



PURCHASE ORDER

Contract No: SC1A/CCT420

Contract Name: Technical Support for NSoIT Base Operational Readiness Review

Dated: 30/03/2017

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 £106,047) (Edn 12/16)

Contractor	Quality Assurance Requirement (Clause 8)
<p>Name: 2Ads Consulting Ltd</p> <p>Registered Address: 2 Fulmar Close, Bowerhill, Melksham, Wiltshire, SN12 6XU</p>	<p>No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627.</p> <p>No Deliverable Quality Plan is required reference DEFCON 602B 12/16.</p> <p>Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 6 - Quality Assurance Procedural Requirements - Concessions.</p> <p>Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 9, Issue 5 - Quality Assurance Procedural Requirements - Independent Inspection Requirements for Safety Critical Items.</p> <ol style="list-style-type: none"> 1. The subject contract/ITT and quality assurance related risk have been reviewed: <ol style="list-style-type: none"> a. The QA requirements specified are appropriate and relevant. b. There are no incomplete or conflicting QA related contract requirements. c. Quality Assurance resource is available to support the programme. 2. MOD Teams shall assess and record the risk of counterfeit materiel entering the supply chain. Defence Standard (Def Stan) 05-135, Avoidance of Counterfeit Materiel shall be included in the requirements for all tenders unless it is considered the risk of counterfeit materiel in the equipment being procured is low risk in relation to equipment criticality or safety to life. (Further information available via the Acquisition System Guidance (ASG) intranet website). 3. If clarification on any of the information above contact below named individual before proceeding.

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
<p>Name:</p> <p>Address:</p>	<p>Select method of transport of Deliverables</p> <p>To be Delivered by the Contactor <input checked="" 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 13)	Progress Reports (Clause 13)
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject: 1. Routine Programme Progress Meetings. 2. Progress Meetings to assess the status of burn down deliverables. 3. In the absence of Programme 1* prepare and attend CAG.</p> <p>Frequency: All of the above held weekly.</p> <p>Location: MOD Corsham for all of the above.</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject: ORR Completion Report</p> <p>Frequency: On completion of deliverables set out in SOR.</p> <p>Method of Delivery: Electronic soft copy</p> <p>Delivery Address:</p>

Payment (Clause 14)
<p>Payment is to be enabled by CP&F.</p>

Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
<p>Forms can be obtained from the following websites:</p> <p>https://www.aof.mod.uk/aofcontent/tactical/toolkit (Registration is required).</p> <p>https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</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 PO Box 2, Building C16, C Site Lower Arcott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email: DESLCSLS-OpsFormsandPubs@mod.uk</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 and, if applicable, Safety Data Sheet(s) are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:</p> <p>a. The Commercial Officer detailed in the Purchase Order, and</p> <p>b. DSA-DLSR-MovTpt-DGHSIS@mod.uk</p> <p>by the following date:</p> <p>or if only hardcopy is available to the addresses below:</p> <p>Hazardous Stores Information System (HSIS) Defence Safety Authority (DSA) Movement Transport Safety Regulator (MTSR) Hazel Building Level 1, #H019 MOD Abbey Wood (North) Bristol BS34 8QW</p>

Appendix - Addresses and Other Information

1. Commercial Officer

Name: Hollie Snowdon

Address: B2, Building 405, MOD Corsham, Westwells Road, Corsham, Wiltshire, SN13 9NR

Email: hollie.snowdon100@mod.gov.uk



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

Name:

Address:

Email:



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.

5. Drawings/Specifications are available from

6. Intentionally Blank

7. Quality Assurance Representative:

Name:

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 Arcott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

Applications via fax or email: DESLCSLS-OpsFormsandPubs@mod.uk

NOTE

Many **DEFCONs** and **DEFFORMs** can be obtained from the MOD Internet Site: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

Contractor Commercially Sensitive Information (Clause 5). Not to be published.
Description of Contractor's Commercially 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 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 £106,047) (Edn 12/16).</p> <p>Name (Block Capitals):</p> <p>Position:</p> <p>For and on behalf of the Contractor</p> <p>Authorised Signatory</p> <p>Date:</p>	<p>B) Acceptance</p> <p>Name (Block Capitals):</p> <p>Position:</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory</p> <p>Date:</p>
<p>C) Effective Date of Contract: 01/04/2017</p>	

SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF Technical Support for the NSoIT Base Operational Readiness Review

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)
2A-1.1	N/A	N/A	Preparation for Operational Readiness Reviews: -Preparation and quality assurance of data supplied for the use at ORRs. -Management and audit of associated burn down lists prior to the ORR. -Preparation of programme situation briefs to senior management. -Oversight and preparation of presentational material for the ORRs.	N/A	N/A	30/04/2017	1	£8,000	£8,000
2A-1.2	N/A	N/A	Management of Operational Readiness Reviews: -Ensuring presentational material is provided to key attendees. -Ensuring that records of decisions and actions are accurately recorded.	N/A	N/A	30/04/2017	1	£3,800	£3,800
2A-1.3	N/A	N/A	Post ORR follow on action: -Creation of any burn down action lists as required. -Ensuring accurate records from the ORR are completed and agreed. -Provision of outcome briefs for senior management. -Enabling process for recording of supplier delivery milestones	N/A	N/A	30/04/2017	1	£3,500	£3,500

			completion. -Arrange for re-runs of ORRs should the need arise.						
								Total Firm Price	£15,300.00

Item Number	Consignee Address (XY code only)