Paderborn / <b>Örtliche Aufbahrung in Paderborn</b>	
9	Cremation / <b>Feuerbestattung</b>	
10	Health Department Charges / <b>Kosten des Gesundheitsamtes</b>	
11	Local legal office charges/ <b>Örtliche Rechtsabteilung Kosten,</b>	
12	Storage at Hannover Medical University / <b>Aufbewahrung in der medizinischen Universität Hannover</b>	
13	Local Undertaker / <b>Örtlicher Bestatter</b>	