



Ministry
of Defence

D Docherty
Def Comcl CC-HOCS1

Rm 2.1.02, Level 2
Kentigern House, 65 Brown Street
Glasgow, G2 8EX

Tel: 0141-224-3994
Email: david.docherty743@mod.gov.uk

Probrand Ltd
35-55 Camden Street
Birmingham
B1 3BP

Your Reference:

Our Reference:
700000997

For the attention of: Harley Ross

Date: 30 January 2019

Dear Mr Ross,

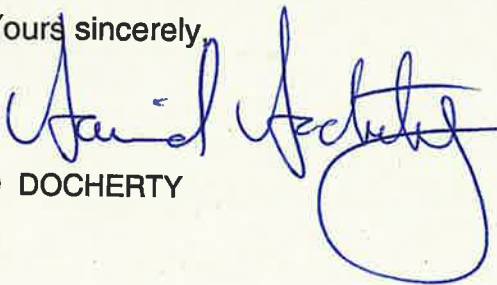
Contract Number 700000997 for the Provision of Hardware using CCS Framework RM3733 Lot 3

Reference A: HOCS1b1a tender issued dated 4 December 2018
Reference B: Probrand tender dated 18 December 2018
Reference C: HOCS1b1a email to Probrand dated 10 January 2019
Reference D: Probrand email dated 10 January 2019
Reference E: HOCS1b1a email dated 14 January 2019
Reference F: Probrand email dated 16 January 2019
Reference G: HOCS1b1a email dated 23 January 2019
Reference H: Probrand email dated 24 January 2019

1. The Authority hereby accepts your Tender dated 20 December 2018 as clarified and amended by references A to H, under the CCS Framework RM3733 Lot 3 and the DEFCONs and DEFFORMs listed at Schedule 3.
2. For your convenience, the formal Contract documentation is attached. Please note that the Contract commences on 4 February 2019 and is due to be completed by 31 March 2019.
3. Payment will be made in accordance with the Terms and Conditions. If your company has not already provided its banking details to the Defence Business Services (DBS) Finance Branch, please complete the Form BX177, which is available from the website (<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>) (search for DBS Finance payments: nominate a bank form) and forward to DBS Finance, Walker House, Exchange Flags, Liverpool, L2 3YL.
4. Please acknowledge this by completing sections B and C in the table overleaf, signing both copies of this letter at section B and returning one to the address above.

Yours sincerely

D DOCHERTY

A handwritten signature in blue ink, appearing to read 'D. Docherty', with a large, stylized loop at the end.

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

Offer and Acceptance**Section A) Acceptance**

Acceptance of Tender 700000997 constitutes acceptance by the Authority of your company's tender dated 18 December 2018 for the supply of the Deliverables.

Signed by:

Name (Block Capitals): DAVID DOCHERTY

Position: Senior Commercial Manager

For and on behalf of the Authority

Authorised Signatory

Date¹: 30 January 2019

Section B) Confirmation of Receipt

I acknowledge receipt of the Authority's Contract letter dated 30 January 2019.

Signed by:

Name (Block Capitals):

Position:

For and on behalf of

Authorised Signatory

Date:

Section C) Tier 1 Sub-Contractor data:²

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

¹ The date of unqualified acceptance by signature is the effective date of the Contract

² 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/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.



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OFFICIAL

1. PURPOSE

- 1.1 The Ministry of Defence (MoD) are inviting bids for the procurement of additional hardware to address infrastructure capacity issues in both development and production environments
- 1.2 MoD may be referred as the “Authority” hereafter.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 Defence Business Services, a part of the Ministry of Defence, acts as a service provider principally to MoD customers. Wider cross-government offers are also in place.
- 2.2 The principal business areas are Finance, Personnel/Payroll, National Vetting, Veterans.
- 2.3 A sophisticated and advanced IT and Communications infrastructure supports the many systems operated by DBS. All systems are accredited as compliant with the security and data protection levels demanded of a government service. Threats to obsolescence are addressed to maintain system integrity.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Finance and Commercial Change Programme has implemented a significant number of IT projects on DBS infrastructure in recent years (Contract, Purchasing and Finance R1/R2 & R3, Cognos Planning Analytics etc) and the forward programme continues to grow, increasing the pressure upon existing infrastructure.
- 3.2 The current and forward change programme (Finance Remediation, DIO Lease, ASPECT archiving solution, CP&F R4, SDS/AHM integration etc) increases demand for new development and/or project environments, on processor usage, memory usage and back up storage consumption (hard disk and tape). The existing infrastructure solution is beginning to reach capacity, hindering achievement of change within required timescales.

