# Schedule 1 – Additional Definitions of Contract

# Schedule 2 - Schedule of Requirements for Contract No:

For

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| **Contractor Deliverables** | | | | | | | | |  |
| **Item Number** | **Specification** | | | **Delivery Date** | | | **Total Qty** | **Price (£) Ex VAT** | |
| **Per Item** | **Total inc. Packaging**  **(and Delivery if specified in Schedule 3 (Contract Data Sheet)** |
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|  |  |  |  | |  |  |  | **Total Price** |  |

**Schedule 3 – Contract Data Sheet**

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| **Clause 2.g – Contract Period** | Effective date of Contract:  The Contract expiry date shall be: |
| **Clause 8 - Notices** | Notices served under the Contract can be transmitted by electronic mail  Yes  No  Notices served under the Contract shall be sent to the following address:  Authority:  Contractor: |
| **Clause 10 – Progress Meetings** | The Contractor shall be required to attend the following meetings:  Type:  Frequency:  Location: |
| **Clause 10 – Progress Reports** | The Contractor is required to submit the following Reports:  Type:  Frequency:  Method of Delivery:  Delivery Address: |
| **Clause 11.a – Contract Price** | All Schedule 2 line items shall be FIRM Price and inclusive of any UK custom and excise or other duty payable other than those stated below:  Line Items       Clause 11.       refers |
| **Clause 11.b – Quality Assurance** | Is a Deliverable Quality Plan required for this Contract?  Yes  No  If Yes 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:** |
| **Clause 12 – Delivery/Collection** | Contract Deliverables are to be:  Delivered by the Contractor  Special Instructions:    Collected by the Authority  Special Instructions (including consignor address if different from Contractor’s registered address): |
| **Clause 18 – Termination for Convenience** | 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 |

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| **Schedule 3 DEFFORM 111**  **Annex A (Edn05/19)**  **Appendix - Addresses and Other Information** | | | | |
|  | **1. Commercial Officer**  Name:  Address:  Email:    🕿 |  | **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 |  |
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|  | **2. Project Manager, Equipment Support Manager or PT Leader** (from whom technical information is available)  Name:  Address  Email:  🕿 |  | **9. Consignment Instructions**  The items are to be consigned as follows: |  |
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|  | **3. Packaging Design Authority**  Organisation & point of contact:    (Where no address is shown please contact the Project Team in Box 2)  🕿 |  | **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 |  |
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|  | **4. (a) Supply / Support Management Branch or Order Manager:**  **Branch/Name:**  🕿  **(b) U.I.N.** |  | **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/) |  |
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|  | **5. Drawings/Specifications are available from** |  | **11. The Invoice Paying Authority**  The Contract Number must be shown on all invoices  Dstl Accounts Payable  PO Box 325  Portsdown West, Portsdown Hill Road  FAREHAM, HAMPSHIRE, PO14 9HL  United Kingdom  Tel: 01980 950001  Fax: 01980 958118  Invoices for payment may be submitted via e-mail in PDF format to [accountspayable@dstl.gov.uk](mailto:accountspayable@dstl.gov.uk) |  |
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|  | **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) |  |
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|  | 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.uwh.diif.r.mil.uk>[/](http://www.dstan.dii.r.mil.uk/) [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]. |  | **\* NOTE**  **1.** Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>  **2.** If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1. |  |
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# Schedule 4 - Contract Change Control Procedure (i.a.w. Clause 3.c) for Contract No:

**1. Authority Changes**

Subject always to Condition 3 (Amendments to Contract), the Authority shall be entitled, acting reasonably, to require changes to the Contractor Deliverables (a " Change") in accordance with this Schedule 4.

**2. Notice of Change**

a. If the Authority requires a Change, it shall serve a Notice (an "Authority Notice of Change") on the Contractor.

b. The Authority Notice of Change shall set out the change required to the Contractor Deliverables in sufficient detail to enable the Contractor to provide a written proposal (a "Contractor Change Proposal") in accordance with Clause 3 below.

**3. Contractor Change Proposal**

a. As soon as practicable, and in any event within fifteen (15) Business Days (or such other period as the Parties may agree) after having received the Authority Notice of Change, the Contractor shall deliver to the Authority a Contractor Change Proposal.

b. The Contractor Change Proposal shall include:

* + - * 1. the effect of the Change on the Contractor’s obligations under the Contract;
        2. a detailed breakdown of any costs which result from the Change;
        3. the programme for implementing the Change;
        4. any amendment required to this Contract as a result of the Change, including, where appropriate, to the Contract Price; and
        5. such other information as the Authority may reasonably require.

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

**4. Contractor Change Proposal – Process and Implementation**

1. As soon as practicable after the Authority receives a Contractor Change Proposal, the Authority shall:
   1. evaluate the Contractor Change Proposal;
   2. where necessary, discuss with the Contractor any issues arising and following such discussions the Authority may modify the Authority Notice of Change and the Contractor shall as soon as practicable, and in any event not more than ten (10) Business Days (or such other period as the Parties may agree) after receipt of such modification, submit an amended Contractor Change Proposal.
      * 1. As soon as practicable after the Authority has evaluated the Contractor Change Proposal (amended as necessary) the Authority shall:
           1. indicate its acceptance of the Change Proposal by issuing an amendment to the Contract in accordance with Condition 3 (Amendments to Contract); or
           2. serve a Notice on the Contractor rejecting the Contractor Change Proposal and withdrawing (where issued) the Authority Notice of Change.
        2. If the Authority rejects the Change Proposal it shall not be obliged to give its reasons for such rejection.
        3. The Authority shall not be liable to the Contractor for any additional work undertaken or expense incurred unless a Contractor Change Proposal has been accepted in accordance with Clause 4b.(1) above.

**5. Contractor Changes**

If the Contractor wishes to propose a Change, it shall serve a Contractor Change Proposal on the Authority, which shall include all of the information required by Clause 3b above, and the process at Clause 4 above shall apply.

# Schedule 5 - Contractor’s Commercially Sensitive Information Form (i.a.w. Clause 5) for Contract No:

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| Contract No: |
| Description of Contractor’s Commercially Sensitive Information: |
| Cross Reference(s) to location of sensitive information: |
| Explanation of Sensitivity: |
| Details of potential harm resulting from disclosure: |
| Period of Confidence (if applicable): |
| Contact Details for Transparency / Freedom of Information matters:  Name:  Position:  Address:  Telephone Number:  Email Address: |

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