



Ministry  
of Defence

**Sarah Allko**

JFC-Comrcl C2-01  
Trenchard Building Room 103  
Defence Academy of the United Kingdom  
Shrivenham  
SN6 8LA

Tel: +44 (0)1793 314797 Mil: [96161] 4797  
Fax: +44 (0)1793 785819 Mil: [96161] 5819  
Email: [sarah.allko330@mod.gov.uk](mailto:sarah.allko330@mod.gov.uk)

Capita Business Services Limited  
1<sup>st</sup> Floor  
Reading Bridge House  
George Street  
Reading  
RG1 8LS

Contract Number:  
**700009467**

Date of Issue:  
28 July 2020

FAO: James Anderson

Dear James,

**CONTRACT NO: 700009467– Provision of MOD Language Assessment Boards (MODLAB)  
Foreign Language Assessments (PSGW01398)**

The Authority hereby accepts your award recommendation against **SOW\_PSGW01398** dated 1 **August 2020** for the above mentioned requirement in accordance with the terms and conditions set out in Framework RM3822.

If you wish to accept this offer detailed in the attached Schedule of Requirements, please complete and sign the DEFFORM 10 returning it to me at the email shown above within 10 working days of the date of this Offer.

**Note:** please ensure section D of the acceptance form is completed for sub-contractor details.

Yours sincerely

**Sarah Allko**  
JFC-Comrcl C2-01



Ministry of Defence

**Acceptance of Offer of Contract**

To: **Capita Business Services Limited**

We acknowledge receipt of your Authority's Letter of Offer, reference **700009467** dated **28 July 2020**, 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 tick a preference for Scots Law (DEFCONS 529a and 530a).

Offer and Acceptance																					
<p><b>A) Offer</b></p> <p>Contract <b>700009467</b> constitutes an offer by the Authority for the supplier to supply the Deliverables. This is open for acceptance by the supplier until <b>10 August 2020</b>. By signing below the Contractor agrees to be bound by the attached Contract terms and conditions.</p> <p>Signed by:</p> <p>Name (Block Capitals): <b>SARAH ALLKO</b></p> <p>Position: <b>UKStratCom Comrcl C2-01</b></p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory: </p> <p>Date: <b>28 July 2020</b></p>	<p><b>B) Acceptance of Offer of Contract</b></p> <p>I acknowledge receipt of the Authority's Contract letter reference <b>700009467</b>.</p> <p>I confirm that I accept the Offer it contains and agree to be bound by its terms.</p> <p>Signed by:</p> <p>Name (Block Capitals): <b>JAMES ANDERSON</b></p> <p>Position: <b>LPM</b></p> <p>For and on behalf of</p> <p>Authorised Signatory: </p> <p>Date<sup>1</sup>: <b>29/7/2020</b></p>																				
<p><b>C) Scots law to apply?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>																					
<p><b>D) Tier 1 Sub-Contractor data:<sup>2</sup></b></p> <table border="0"> <tr> <td>Name .....</td> <td>value of work (£ ex VAT) .....</td> <td>Location Of Work .....</td> <td>SME: Yes / No</td> </tr> <tr> <td>Name .....</td> <td>value of work (£ ex VAT) .....</td> <td>Location Of Work .....</td> <td>SME: Yes / No</td> </tr> <tr> <td>Name .....</td> <td>value of work (£ ex VAT) .....</td> <td>Location Of Work .....</td> <td>SME: Yes / No</td> </tr> <tr> <td>Name .....</td> <td>value of work (£ ex VAT) .....</td> <td>Location Of Work .....</td> <td>SME: Yes / No</td> </tr> <tr> <td>Name .....</td> <td>value of work (£ ex VAT) .....</td> <td>Location Of Work .....</td> <td>SME: Yes / No</td> </tr> </table>		Name .....	value of work (£ ex VAT) .....	Location Of Work .....	SME: Yes / No	Name .....	value of work (£ ex VAT) .....	Location Of Work .....	SME: Yes / No	Name .....	value of work (£ ex VAT) .....	Location Of Work .....	SME: Yes / No	Name .....	value of work (£ ex VAT) .....	Location Of Work .....	SME: Yes / No	Name .....	value of work (£ ex VAT) .....	Location Of Work .....	SME: Yes / No
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<sup>1</sup> The date of unqualified acceptance by signature is the effective date of the Contract

<sup>2</sup> The MOD is required to report to the Government any spend with Small and Medium-sized Enterprises (SMEs) including Sub-contractors (Tier 1). SMEs are defined by the EU on <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/>