



460000xxxx – Seamanship Equipment

Annex F
Administrative provisions

1 Point of contact

The Parties' points of contact are listed below. Changes to point of contact shall be made by use of Purchaser's change order sheet.

1.1 Purchaser's point of contact

Name: Benedicte E. E. Johannessen
Position/title: Procurement Specialist/Senior Executive Officer
Telephone: + 47 97312329/ 5550 3065
E-mail: benjohannesse@mil.no

1.2 Contractor's point of contact

Name: "Fill in"
Position/title: "Fill in"
Telephone: "Fill in"
E-mail: "Fill in"

1.3 Correspondence

All Correspondence regarding the Framework Agreement shall be labelled with the applicable contract number.

2 Reports

The Contractor shall communicate statistics relating to delivery volume and value every 6 months. The first half of a year is January until June etc. The statistics are to be sent to the Purchaser no later than 10 calendar days after the expiry of the period.

If the Purchaser requests more frequent statistics, comparison to previous periods or another degree of details, the Contractor shall offer this free of charge. The deadline to deliver statistics pursuant to this paragraph is 15 calendar days from request or expiry of the relevant period, whichever deadline falls due last.

The reports from the Contractor shall be made in Excel-format, unless otherwise agreed.

3 Interaction and meetings

Status meetings with a fixed agenda are to be held on a regular basis, at a minimum once a year. Meetings are to be held on the Purchaser's premises unless otherwise agreed.

The following shall be addressed at the status meetings:

1. Development in turnover
2. Delivery status
3. Deviation reports
4. Any other feedback

Notices of meeting are made in writing by the Purchaser. The Contractor may notify of meeting if the Purchaser fails to notify of meeting according to the agreed frequency of meetings. The Purchaser shall write the minutes of meeting and distribute them within five business days, so that the Contractor may make comments. If no comments are made within five business days after distribution, the minutes are considered accepted.

4 Sub-contractors

4.1 Overview

For the fulfilment of the Framework Agreement the Contractor will use the following collaborators/sub-contractors:

Name	Organisation no.	Scope of delivery/delivery type

4.2 Name and contact information

Name and contact information for the specific collaborators/sub-contractors are stated below.

Name	
Point of contact	
Telephone	
E-mail	

Name	
Point of contact	
Telephone	
E-mail	

Name	
Point of contact	
Telephone	
E-mail	

5 The Contractor's bank

Information about the Contractor's bank is stated below.

Name	
Address	
IBAN	
BIC/SWIFT	

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