



PURCHASE ORDER

Contract No: 712678450

Contract Name: Specialist Commercial Outcomes for DSET

Dated: 13 Sep 2024

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 the applicable procurement threshold).

Contractor	Quality Assurance Requirement (Clause 8)
<p>Name: EVOLVE COMMERCIAL LIMITED</p> <p>Registered Address:</p> <p>1 Lindsay Road, Bristol, Somerset, England, BS7 9NP</p>	<p>Is a Deliverable Quality Plan required for this Contract? (tick as appropriate)</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>If yes:</p> <p>A Deliverable Quality Plan is required in accordance with DEFCON 602A (SC1) <input type="checkbox"/></p> <p>Or</p> <p>A Deliverable Quality Plan with additional Quality Assurance Information is required in accordance with DEFCON 602C (SC1) <input type="checkbox"/></p> <p>If required, the Deliverable Quality Plan and/or Deliverable Quality Plan with Assurance Information must be delivered to the Authority (Quality) within Business Days of Contract Award.</p> <p>Other Quality Requirements:</p>

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
<p>Name:</p> <p>Registered Address:</p>	<p>Select method of transport of Deliverables:</p> <p>To be Delivered by the Contactor <input type="checkbox"/> [Special Instructions]</p> <p>To be Collected by the Authority <input type="checkbox"/> [Special Instructions]</p> <p>Each consignment of the Deliverables shall be accompanied by a delivery note.</p>

Progress Meetings (Clause 14)	Progress Reports (Clause 14)
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject: Not Applicable</p> <p>Frequency:</p> <p>Location:</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject: Not Applicable</p> <p>Frequency:</p> <p>Method of Delivery:</p> <p>Delivery Address:</p>

Payment (Clause 15)
<p>Payment is to be enabled by CP&F.</p>

Forms and Documentation	Supply of Hazardous Substances, Mixtures and Articles in Contractor Deliverables (Clause 9)
<p>Forms can be obtained from the following websites:</p> <p>https://www.kid.mod.uk/maincontent/business/commercial/index.htm (Registration is required).</p> <p>https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement</p> <p>https://www.dstan.mod.uk/ (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 [REDACTED]</p> <p>Applications via email: [REDACTED]</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 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement) and, if applicable, UK REACH compliant Safety Data Sheet(s) (SDS) including any related information to be supplied in compliance with the Contractor's statutory duties under Clauses 9.b, and any information arising from the provisions of Clause 9 are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:</p> <p>The Commercial Officer detailed in the Purchase Order</p> <p>by the following date: N/A</p> <p>So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format.</p> <p>(1) Hard copies to be sent to: [REDACTED]</p> <p>(2) Emails to be sent to: [REDACTED]</p> <p>SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for Ordnance, Munitions or Explosives (OME) are not to be sent to HSIS and must be held by the respective Authority Delivery Team.</p>

Appendix - Addresses and Other Information

1. Commercial OfficerName: [REDACTED]
[REDACTED]Address: [REDACTED]
[REDACTED]Email: [REDACTED]
[REDACTED]☎ [REDACTED]
[REDACTED]**8. Public Accounting Authority**1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – [REDACTED]
[REDACTED]☎ [REDACTED]
[REDACTED]2. For all other enquiries contact [REDACTED]
[REDACTED]☎ [REDACTED]
[REDACTED]**2. Project Manager, Equipment Support Manager or PT Leader** (from whom technical information is available)Name: [REDACTED]
[REDACTED]Address: [REDACTED]
[REDACTED]Email: [REDACTED]
[REDACTED]**9. Consignment Instructions**

The items are to be consigned as follows:

As directed by the Project Manager at Box 2

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: Not Applicable

(b) U.I.N.

