



# Ministry of Defence

## PURCHASE ORDER

**Contract No:** 701571403

**Contract Name:** CCT1027 Project Delivery Professionalisation Work Package 1 Strategic Support

**Dated:** 19<sup>th</sup> July 2021

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 £122,979).

Contractor	Quality Assurance Requirement (Clause 8)
Name: BMT DEFENCE AND SECURITY UK LIMITED  Registered Address: Third Floor, 1 Park Road, Teddington, London, United Kingdom, TW11 0AP	<ul style="list-style-type: none"><li>• 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</li><li>• No Deliverable Quality Plan is required reference DEFCON 602B 12/06.</li><li>• Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 6 - Quality Assurance Procedural Requirements - Concessions.</li><li>• Processes and controls for the avoidance of counterfeit materiel shall be established and applied in accordance with Def Stan. 05-135, Issue 2 – Avoidance of Counterfeit Materiel.</li></ul>

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name:  Address:	Not Applicable.
Progress Meetings (Clause 13)	Progress Reports (Clause 13)
The Contractor shall be required to attend the following meetings:	The Contractor is required to submit the following Reports:

As stated in Annex A – Statement of Requirement	As stated in Annex A - Annex A – Statement of Requirement
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<b>Payment (Clause 14)</b>
Payment is to be enabled by CP&F.

<b>Forms and Documentation</b>	<b>Supply of Hazardous Deliverables (Clause 9)</b>
<p>Forms can be obtained from the following websites:</p> <p><a href="https://www.aof.mod.uk/aofcontent/tactical/toolkit">https://www.aof.mod.uk/aofcontent/tactical/toolkit</a> (Registration is required).</p> <p><a href="https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing">https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</a></p> <p><a href="https://www.dstan.mod.uk/">https://www.dstan.mod.uk/</a> (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: <a href="mailto:DESLCSLS-OpsFormsandPubs@mod.uk">DESLCSLS-OpsFormsandPubs@mod.uk</a></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. <a href="mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk">DSA-DLSR-MovTpt-DGHSIS@mod.uk</a></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: [REDACTED]

Address: [REDACTED]  
[REDACTED]

Email: [REDACTED]

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

Name: [REDACTED]

Address: [REDACTED]  
[REDACTED]

Email: [REDACTED]

**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: See box 2

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].

**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  
Users requiring an account to use the MOD Freight Collection Service should contact [DESWATERGUARD-ICS-Support@mod.gov.uk](mailto:DESWATERGUARD-ICS-Support@mod.gov.uk) in the first instance.

**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 Amcott  
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  
**Applications via fax or email:** [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)

**\* NOTE**

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

A) The Purchase Order constitutes an offer by the Authority. This is open for acceptance by the Contractor for 4 working 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 £122,979).

Name (Block Capitals): [REDACTED]

Position: [REDACTED]

For and on behalf of the Authority

Authorised Signatory [REDACTED]

Date: 19<sup>th</sup> July 2021

B) Acceptance

Name (Block Capitals): [REDACTED]

Position: [REDACTED]

For and on behalf of the Contractor

Authorised Signatory [REDACTED]

Date: 19<sup>th</sup> July 2021

C) **Effective Date of Contract:** 26<sup>th</sup> July 2021

## SCHEDULE OF REQUIREMENTS FOR THE PROVISION OF STRATEGIC SUPPORT TO PDP

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	Limit of Liability Price (£) Ex VAT Per Item	Total inc. packaging (and delivery if specified in the Purchase Order)
1			Provision of strategic support to PDP on a per man-day basis delivering SOR set out at annex A to this PO	N/A	N/A	31 <sup>st</sup> March 2022			Maximum price of £105,300
								<b>Total Lol Price</b>	£105,300.00

## Annex A – Strategic Role Statement of Requirement

Serial ID	Description/ Deliverables	Outputs	Output date	Deliverable Review Timelines and Category of Deliverable
1.1	<b>WP1 Strategic Role: Support to SDO Reset PDP theme Work Package</b> 1. The Strategic Role will develop implementation strategy and provide monthly updates and report at the progress update meetings as required.			
1.1.1	Within the strategy role, the Contractor shall advise and manage strategy and planning, stakeholder engagement and maintain control over high level design intent.  The Contractor shall provide the following: <ul style="list-style-type: none"> <li>• WP1 implementation strategy and schedule (next stage);</li> <li>• Implementation Strategy brief for PDP Board endorsement;</li> <li>• OB WP Implementation brief for DTs;</li> <li>• Workshop collateral to facilitate the development of the OB approach;</li> <li>• Development of SDO DT outline Order Books (graphical representations of SDO teams, including Operations);</li> <li>• Review &amp; endorsement of OB toolset;</li> <li>• Review &amp; endorsement of OB process;</li> <li>• Review &amp; endorsement of OB training / briefing material.</li> </ul>	1. Implementation strategy 2. Implementation schedule 3. PDP Board implementation decision brief 4. DT implementation brief 5. Workshop collateral 6. Updated DT OB outlines 7. Feedback on OB tool 8. Feedback on OB process	1-2. End Aug 21 3. Mid Sep 21 4. End Sep 21 5. As Required 6. Monthly, to End Sep 21 7-8. End Aug 21 9. End Sep 21	General Assurance Review  5 Working Day

		9. Feedback on OB training / briefs		
1.1.2	<p>As routine project management, the Contractor shall provide the following:</p> <ul style="list-style-type: none"> <li>• WP1 Schedule progress updates against baseline (current stage)</li> <li>• Updates to WP1 risks;</li> <li>• Updates to WP1 dependencies;</li> <li>• Updates to WP1 stakeholder engagement tracker;</li> <li>• Briefs to support 1-Star Lead Briefs (to [REDACTED]);</li> <li>• WP reports to support Progress Tracking Sessions;</li> <li>• Input to the PDP theme programme schedule.</li> </ul>	<p>10.WP1 Report 11.Updated WP1 schedule 12.Updated WP1 RAIDO 13.Updated stakeholder engagement tracker 14.WP1 briefing packs</p>	<p>10-13. Monthly from Contract Award  14. As required (assume 1-month)</p>	<p>General Assurance Review  5 Working Day</p>