4. DEFINITIONS

Expression or Acronym	Definition
MoD	Means Ministry of Defence.
DBS	Means Defence Business Services.

5. SCOPE OF REQUIREMENT

- 5.1 To supply the specified hardware and services (delivery, installation and support).
- 5.2 Installation should be included as a costed option. The Authority reserves the right to undertake any required installation work due to security constraints.
- 5.3 A maintenance option which includes media/disk retention as appropriate.



5.4 Maintenance/support should include the following;

5.5.1 A Single Point of Contact for duration of the Contract.

5.5.2 Support to be provided Mon to Fri with next business day cover.

5.5.3 Support to include an 8-hour fix time from the time of reporting an incident, through to completion.

5.5.4 Supplier is to upload a detailed support and escalation plan. Support must be in line with existing support arrangements. The contractor is to supply and fit parts on site as and when required by suitably qualified staff, i.e. Customer Replaceable Units are not acceptable.

6. THE REQUIREMENT

Item	Quantity	Description
1	32	<p>Power 8 Memory:</p> <p>64GB DIMM Memory Part No/FRU: 00LP744 CCIN 31EA</p> <p>to be fitted to: IBM MT-M 8284-22A Ser Nos:</p> <p>2112BAW 2112BCW 215F4AV 218C82V</p> <p>This is upgrading the current memory in these servers located at Bristol from 512GB to 1024GB.</p>
2	2	<p>LT06 Tape Drives Model ULT3580 – TD6 Full Height Fibre Interface IBM Part No: 35P2599 To Fit to Tape Library MT-M3576-E9U Serial No:1385573 To Fit to Tape Library MT-M3576-E9U Serial No:1324001</p> <p>1 drive to be installed at Bristol Abbey Wood, 1 in Liverpool.</p>

3	1	Additional UK Mains Power Supply Unit (PSU) for Tape Library. To Fit to Tape Library MT-M3576-L5B Serial No:1323282 To be fitted in Bristol.
4	50	LTO Cleaning Cartridge for use with all ULTRUM 1 – 7 Drives, e.g. Fujifilm or similar. Split between Abbey Wood and Liverpool
5	1	V7000 Expansion Enclosure for Abbey Wood Bristol MT-M 2076-24F to connect to MT-M 2076-524 Serial No: 78205MX
6	24	1.2TB disks to fill the slots in above enclosure MT-M 2076-24F To connect to MT-M 2076-524 Serial No:78205MX
7	32	900GB disks FRU PN 00AR326 to fill the empty slots in the V7000 Expansion Enclosures in Liverpool. Qty 16 to go into MT-M 2076-24F Serial No:7824W2V Qty 16 to go into MT-M 2076-24F Serial No:7824WBR
8	1	Power 8 Server configured with 20 CPU Cores and 1024GB (RAM) Memory MT-M 8284-22A Qty 4, 4 Port HBA, CCIN EN0Y FRU 00WT107 Qty 4, 2 Port NIC, CCIN 2CC4 FRU 00E2714 RAID Split Backplane Feature Qty 4 Disks for VIO Servers, FRU 00FX876 146GB 15K 6GB SAS or equivalent To be installed in Bristol.



9	2	Power 8 SAS Disks for the GPFS Clusters in Bristol Abbey Wood to fit in MT-M 8284-22A Serial No:2112BCW FRU Part No: 00FX876 146GB 15K 6GB SAS
10	4	Cisco 40GBase-AOC QSFP direct-attach Active Optical Cable, 15-meter
11	4	Cisco 4SQRA reverse adapter
12	24	1.2TB disks to fill the Qty 24 slots in a V7000 Controller at item 13 below, to be used at Bristol Abbey Wood.
13	1	V7000 Controller to be used at Bristol Abbey Wood.
14	15	KVM modules to remote manage all required servers from an existing console. Lenovo UCOs FRU PN 00WH404, PN 43V6147. To be used in Liverpool
15	20 of each	10m,15m & 20m Network Cables Type being CAT 6A presentation, Colour White
16	20 of each	2m, 3m, 10m, 15m & 20m Fibre Cables LC-LC, Colour Aqua
17	4	USB3 64GB memory sticks e.g. SANDISK
18	32	900GB Lenovo 2.5 HDD disks To be used in current Windows Servers, Lenovo X Series 3850X6. Bristol & Liverpool

The Authority would like to purchase all items on the above list subject to affordability. If this is not possible it is our intention to call off the list in order of priority.

