



# Ministry of Defence

## PURCHASE ORDER

**Contract No:** REDACTED

**Contract Name:** Dstl Invitation to Tender (ITT) for the Provision of 2 x Trace Screening Instruments (TSI) for Explosives

**Dated:**

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 £122,979).

Contractor	Quality Assurance Requirement (Clause 8)
<p>Name: Smiths Detection-Watford Limited</p> <p>Registered Address: Century House Maylands Avenue Hemel Hempstead Hertfordshire HP2 7DE</p>	

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
<p>Name:</p> <p>Address:</p>	<p>Select method of transport of Deliverables</p> <p>To be Delivered by the Contactor <input checked="" type="checkbox"/> [Special Instructions]</p> <p>DELIVERY TO PORTON DOWN – Exact Location on site to be confirmed.</p> <ol style="list-style-type: none"> <li>1) Please note that Deliveries are not normally accepted on site after 1600 Hours</li> <li>2) Deliveries to Porton Down using vehicles in excess of 15 Tonnes Gross Weight must be made via the A30 road, and not through Porton Village.</li> <li>3) Delivery drivers must carry some form of identification e.g. Driving Licence.</li> <li>4) Access to the site may not be allowed, if site clearance has not previously obtained and an escort is not available.</li> <li>5) The Contractor must contact the Authority's Representative (Project) to make final arrangements before delivery.</li> <li>6) The Contract is fully responsible for the delivery and unloading of Deliverables from vehicles once on site.</li> <li>7) Accompanying Delivery Notes must clearly state the Contract Number therein.</li> </ol> <p>To be Collected by the Authority <input type="checkbox"/> [Special Instructions] [Not used]</p>

	Each consignment of the Deliverables shall be accompanied by a delivery note.
<b>Progress Meetings (Clause 13)</b>	<b>Progress Reports (Clause 13)</b>
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject: TBC</p> <p>Frequency: As agreed with the Authority's Representative (Project Manager) (see Box 2 of DEFFORM 111).</p> <p>Location: As agreed with the Authority's Representative (Project Manager) (see Box 2 of DEFFORM 111).</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject: TBC</p> <p>Frequency: As agreed with the Authority's Representative (Project Manager) (see Box 2 of DEFFORM 111).</p> <p>Method of Delivery: As agreed with the Authority's Representative (Project Manager) (see Box 2 of DEFFORM 111).</p> <p>Delivery Address: As agreed with the Authority's Representative (Project Manager) (see Box 2 of DEFFORM 111)</p>

<b>Payment (Clause 14)</b>
<p><b>Invoice Submission</b></p> <p>1. Further to clause 14 (Payment), in order to obtain payment the Contractor shall:</p> <p>a. submit an invoice to the Dstl Accounts Payable at the address set out in Box 11 of DEFFORM 111 and send a PDF copy of the invoice to the Authority's Representative (Project Manager) (see Box 2 of DEFFORM 111).</p> <p>b. Invoices must quote the Contract number, Milestone number and Purchase Order number (where applicable).</p>

<b>Forms and Documentation</b>	<b>Supply of Hazardous Deliverables (Clause 9)</b>
<p>Forms can be obtained from the following websites:</p> <p><a href="https://www.aof.mod.uk/aofcontent/tactical/toolkit">https://www.aof.mod.uk/aofcontent/tactical/toolkit</a> (Registration is required).</p> <p><a href="https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing">https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</a></p> <p><a href="https://www.dstan.mod.uk/">https://www.dstan.mod.uk/</a> (Registration is required).</p> <p>The MOD Forms and Documentation referred to in the Conditions are available free of charge from:</p> <p>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)</p> <p>Applications via email: <a href="mailto:DESLCSLS-OpsFormsandPubs@mod.uk">DESLCSLS-OpsFormsandPubs@mod.uk</a></p> <p>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.</p>	<p>A completed DEFFORM 68 and, if applicable, Safety Data Sheet(s) are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:</p> <p>a. The Commercial Officer detailed in the Purchase Order, and</p> <p>b. <a href="mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk">DSA-DLSR-MovTpt-DGHSIS@mod.uk</a></p> <p>by the following date: 22<sup>nd</sup> December 2021 (as part of the Invitation to Tender (ITT) response)</p> <p>or if only hardcopy is available to the addresses below:</p> <p>Hazardous Stores Information System (HSIS) Defence Safety Authority (DSA) Movement Transport Safety Regulator (MTSR) Hazel Building Level 1, #H019 MOD Abbey Wood (North) Bristol BS34 8QW</p>

