

OFFICIAL SENSITIVE COMMERCIAL



Ministry  
of Defence

**Mrs Mandy Lazar**  
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Catalyze Limited  
42, Main Road,  
Colden Common,  
Hampshire,  
SO21 1RR  
FAO. Kevin Bossley

Your Reference:  
Q 081602v2

Our Reference:  
FLEET/00553  
Date:  
29 September 2016

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Dear Sir ,

**Offer Of Contract FLEET/00553 for the Provision of Balance of Investment support to Navy Command**

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 2 (Schedule of Requirements). The Schedule describes the requirements and sets out the Contract Conditions which will take effect on acceptance by you of the Department's offer.
2. If you wish to accept this offer, please complete and sign both copies of the DEFFORM 10 (SC3) returning one copy to me at the address shown above by post within 10 working days of the date of this Offer. Your acceptance of the Department's offer must be unqualified. If you do not accept the Department's offer within the period specified, then the Department's offer will lapse.
3. No contract will come into existence until you have accepted the Department's offer in accordance with paragraph 2. Accordingly, prior to your unconditional acceptance of this offer, the Department 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 Department's offer in accordance with paragraph 2 above, you must proceed with the performance of the Contract.

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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 Department, you must give an explanation of the basis on which they have been calculated.
6. Nothing contained in this Offer and in the attached Schedule shall be construed as notifying or implying acceptance by the Department 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 faithfully

Mrs Mandy Lazar  
Def Comrcl CC-Navy3