



Ministry of Defence

Buyer Name: Redacted

Buyer E-mail: Redacted

JC AUDIT TRAINING LTD
3 ARTHUR GARRARD CLOSE
OXFORD
OXFORDSHIRE
OX2 6EU

Our Reference: 703995451

Date: 12 July 2022

Dear Sir

Offer Of Contract 703995451 for the Supply of Internal Audit and Risk Mgmt. Training in Georgia and Armenia

1. You are hereby informed of the Authority's requirement, and you are invited to accept the Offer of Contract, detailed in the attached Schedule of Requirements. The Schedule describes the requirements and sets out the contract terms and conditions which will take effect on acceptance by you of the Authority's Offer.
2. If you wish to accept this Offer, please complete, and sign this letter and return one copy to me by email to radhika.verma102@mod.gov.uk within 10 working days of the date of this Offer. Your acceptance of the Authority's Offer must be unqualified. If you do not accept the Authority's Offer within the period specified, then the Authority's Offer will lapse.
3. No contract will come into existence until you have accepted the Authority's Offer in accordance with paragraph 2 above. Accordingly, prior to your unconditional acceptance of this Offer, the Authority shall not be responsible in any way whatsoever for any:
 - a. work undertaken by you; or
 - b. costs incurred by you.
4. When you have accepted the Authority's Offer in accordance with paragraph 2 above, you must proceed with the performance of the Contract.
5. Where no price is stated in the price column of the Schedule of Requirements:
 - a. You must submit your quotation (supported where appropriate by a Certified Statement of Costs) as soon as practicable so that prices can be fixed in accordance with the provisions for price fixing contained in the Contract. In order to assist with pricing, your quotation must include an analysis showing the way in which you have built up your price(s). The analysis should show the amounts

included under such headings as: Direct Labour (man hours and wage rates); Overheads; Materials; Bought out parts; Sub-contracted work; Special Jigs, tools etc; and Profit.

b. You must identify separately amounts in respect of work placed with subsidiary companies or firms. You must also identify separately any other relevant information or explanations, e.g. of amounts included for contingencies, and provide explanations of these. In particular, if the wage rates or overhead rates are not those last agreed with the Authority, you must give an explanation of the basis on which they have been calculated.

6. The Authority may publish notification of the contract and shall publish contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person, or might prejudice fair competition in the supply chain

7. If you wish to make a similar announcement you must seek approval from the named Commercial Officer.

8. Under no circumstances should you confirm to any third party the fact of your acceptance of this Offer of Contract prior to informing the Authority of your acceptance, and / or ahead of the Authority's announcement of the Contract award.

9. Nothing contained in this Offer and in the attached Schedule shall be construed as notifying or implying acceptance by the Authority of any estimated or suggested price or of any condition of contract which may have been referred to orally or in writing in any previous discussion or correspondence.

Yours sincerely,

Redacted

Business Partner 4 - Head Office Commercial

Acceptance of Offer of Contract

To: Business Partner 4, Head Office Commercial

We acknowledge receipt of your Authority's Letter of Offer, reference 703995451 dated 12th July 2022, with associated documents and confirm that we accept the offer contained therein. We understand that by accepting the Authority's offer, we are entering into a legally binding contract. We agree that any other terms and conditions or any general reservations, which may be printed on any of our correspondence in connection with this work, shall not be applicable to the contract. We confirm that we are proceeding with the work.

We agree that the contract shall be subject to English Law (DEFCONs 529 and 530) unless we indicate a preference for Scots Law (DEFCONs 529a and 530a) below.

Offer and Acceptance

A) Offer

Contract 703995451 constitutes an offer by the Authority for the supplier to supply the Deliverables. This is open for acceptance by the supplier until 29th July 2022. By signing below the Contractor agrees to be bound by the attached Contract terms and conditions.

Signed by: Redacted
Name (Block Capitals):
Position: Business Partner 4 Head Office Commercial
For and on behalf of the Authority
Authorised Signatory:
Date: 14 July 2022

B) Acceptance of Offer of Contract

I acknowledge receipt of the Authority's contract letter reference 703995451.

I confirm that I accept the Offer it contains and agree to be bound by its terms.

Signed by: Redacted
Name (Block Capitals):
Position: Owner/Director
For and on behalf of: JC Audit Training Ltd
Authorised Signatory: Yes
Date: 13 July 2022

C. Scots law to apply? No (Delete as appropriate)