



# Ministry of Defence

## PURCHASE ORDER

**Contract No:** LECOM/037

**Contract Name:** ISO 9001:2015 accreditation service

**Dated:**

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).

| Contractor   | Quality Assurance Requirements (Clause 8)  |
|--|--|
| <p>Name: BSI ASSURANCE UK LTD</p> <p>Registered Address:<br/>389 CHISWICK HIGH ROAD<br/>LONDON<br/>W4 4AL<br/>Company No. 07805321</p> | <p>AQAP 2120</p> <p>DEF-STAN 05-61 PART 4</p>  |
| 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"/><br/>[Special Instructions]</p> <p>To be Collected by the Authority <input type="checkbox"/></p> <p>[Special Instructions]<br/>None</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: Progress Meetings</p> <p>Frequency: Half Yearly</p> <p>Location: As delivery</p>  | <p>The Contractor is required to submit the following Reports:</p> <p>Subject: Progress, Technical</p> <p>Frequency: Half Yearly, Half Yearly</p> <p>Method of Delivery: [REDACTED] 1, MoD abbetwood, Filton, Bristol, BS34 8JH</p> <p>Delivery Address: [REDACTED] ([REDACTED])</p>  |
| Forms and Documentation   | Supply of Hazardous Deliverables (Clause 9)   |
| <p>Forms can be obtained from the following websites:</p> <p><a href="https://www.aof.gov.uk/acquisition-operating-framework/content/tactical/toolkit/index.htm">https://www.aof.gov.uk/acquisition-operating-framework/content/tactical/toolkit/index.htm</a><br/>(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><br/>(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<br/>PO Box 2, Building C16, C Site<br/>Lower Arcott<br/>Bicester, OX25 1LP<br/>(Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email:<br/><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: No</p> <p>or if only hardcopy is available to the addresses below:</p> <p>Hazardous Stores Information System (HSIS)<br/>Defence Safety Authority (DSA)<br/>Movement Transport Safety Regulator (MTSR)<br/>Hazel Building Level 1, #H019<br/>MOD Abbey Wood (North)<br/>Bristol BS34 8QW</p> |

## Appendix - Addresses and Other Information

**1. Commercial Officer:**

Name: [REDACTED] ([REDACTED])

Address: : Defence Equipment &amp; Support (DE&amp;S), NH1 Spruce 1a, Mail point #1122, MOD Abbey Wood South, Bristol, BS34 8JH

Email: [REDACTED]

☎: [REDACTED]

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

Name: [REDACTED] ([REDACTED])

Address: Spruce 2c #1216, MoD abbetwood, Filton, Bristol, BS34 8JH.

Email: [REDACTED]

☎: [REDACTED]

**3. Packaging Design Authority:**

Organisation and point of contact:

NA

(where no address is shown please contact the Project Team in Box 2)

☎

**4. (a) Supply/Support Management Branch or Order Manager Branch/Name:**

Supply/support management branch

☎

(b) U.I.N.

**5. Drawings/Specifications are available from:**

NA

**6. Intentionally Left Blank****7. Quality Assurance Representative:**

[REDACTED] ([REDACTED])

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.dii.f.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 53972. 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:

See Schedule of Requirement

**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 8JHAir 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 ☎ 01869 256052 (option 2, then option 3); JSCS Fax No 01869 256837 [www.freightcollection.com](http://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:** [DESLSLS-OpFormsandPubs@mod.uk](mailto:DESLSLS-OpFormsandPubs@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 Intranet site requests should be submitted through the [Commercial Officer named in Section 1.](#)

| <b>Contractor's Commercially Sensitive Information (Clause 4). Not to be Published</b>   |
|--|
| 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:<br><br>Name:<br><br>Position:<br><br>Address:<br><br>Telephone Number:<br><br>E-Mail Address: |
|  |

| <b>Offer and Acceptance</b>  |  |
|--|--|
| <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)</p> <p>Name (Block Capitals): [REDACTED]<br/>Position: [REDACTED]<br/>For and on behalf of the Contractor: BSI<br/>[REDACTED]</p> <p>Authorised Signatory<br/>Date: 10<sup>th</sup> April 2018</p> | <p>B) Acceptance</p> <p>Name (Block Capitals): [REDACTED]<br/>Position: [REDACTED]<br/>For and on behalf of: the Authority</p> <p>Authorised Signatory: [REDACTED]</p> <p>Date: 26/04/2018</p> |