## Appendix - Addresses and Other Information

### 1. Commercial Officer

Name: REDACTED

Address: Dstl Porton Down, Salisbury, Wiltshire, SP4 0JQ

Email: REDACTED

☎: REDACTED

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

Name: REDACTED

Address: Dstl Porton Down, Salisbury, Wiltshire, SP4 0JQ

Email: REDACTED

☎: REDACTED

### 3. Packaging Design Authority

Organisation & point of contact:  
[Not used]

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

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### 4. (a) Supply / Support Management Branch or Order Manager: Branch/Name: [Not used]

☎ [Not used]

(b) U.I.N. [Not used]

### 5. Drawings/Specifications are available from

The Authority's Representative (Project Manager) (see Box 2 of DEFFORM 111)

### 6. Intentionally Blank

### 7. Quality Assurance Representative:

Name: the Authority's Representative (Project Manager) (see Box 2 of DEFFORM 111).

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:

As per the Schedule of Requirements

### 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

Users requiring an account to use the MOD Freight Collection Service should contact [DESWATERGUARD-ICS-Support@mod.gov.uk](mailto:DESWATERGUARD-ICS-Support@mod.gov.uk) in the first instance.

### 11. The Invoice Paying Authority

Dstl Accounts Payable

☎ REDACTED

REDACTED

REDACTED

REDACTED

E-Mail: REDACTED

### 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

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.

<b>Contractor Commercially Sensitive Information (Clause 5). Not to be published.</b>	
Description of Contractor's Commercially Sensitive Information: [REDACTED]	
Cross reference to location of sensitive information: [REDACTED] [REDACTED]	
Explanation of Sensitivity: [REDACTED] [REDACTED]	
Details of potential harm resulting from disclosure: [REDACTED] [REDACTED]	
Period of Confidence (if Applicable):	
Contact Details for Transparency / Freedom of Information matters: Name: [REDACTED] Position: [REDACTED] Address: [REDACTED] Telephone Number: [REDACTED] E-mail Address: [REDACTED]	

**SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF 2 X TRACE SCREENING INSTRUMENTS (TSI) FOR EXPLOSIVES**

Deliverables									
Item Number	MOD Stock Reference No.	Part No. (where applicable)	Specification	Consignee Address Code (full address is detailed in DEFFORM 96)	Packaging Requirements inc. PPQ and DofQ (as detailed in DEFFORM 96)	Delivery Date	Total Qty	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery if specified in the Purchase Order)
1	[Not used]	[Not used]	Trace Screening Instrument (TSI), including REDACTED warranty	XY	[Not used]	By 31/03/2022	RE	REDACTED	REDACTED
2	[Not used]	[Not used]	REDACTED	XY	[Not used]	By 31/03/2022	RE	REDACTED	REDACTED
3	[Not used]	[Not used]	REDACTED	XY	[Not used]	By 31/03/2022	RE	REDACTED	REDACTED
4	[Not used]	[Not used]	REDACTED	XY	[Not used]	By 31/03/2022	RE	REDACTED	REDACTED
5	[Not used]	[Not used]	REDACTED	XY	[Not used]	By 31/03/2022	RE	REDACTED	REDACTED
6	[Not used]	[Not used]	Delivery	XY	[Not used]	By 31/03/2022	REDACTED	REDACTED	REDACTED
7	[Not used]	[Not used]	Installation / Commissioning	XY	[Not used]	By 31/03/2022	REDACTED	REDACTED	REDACTED
8	[Not used]	[Not used]	Training REDACTED	XY	[Not used]	By 30/04/2022	RE	REDACTED	REDACTED
								<b>Total Firm Price</b>	<b>61,107.49</b>

Item Number	Consignee Address (XY code only)
ALL	To be delivered to Dstl Porton Down, Salisbury, Wiltshire, SP4 0JQ. Exact Details of location on site are to be agreed with the Authority's Representative detailed at Box 2 of DEFFORM 111.