



PURCHASE ORDER

Contract No: 715736453

Contract Name: Photocopier for Publications

Dated: 04/12/2025

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: Landall Services Limited</p> <p>Registered Address: Unit 3 Bradmere House Brook Way Leatherhead Surrey KT22 7NA</p>	<p>Is a Deliverable Quality Plan required for this Contract? (tick as appropriate)</p> <p>Yes <input type="checkbox"/> 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: N/A</p> <p>Address: N/A</p>	<p>Select method of transport of Deliverables</p> <p>To be Delivered by the Contactor <input checked="" type="checkbox"/> [Special Instructions] MOD Westwells Corsham Building 410 SN13 9NR. Location: Inside the distribution area (An arrival before 12pm is necessary due to building closure over lunch time)</p> <p>To be Collected by the Authority <input type="checkbox"/> [Special Instructions]</p>

	Each consignment of the Deliverables shall be accompanied by a delivery note.
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Progress Meetings (Clause 14)	Progress Reports (Clause 14)
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject: N/A</p> <p>Frequency: N/A</p> <p>Location: N/A</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject: N/A</p> <p>Frequency: N/A</p> <p>Method of Delivery: N/A</p> <p>Delivery Address: N/A</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 PO Box 2, Building C16, C Site Lower Arcott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email: Leidos-FormsPublications@teamleidos.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 (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: 19th December 2025.</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:</p> <p>Hazardous Stores Information System (HSIS) Spruce 2C, #1260 MOD Abbey Wood (South) Bristol, BS34 8JH</p> <p>(2) Emails to be sent to:</p> <p>DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk</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 Officer

Name: **Redacted Under FOIA Section 40, Personal Information**

Address: Spur F1, Building 405, MoD Corsham, Westwells Road, Wiltshire SN13 9NR

Email: **Redacted Under FOIA Section 40, Personal Information**



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

Name: **Redacted Under FOIA Section 40, Personal Information**

Address: Building 410, MOD Corsham, Westwells Road, Wiltshire SN13 9NR

Email: **Redacted Under FOIA Section 40, Personal Information**



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:



8. Public Accounting Authority

- Returns under DEFCON 694 (or SC equivalent) should be uploaded to the Government Furnished Equipment Industry Portal - <https://assetmgmt.desdigital.mod.uk>
- Stock Certificates under DEFCON 694 should be returned to DBSFin-FAADMT-AiiTeam@mod.gov.uk
- For all general queries contact your Delivery Team or DBSFin-FAADMT-AiiTeam@mod.gov.uk
- For all portal queries contact DESDigital-AAI-Artintel-Support@mod.gov.uk

9. Consignment Instructions

The items are to be consigned as follows:

imagePRESS C270 MFP

The imagePRESS C270 operates at speeds up to 80 ppm in BW and 70 ppm in colour (A4, 80 gsm). No speed licence is required. The standard configuration includes Single Pass ADF, smartphone-like flat control panel and Buffer Pass unit. The functionalities included as standard are: UFR II, PCL, Colour Universal Send with OCR/OOXML (PTT, Word), Direct Print, SSD Encryption, 2 paper cassettes x 1100 sheets (80gsm), 2 paper cassettes x 550 sheets (80gsm), 250-sheet (80gsm) multipurpose tray, 5GB RAM, 256 GB x 1 SSD, Drum Units, 1000Base-T/100Base-TX/10Base-T and USB 2.0 connectivity, secure data erase, IPsec, Access Management System, Trace and Smooth PDF and Digital User Signature, JDF Parser.

Paper Deck Unit-E1

3500 sheets, attached to enable a large- amount 5-way paper supply system, holding 7600 sheets in total up to A4 size.

Staple Finisher-AC1

Offers 3 output trays for a total of 3500 sheets. Multiple position stapling up to 65 sheets.

2/4 Hole Puncher Unit-A1

External puncher with the capability to punch 2 holes in a page or 4 holes (French) in a page.

Landall Delivery/Installation Charge/Setup

imagePRESS Toner T07 Black. Additional/spare black toner for imagePRESS C265/C270

imagePRESS Toner T07 Cyan. Additional/spare cyan toner for imagePRESS C265/C270

imagePRESS Toner T07 Magenta. Additional/spare magenta toner for imagePRESS C265/C270

imagePRESS Toner T07 Yellow. Additional/spare yellow toner for imagePRESS C265/C270

To be delivered to:

MOD Westwells
Corsham
Building 410
SN13 9NR

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

Users requiring an account to use the MOD Freight Collection Service should contact UKStratCom-DefSp-RAMP@mod.gov.uk in the first