C) **Effective Date of Contract:** 26/04/2018

**SCHEDULE OF REQUIREMENTS LECOM/037 FOR THE SUPPLY OF ISO 9001:2015 accreditation service**

| <b>Deliverables</b>     |                         |                             |   |   |  |                            |           |                       |  |
|-------------------------|-------------------------|-----------------------------|---|---|--|----------------------------|-----------|-----------------------|--|
| 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                       |                         |                             | June 2018 Surveillance Audit to Maintain Accreditation and delivery of report in accordance with Annex C – SoR.     | None  | 00   | 30 <sup>th</sup> June 2018 | 1         |                       | ██████████   |
| 2                       |                         |                             | December 2018 Surveillance Audit to Maintain Accreditation and delivery of report in accordance with Annex C – SoR. | None  | 00   | 31 <sup>st</sup> Dec 2018  | 1         |                       | ██████████   |
| 3                       |                         |                             | 2018 Annual Management Fee  | None  | 00   | 31 <sup>st</sup> Dec 2018  | 1         |                       | ██████████   |
| 4                       |                         |                             | June 2019 Surveillance Audit to Maintain Accreditation and delivery of report in accordance with Annex C – SoR.     | None  | 00   | 30 <sup>th</sup> June 2019 | 1         |                       | ██████████   |
| 5                       |                         |                             | December 2019 Surveillance Audit to Maintain Accreditation and delivery of report in accordance with Annex C – SoR. | None  | 00   | 31 <sup>st</sup> Dec 2019  | 1         |                       | ██████████   |
| 6                       |                         |                             | 2019 Annual Management Fee  | None  | 00   | 31 <sup>st</sup> Dec 2019  | 1         |                       | ██████████   |
| <b>Contract Options</b> |                         |                             |   |   |  |                            |           |                       |  |
| 7                       |                         |                             | June 2020 Audit and Re-accreditation. Issue of new certificate in accordance with Annex C – SoR.                    | None  | 00   | 30 <sup>th</sup> June 2020 | 1         |                       | ██████████   |

|    |  |  |   |      |    |                            |   |  |                         |  |
|----|--|--|---|------|----|----------------------------|---|--|-------------------------|--|
| 8  |  |  | December 2020 Surveillance Audit to Maintain Accreditation and delivery of report in accordance with Annex C – SoR. | None | 00 | 31 <sup>st</sup> Dec 2020  | 1 |  |                         |  |
| 9  |  |  | 2020 Annual Management Fee  | None | 00 | 31 <sup>st</sup> Dec 2020  | 1 |  |                         |  |
| 10 |  |  | June 2021 Surveillance Audit to Maintain Accreditation and delivery of report in accordance with Annex C – SoR.     | None | 00 | 30 <sup>th</sup> June 2021 | 1 |  |                         |  |
| 11 |  |  | December 2021 Surveillance Audit to Maintain Accreditation and delivery of report in accordance with Annex C – SoR. | None | 00 | 31 <sup>st</sup> Dec 2021  | 1 |  |                         |  |
| 12 |  |  | 2021 Annual Management Fee  | None | 00 | 31 <sup>st</sup> Dec 2021  | 1 |  |                         |  |
| 13 |  |  | June 2022 Surveillance Audit to Maintain Accreditation and delivery of report in accordance with Annex C – SoR.     | None | 00 | 30 <sup>th</sup> June 2022 | 1 |  |                         |  |
| 14 |  |  | 2022 Annual Management Fee (Half Year)  | None | 00 | 31 <sup>st</sup> Dec 2022  | 1 |  |                         |  |
|    |  |  |   |      |    |                            |   |  | <b>Total Firm Price</b> |  |

|                    |   |
|--------------------|---|
| <b>Item Number</b> | <b>Consignee Address (XY code only)</b> |
|                    |   |

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