10. Transport. The appropriate Ministry of Defence Transport Offices are:**DSCOM.** [REDACTED]
[REDACTED]Air Freight CentreIMPORTS ☎ [REDACTED]
[REDACTED]EXPORTS ☎ [REDACTED]
[REDACTED]Surface Freight CentreIMPORTS ☎ [REDACTED]
[REDACTED]EXPORTS ☎ [REDACTED]
[REDACTED]**A. JSCS**JSCS Helpdesk No. [REDACTED]
[REDACTED]Users requiring an account to use the MOD Freight Collection Service should contact [REDACTED]
[REDACTED][uk](#) in the first instance.**5. Drawings/Specifications are available from: Not Applicable****11. The Invoice Paying Authority**Ministry of Defence ☎ [REDACTED]
[REDACTED]

DBS Finance

[REDACTED]
[REDACTED]Fax: [REDACTED]
[REDACTED]**Website is:**<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>

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12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management

Applications via fax or email:

1. Quality Assurance Representative:

Name: **Not Applicable**

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].

* NOTE

1. Many DEFCONs and DEFFORMs can be obtained from the MOD

Internet Site:

<https://www.kid.mod.uk/maincontent/business/commercial/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.

Contractor's Sensitive Information (Clause 5). Not to be published.

Description of Contractor's Sensitive Information:

Cross reference to location of Sensitive Information:

Explanation of Sensitivity:

Details of potential harm resulting from disclosure:

Period of Confidence (if Applicable):

Contact Details for Transparency / Freedom of Information matters:

Name:

Position:

Address:

Telephone Number: E-mail

Address:

Offer and Acceptance

<p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for 10 days from the date of signature. By signing the Purchase Order the Contractor agrees to be bound by the attached Terms and Conditions for Less Complex Requirements (Up to the applicable procurement threshold).</p> <p>Name (Block Capitals): [REDACTED]</p> <p>Position: [REDACTED]</p> <p>For and on behalf of the Contractor</p> <p>Authorised Signatory [REDACTED]</p> <p>Date: [REDACTED]</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): [REDACTED]</p> <p>Position: [REDACTED]</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory [REDACTED]</p> <p>Date: [REDACTED]</p>
<p>C) Effective Date of Contract: 23 Sept 2024</p>	

SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF SPECIALIST COMMERCIAL OUTCOMES FOR DSET

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			Commercial as a Service: In accordance with Annex A – Scope of Work and Annex B - Milestones Descriptions and Associated Deliverables						£113,400.00
								Total Firm Price	£113,400.00

Annex A to SOR– Scope of Work

- Management and renewal (where applicable) of the Oracle Enterprise Agreement circa [REDACTED]
- Tendering activity: prepare and run tenders associated with the Oracle account and all related activities including business cases, approvals processes, stakeholder management, requirements gathering, negotiation, MI reporting etc.
- Driving consumption of committed licence volumes and unlocking new values out of the EA - track monitor and manage the savings identified/reported and drive additional savings initiative.
- Keep up to date with MI reports.
- Liaise with Cabinet Office and other stakeholders to fulfil ongoing queries in relations to the EA. Support the roll out of the governance: organisation of 2* Boards, set and run QBRs / QSRs (Quarterly Business / Supplier Reviews), Monthly Enterprise Performance Reviews with Oracle and senior stakeholders – demonstrated capabilities of stakeholder and internal customer management are essential as this role will require excellent communication with all the departments / Top Level Budgets that have requirements via the EAs.

- Contribute to the implementation of DSET sub-category strategy.

Support Incudes:

- Working day: 8 hours exclusive of travel and lunch;
- Working week: Monday to Friday excluding national holidays;
- Office hours: 9:00am to 5:00pm Monday to Friday;
- Travel, mileage, and subsistence: All expenses are included; and
- [REDACTED]

Annex B to SOR - Milestone Descriptions and Associated Deliverables

Milestone	Deliverable	Description	Date Due By
Milestone 1 - Review, initiation & roll-out of Commercial Support Operating Model – Oracle Contract Management			
1	a.	[REDACTED]	[REDACTED]
Milestone 2 - Development of Current Operating Model – Oracle Contract Management			
2	a	[REDACTED]	[REDACTED]
Milestone 3 - Execution of contract & relationship management processes - Oracle			
3	a	[REDACTED]	[REDACTED]