<p>(b) U.I.N.</p>	<p>instance.</p>
<p>5. Drawings/Specifications are available from</p> <p>N/A</p>	<p>11. The Invoice Paying Authority</p> <p>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</p>
<p>6. Intentionally Blank</p>	<p>12. Forms and Documentation are available through *:</p> <p>Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site Lower Arncoth Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824) Applications via fax or email: Leidos-FormsPublications@teamlidos.mod.uk</p>
<p>1. Quality Assurance Representative:</p> <p>Name: N/A</p> <p>Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.</p> <p>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].</p>	<p>* NOTE</p> <p>1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site: https://www.kid.mod.uk/maincontent/business/commercial/index.htm</p> <p>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.</p>

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: Information relating to Landall Services Limited employees is sensitive as individual employees are allowed privacy and protection of their data.	
Details of potential harm resulting from disclosure: Loss of privacy and compromise of data protection for individual employees.	
Period of Confidence (if Applicable): Seven years after the end of the contract	
Contact Details for Transparency / Freedom of Information matters:	
Name:	Landall Services Limited
Position:	Strategic Accounts
Address:	Landall Services Limited
	Unit 3 Bradmere House
	Brook Way

	Leatherhead
	Surrey
	KT22 7NA
Telephone Number:	Redacted Under FOIA Section 40, Personal Information
E-mail Address:	Redacted Under FOIA Section 40, Personal Information

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 30 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):</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): Redacted Under FOIA Section 40, Personal Information</p> <p>Position: COMMERCIAL OFFICER</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory</p> <p>Date: 04/12/2025</p>
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C) **Effective Date of Contract:** 04/12/2025

SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF PHOTOCOPIER

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			<p>imagePRESS C270 MFP</p> <p>The imagePRESS C270 operates at speeds up to 80 ppm in BW and 70 ppm in colour (A4, 80 gsm). No speed licence is required. The standard configuration includes Single Pass ADF, smartphone-like flat control panel and Buffer Pass unit. The functionalities included as standard are: UFR II, PCL, Colour Universal Send with OCR/OOXML (PTT, Word), Direct Print, SSD Encryption, 2 paper cassettes x 1100 sheets (80gsm), 2 paper cassettes x 550 sheets (80gsm), 250-sheet (80gsm) multipurpose tray, 5GB RAM, 256 GB x 1 SSD, Drum Units, 1000Base-T/100Base-TX/10Base-T and USB 2.0 connectivity, secure data erase, IPsec, Access Management System, Trace and Smooth PDF and Digital User Signature, JDF Parser.</p>	<p>MOD Westwells Corsham Building 410 SN13 9NR</p>		19/12/25	Redacted Under FOIA Section 40, Personal Information	Redacted Under FOIA Section 40, Personal Information	Redacted Under FOIA Section 40, Personal Information
2			<p>Paper Deck Unit-E1</p> <p>3500 sheets, attached to enable a large- amount 5-way paper supply</p>	<p>MOD Westwells Corsham Building 410</p>		19/12/25	Redacted Under FOIA Section 40, Personal Information	Redacted Under FOIA Section 40, Personal Information	Redacted Under FOIA Section 40, Personal Information

3			<p>system, holding 7600 sheets in total up to A4 size.</p> <p>Staple Finisher-AC1 Offers 3 output trays for a total of 3500 sheets. Multiple position stapling up to 65 sheets.</p>	SN13 9NR					
4			<p>2/4 Hole Puncher Unit-A1 External puncher with the capability to punch 2 holes in a page or 4 holes (French) in a page.</p>						
5			<p>Landall Delivery/Installation Charge/Setup</p>						
6			<p>ImagePRESS Toner T07 Black</p>						
7			<p>ImagePRESS Toner T07 Cyan</p>						
8			<p>ImagePRESS Toner T07 Magenta</p>						

9			ImagePRESS Toner T07 Yellow						
								0	
								Total Firm Price	£18,652.30

Item Number	Consignee Address (XY code only)

International Financial Reporting Standard 16 Information

To be completed by winning/chosen tenderer at Contract Award

To aid the Authority with obligations placed on it by HM Treasury regarding International Financial Reporting Standard (IFRS) 16, please confirm in writing to [insert email address], whether or not there are any assets (which are Contractor-owned or the Contractor has leased that are being used through the Contract) for which the Authority has a right-of-use explicitly or implicitly present within the Contract. Where you identify such assets, please provide a full list in writing, including their location and the extent of the right-of-use by the Authority. The lease term¹ will be assumed to be the duration of the Contract (from start and end dates); if the asset is not available for use for the Contract duration, please provide start and end dates of when the asset is available for use. Please refer to the [HM Treasury IFRS 16 Leases Application Guidance](#) for further information.

[Remove this condition if the total contract value is less than £2,000,000 and is not applicable to the relevant exclusions]

¹ Lease term includes:

- a. periods covered by an option to extend the lease if the MOD is reasonably certain to exercise that option; and
- b. periods covered by an option to terminate the lease if the MOD is reasonably certain not to exercise that option.