7. KEY MILESTONES

- 7.1 The Potential Provider should note the following project milestones that the Authority will measure the quality of delivery against:

Milestone	Description	Timeframe
1	Delivery of Goods	Within 22 working days form an approved Purchase Order being raised.
2	Installation	TBC – Supplier should be aware that this may require installation over a weekend so should quote for both normal working hours working and weekend working as costed options. Installation is likely to be done in collaboration with MOD personnel.

8. AUTHORITY'S RESPONSIBILITIES

- 8.1 To provide access and a safe working environment, so that the supplier's approved representatives can complete delivery and installation tasks.
- 8.2 To provide confirmation to the winning supplier, of the dates suitable for installation. At least 1 weeks' notice will be provided.

9. CONTINUOUS IMPROVEMENT

- 9.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 9.2 The Supplier should present new ways of working to the Authority during the duration of the Contract.
- 9.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

10. PRICE

- 10.1 Prices are to be submitted by completing and returning a copy of Appendix B – Pricing Schedule. Potential Providers are also required to provide a detailed quotation on Company headed paper.
- 10.2 All prices MUST be inclusive of all expenses and exclude VAT.
- 10.3 Prices are to remain FIRM for 30 calendar days.
- 10.4 Note the Authority requires costed options for installation and reserves the right to install the equipment provided in house by suitable qualified IBM engineers.



11. STAFF AND CUSTOMER SERVICE

- 11.1 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service to all Parties.
- 11.2 Potential Provider's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract.
- 11.3 The Potential Provider shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

12. SECURITY REQUIREMENTS

- 12.1 Supplier representatives who do not hold MoD security accreditation must be escorted by MoD staff at all times on MoD premises.
- 12.2 MoD may require visitors to submit to security search.

13. PAYMENT

- 13.1 Upon award of the Contract, the Supplier will be sent an introductory email advising of the need to register with Exostar in order for payment to be processed through the CP&F solution.
- 13.2 Payment will be made following complete delivery of all requirements via the MOD CP&F solution.

14. LOCATION

- 14.1 The location of the Services and the Delivery will be carried out at;

DBS	DBS
Walker House	MOD Abbeywood South
Exchange Flags	Bristol
Liverpool	BS34 8JH
L2 3YL	

- 14.2 The contact for the requirements is;

Tracey Bush
Technical Delivery Manager
0151 242 2379

1. In addition to the terms and conditions of the CCS Framework RM3733 Lot 3, the following MOD DEFCONs and DEFFORMs will apply to this Contract.

DEFCONs

DEFCON No	Edition	Description
DEFCON 76	12/06	Contractor's Personnel at Government Establishments
DEFCON 507	10/18	Delivery
DEFCON 514	08/15	Material Breach
DEFCON 522	11/17	Payment and Recovery of Sums Due
DEFCON 530	12/14	Dispute Resolution (English Law)
DEFCON 531	11/14	Disclosure of Information
DEFCON 532B	05/18	Protection of Personal Data (where Personal Data is being processed on behalf of the Authority)
DEFCON 656A	08/16	Termination for Convenience – Under £5M
DEFCON 658	10/17	Cyber

DEFFORMs (Ministry of Defence Forms)

DEFFORM No	Version	Description
DEFFORM 47	11/17	Invitation to Tender
DEFFORM 532	05/18	Personal Data Particulars

DEFFORM 539A	08/13	<p>Schedule 3 to 700000997</p> <p>Tenderer's Commercially Sensitive Information Form – See Annex C to Defform 47</p>
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2. The Contract will be for the period 4 February 2019 to 31 March 2019.

Appendix - Addresses and Other Information

1. Commercial Officer

Name: Desmond McMenamin

Address: Rm 2.1.02, Level 2, Kentigern House, 65 Brown Street, Glasgow, G2 8EX.

Email: des.mcmenamin465@mod.gov.uk

☎ 0141-224-2528

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

Name: Tracey Bush, Technical Delivery Manager

Address: Ground Floor, Zone B, DBS CIO-CDS-Fin-TDM-2a, Exchange Flags, Liverpool, L2 3YL.

Email: tracey.bush934@mod.gov.uk

☎ 0151-242-2379

3. Packaging Design Authority

Organisation & point of contact:

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



4. (a) Supply / Support Management Branch or Order Manager:

Branch/Name:



(b) U.I.N. D5460A

5. Drawings/Specifications are available from

6. Intentionally Blank

7. Quality Assurance Representative:

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.uwh.diif.r.mil.uk/> [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:

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

www.freightcollection.com

11. The Invoice Paying Authority

Ministry of Defence

☎ 0151-242-2000

DBS Finance

Walker House, Exchange Flags

Fax: 0151-242-2809

Liverpool, L2 3YL

Website is:

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>

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

* 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.