



Ministry
of Defence

David Docherty
Senior Commercial Officer
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Shirah Watson
Capita Business Services Ltd
1st Floor, Reading Bridge House
George Street
Reading
RG1 8LS

Your Reference:

Our Reference:
701577703

Date:
6 August 2021

Dear Sirs,

Contract No: 701577703 Provisions of Category Management Practitioner Training - AATP

Thank you for your Sourcing Commissioning Document dated 27 July 2021 for the Provision of Category Management Practitioner Training - AATP.

This letter notifies you of the MOD's decision to award contract 701577703 to Capita Business Services Ltd who will subcontract the work to Future Purchasing Ltd.

The Contract will have a maximum value of **£83,333.00 (excluding VAT)** and this will act as the Limit of Liability (LOL). The Contractor's original price is **£71,908.04 (excluding VAT)** with the balance to be used by the MOD Category Management Team to order any additional training courses as necessary.

Please confirm acceptance by completing Sections B and C in the table overleaf and returning to Stephanie.dawes212@mod.gov.uk as soon as possible.

Yours faithfully,

David Docherty
(signed electronically 06/08/21 10:30hrs)

David Docherty
Senior Commercial Officer
Head Office Commercial

Offer and Acceptance	
<p>Section A) Acceptance</p> <p>Acceptance of Contract 701577703</p> <p>The Provision of category Management Practitioner Training -AATP constitutes an offer by the Authority for the supplier to supply the Deliverables. This is open for acceptance by the supplier until 12th August 2021. By signing below the Contractor agrees to be bound by the attached Contract terms and conditions.</p> <p>Signed by: David Docherty (signed electronically 06/08/21 10:30)</p> <p>Name: DAVID DOCHERTY</p> <p>Position: Senior Commercial Officer</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory.....</p> <p>Date¹ 06 August 2021</p>	<p>Section B) Confirmation of Receipt</p> <p>I acknowledge receipt of the Department's contract letter no. 701577703</p> <p>Signed by: <i>M W Lansdown</i></p> <p>Name: (Block Capitals): MIKE LANSDOWN</p> <p>Position: Divisional Commercial Director, Capita Public Service</p> <p>For and on behalf of Capita Business Services Ltd</p> <p>Authorised Signatory</p> <p>Date: 9 August 2021</p>
<p>Section C) Tier 1 Sub-Contractor data:²</p> <p>Name value of work (£ ex VAT) Location Of work..... SME ...Yes / No</p> <p>Name value of work (£ ex VAT) Location Of work..... SME ...Yes / No</p> <p>Name value of work (£ ex VAT) Location Of work..... SME ...Yes / No</p> <p>Name value of work (£ ex VAT) Location Of work..... SME ...Yes / No</p> <p>Name value of work (£ ex VAT) Location Of work..... SME ...Yes / No</p>	

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