

**ORDER FORM FOR THE PROVISION OF INSURANCE AND RISK MANAGEMENT
ADVICE AND SUPPORT - CONTRACT CHILD PURCHASE AGREEMENT NUMBER -
701577625-1**

Part 1 - Request for Quotation - To be completed by MOD Sponsor

Description of insurance support task requirement:

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Dstl's REDACTED UNDER FOI EXEMPTION insurance policy is due for renewal, we require renewal of our policy for the year 2022/2023 to include all the core activities that are performed in Dstl :

REDACTED UNDER FOI EXEMPTION

Please see separate report for the breakdown of figures REDACTED UNDER FOI EXEMPTION against each of the core activities.

Please could we have appropriate cover for the below :

Professional Indemnity £5,000,000

Output required:

Please see separate report for the breakdown of figures REDACTED UNDER FOI EXEMPTION against each of the core activities as described above

Period of Task:

The task is to commence on 07 / 10 /2022 and be completed by 06 / 10 /2023

MOD Sponsor:

Signed:

REDACTED UNDER FOI EXEMPTION

Appointment:

REDACTED UNDER FOI EXEMPTION

Name: (block capitals)	Address: REDACTED UNDER FOI EXEMPTION
REDACTED UNDER FOI EXEMPTION	REDACTED UNDER FOI EXEMPTION
Date: 11/10/2022	Telephone No: REDACTED UNDER FOI EXEMPTION

Part 2 - Quotation - Insurance/risk management advise and support - To be completed by Willis			
<u>Quotation for carrying out the work detailed in Part 1:</u>			
Willis Associate 701577625 Rate	Price - hourly rate	Estimated number of hours	Total
			Sub-total £
			Grand-total £

Part 3 - Quotation - Insurance Premium(s) and Insurance Premium Tax (as applicable to relevant MOD requirements) - To be completed by Willis
<u>Description of premium(s) and Insurance Premium Tax (including period of cover and cost):</u>
Professional Indemnity insurance - Non Life Sciences £24,900.38
Willis Fee REDACTED UNDER FOI EXEMPTION
All Insurance premiums above include Insurance Premium Tax at 12%

Part 4 - Budgetary Approval - To be completed by Budget Manager	
I confirm that finance is available for this requirement and that the cost will be met by my budget:	
UIN:	RAC:
TLB/HLB: Dstl	£24,900.38
<u>Budget Manager:</u>	
REDACTED UNDER FOI EXEMPTION	

Part 5 - Endorsement and 701577625-1 Order Number - To be completed by Willis

Willis confirms that the above tasks are in accordance with the Contract and the prices as detailed in 701577625.

REDACTED UNDER FOI EXEMPTION

Appointment:

REDACTED UNDER FOI EXEMPTION

Address:

REDACTED UNDER FOI EXEMPTION

Date: 11/10/2022

Telephone No:

REDACTED UNDER FOI EXEMPTION

MOD CONTRACT NUMBER 701577625-1 ORDER NUMBER – 123

ANNEX C
Dated

PROCEDURE FOR 701577625-1 (MOD INSURANCE, RISK MANAGEMENT ADVICE AND SUPPORT) ORDER FORM COMPLETION AND AUTHORISATION

MOD UNIT/ESTABLISHMENT

Statement of Requirement: Complete Part 1 and send Form to Willis

Authority to Process: Once Form returned from Willis: Complete Part 4 and return Form back to Willis (on receipt of Order Number raise SPO and receipt invoice) and send to DBS

WILLIS

Complete Part 2 and as appropriate relative to any commercial insurance policy placement Part 3 and return Form to MOD Unit/Establishment

WILLIS

- Allocation of 701577625-1 Order Number
- Endorsement by completion of Part 5
- Raise a monthly tasking return for SPO CIDU CLCP Policy

- Provide a monthly management information return to CCS/Def Commercial

DBS

Direct payment to Willis on CP&F (or successor payment system) on authorisation of Invoice by MOD Unit/Establishment

ANNEX D

Dated

MONTHLY TASKING RETURN TABLE CONTRACT NUMBER – 701577625-1

Month:

Year:

MOD Sponsor	MOD Sponsor Contact Details	MOD Financial Approver Contact Details (including UIN & RAC)	Description of 701577625-1 (MOD Brokerage) task(s)	Quotation Cost (Part 2 of Order Form)	Quotation Cost (Part 3 of Order Form)	Total Cost (Part 2 and Part 3)	701577625-1 (MOD Brokerage) Order Number