



PURCHASE ORDER

Contract No: 707523450**Contract Name:** External Benchmarking Tool for Data Analysis**Dated:** 12/04/2024

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions for Less Complex Requirements (up to the applicable procurement threshold).

| Contractor | Quality Assurance Requirement (Clause 8) |
|---|---|
| Name: Great Place to Work Registered Address: 15 - 19 Cavendish Place, London, England, W1G 0DD | Is a Deliverable Quality Plan required for this Contract? (tick as appropriate) No |

| Consignor (if different from Contractor's registered address) | Transport Instructions (Clause 10) |
|---|---|
| Name: N/A Address: | Select method of transport of Deliverables To be Delivered by the Contactor [Special Instructions] To be Collected by the Authority [Special Instructions] Each consignment of the Deliverables shall be accompanied by a delivery note. |

| Progress Meetings (Clause 14) | Progress Reports (Clause 14) |
|--|---|
| The Contractor shall be required to attend the following meetings: | The Contractor is required to submit the following Reports: |
| Subject: | Subject: |
| Frequency: | Frequency: |
| Location: | Method of Delivery: |
| | Delivery Address: |

| Payment (Clause 15) |
|-----------------------------------|
| Payment is to be enabled by CP&F. |

| Forms and Documentation | Supply of Hazardous Substances, Mixtures and Articles in Contractor Deliverables (Clause 9) |
|---|---|
| Forms can be obtained from the following websites: https://www.kid.mod.uk/maincontent/business/commercial/index.htm (Registration is required). | A completed DEFFORM 68 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement) and, if applicable, UK REACH compliant Safety Data Sheet(s) (SDS) including any related information to be supplied in compliance with the Contractor's statutory duties under Clauses 9.b, and any information arising from the provisions of Clause 9 are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to: The Commercial Officer detailed in the Purchase Order by the following date: . So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format. (1) Hard copies to be sent to: Hazardous Stores Information System (HSIS) Spruce 2C, #1260 MOD Abbey Wood (South) Bristol, BS34 8JH (2) Emails to be sent to: DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk |
| https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement | |
| https://www.dstan.mod.uk/ (Registration is required). | |
| The MOD Forms and Documentation referred to in the Conditions are available free of charge from: 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 email: Leidos-FormsPublications@teamleidos.mod.uk | |
| If you require this document in a different format (i.e. in a larger font) please contact the | |

Authority's Representative (Commercial Officer),
detailed below.

SDS which are classified above OFFICIAL
including Explosive Hazard Data Sheets (EHDS) for
Ordnance, Munitions or Explosives (OME) are not
to be sent to HSIS and must be held by the
respective Authority Delivery Team.

Appendix - Addresses and Other Information

1. Commercial Officer

Name: Nadia Ahmed

Address: Army Commercial, Army Headquarters, Blenheim Building,
Marlborough Lines, Monxton Rd, Andover, Hants, SP11 8HJ

Email: [REDACTED]



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

Name: Paula Lanchbury

Address: Army Headquarters, Blenheim 1st Floor Marlborough
Lines, Andover, Hampshire, SP11 8HJ

Email: [REDACTED]

3. Packaging Design Authority

Organisation & 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:



(b) U.I.N.

0. Drawings/Specifications are available from

1. Intentionally Blank

1. Quality Assurance Representative:

Name:

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].

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:

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

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 in the first instance.

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>

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site
Lower Arcott
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: Leidos-FormsPublications@teamleidos.mod.uk

* NOTE

1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:
<https://www.kid.mod.uk/maincontent/business/commercial/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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|---|
| Contractor's Sensitive Information (Clause 5). Not to be published. |
| Description of Contractor's Sensitive Information: [REDACTED] |
| Cross reference to location of Sensitive Information: Contract No: 707523450 |
| Explanation of Sensitivity: 60 benchmarked employee survey statements. [REDACTED] |
| Details of potential harm resulting from disclosure: [REDACTED] |
| Period of Confidence (if Applicable): |
| Contact Details for Transparency / Freedom of Information matters: Name: Benedict Gautrey Position: Managing Director Address: 15 - 19 Cavendish Place, London, W1G 0DD Telephone Number: [REDACTED] E-mail Address: [REDACTED] |
| |

| Offer and Acceptance | |
|---|--|
| <p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for 10 days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (Up to the applicable procurement threshold).</p> <p>+Name (Block Capitals): Benedict Gautrey</p> <p>Position: Managing Director</p> <p>For and on behalf of the Contractor</p> <p>Authorised Signatory [REDACTED].....</p> <p>Date: 18.04.2024</p> | <p>B) Acceptance</p> <p>Name (Block Capitals): SOPHIE DAVIS</p> <p>Position: ARMY COMRCL (AHQ) PROCURE TL</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory [REDACTED].....</p> <p>Date: 18 Apr 2024</p> |

C) **Effective Date of Contract: Monday 29th April 2024**

SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF

| Deliverables | | | | | | | | |
|--------------|-------------------------|-----------------------------|--|------------------------------------|-----------|-----------------------|--|-------------------------|
| Item Number | MOD Stock Reference No. | Part No. (where applicable) | Specification | Delivery Date | Total Qty | Firm Price (£) Ex VAT | | |
| | | | | | | Per Item | Total inc. packaging (and delivery if specified in the Purchase Order) | |
| 1 | | | Benchmarking tool as part of Business as Usual (BAU) data analysis for TEAMWORK as detailed in Statement of Requirement. | By 29 th September 2024 | | | £62,995 (Excluding VAT) | |
| | | | | | | | Total Firm Price | £62,995 (Excluding VAT) |

| Item Number | Consignee Address (XY code only) |
|-------------|----------------------------------|
| | |

International Financial Reporting Standard 16 Information

To be completed by winning/chosen tenderer at Contract Award

To aid the Authority with obligations placed on it by HM Treasury regarding International Financial Reporting Standard (IFRS) 16, please confirm in writing to **[insert email address]**, whether or not there are any assets (which are Contractor-owned or the Contractor has leased that are being used through the Contract) for which the Authority has a right-of-use explicitly or implicitly present within the Contract. Where you identify such assets, please provide a full list in writing, including their location and the extent of the right-of-use by the Authority. The lease term¹ will be assumed to be the duration of the Contract (from start and end dates); if the asset is not available for use for the Contract duration, please provide start and end dates of when the asset is available for use. Please refer to the [HM Treasury IFRS 16 Leases Application Guidance](#) for further information. You will not be required to provide this for any associated asset under the Contract which is valued, when new, at less than £25,000 (subject to it not being defined as a peppercorn lease). **[Remove this condition to be removed if the total contract value is less than £25,000]**

¹ Lease term includes:

- a. periods covered by an option to extend the lease if the MOD is reasonably certain to exercise that option; and
- b. periods covered by an option to terminate the lease if the MOD is reasonably certain not to exercise that option.

