

**[REDACTED]**Army Commercial- Complex
ProcurementsMarlborough Lines
Monxton Road
Andover
SP11 8HT**Capita Business Service Ltd**
2 Kingdom Street
Paddington
Greater London W2 6BD

Your Reference:

Our Reference: 711013450

Date: 02/04/2025

Dear Sirs,

Offer Of Contract 711013450 for the provision of Soldier Development: Instruction for Basic Training (Adventurous Training)

1. As you are aware, the Authority intends to enter into the above contract with you.
2. Please sign and return the enclosed final version of the Contract within 10 working days of the date of this letter to acknowledge your acceptance of the Terms and Conditions.
3. Please note that no Contract will come into force until both parties have signed it. The Authority will countersign the Contract and return a copy of the same to you.
4. Payment will be made in accordance with the attached Terms and Conditions. If your company has not already provided its banking details to the Defence Business Services (DBS) Finance Branch, you will be contacted by the named Commercial Officer to provide this information as part of the Onboarding process to [Contracting, Purchasing and Finance \(CP&F\)](#).

To aid the Authority with obligations placed on it by HM Treasury regarding International Financial Reporting Standard (IFRS) 16, please advise in writing to army-comrcl-complexproc-mailbox@mod.gov.uk, 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.

5. Under no circumstances should you confirm to any third party that you are entering into a legally binding contract for 711013450- Soldier Development: Instruction for Basic Training (Adventurous Training) prior to both parties signing the Terms and Conditions, or ahead of the Authority's announcement of the **award of** Contract .

Yours sincerely,

[REDACTED]

For Head of Commercial

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.