



Ministry  
of Defence

**Peter Chatwal**

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Capita Business Services Limited  
4<sup>th</sup> Floor Barnard's Inn  
86 Fetter Lane  
London  
EC4A 1EN

Contract Number:  
JFC9/00012

Date of Issue:  
05 June 2017

FAO: David Thorogood

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Dear David,

**CONTRACT NO: JFC9/00012 – Defence Specific Foreign Language Training (FLT) for the MoD (WPS 117) – Addendum 1**

The Authority hereby accepts your quote in Statement of Work WPS MOD 117 dated 01 June 2017 (version 5.0 of 02/06/2017) for the above mentioned requirement in accordance with the terms and conditions set out in Framework RM1568.

In order for the SOW's to all reflect the same data the offer of contract has been amended to reflect that of the above aforementioned SOW.

**DELETE:** WPS 117 dated 01 May 2017 (version 3.0 of 08/05/2017).

**INSERT:** WPS 117 dated 01 June 2017 (version 5.0 of 02/06/2017).

All changes have been highlighted in red font within the contract.

If you wish to accept this offer detailed in the attached Schedule of Requirements, please complete and sign the DEFFORM 10 returning to me at the address shown above within 10 working days of the date of this Offer.

Yours sincerely

**Peter Chatwal**  
**DefComrclCC-JFC9a**

# Acceptance of Offer of Contract

To: Def Comrcl CC-JFC 9

We acknowledge receipt of your Department's Letter of Offer, reference **JFC9/00012** dated **05 June 2017**, with associated documents and confirm that we accept the offer contained therein. We understand that by accepting the Department's offer, we are entering into a legally binding contract. We agree that any other terms and conditions or any general reservations, which may be printed on any of our correspondence in connection with this work, shall not be applicable to the contract. We confirm that we are proceeding with the work.

We agree that the contract shall be subject to English Law, unless we tick a preference for Scots Law.

Offer and Acceptance																									
<p><b>A) Offer</b></p> <p>Contract <b>JFC9/00012</b> constitutes an offer by the Authority for the supplier to supply the Deliverables. This is open for acceptance by the supplier until <b>13 June 2017</b>. By signing below the Contractor agrees to be bound by the attached Contract terms and conditions.</p> <p>Signed by:</p> <p>Name (Block Capitals): <b>P Chatwall</b></p> <p>Position: <b>Def Comrcl CC-JFC 9</b></p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory: </p> <p>Date: <b>05 June 2017</b></p>	<p><b>B) Acceptance of Offer of Contract</b></p> <p>I acknowledge receipt of the Departments contract letter reference <b>JFC9/00012</b>.</p> <p>I confirm that I accept the Offer it contains and agree to be bound by its terms.</p> <p>Signed by:</p> <p>Name (Block Capitals):</p> <p>Position:</p> <p>For and on behalf of</p> <p>Authorised Signatory:</p> <p>Date<sup>1</sup>:</p>																								
<p><b>C) Scots law to apply?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>																									
<p><b>D) Tier 1 Sub-Contractor data:</b><sup>2</sup></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name .....</td> <td style="width: 30%;">value of work (£ ex VAT) .....</td> <td style="width: 40%;">Location Of Work</td> </tr> <tr> <td colspan="3">.....SME: Yes / No</td> </tr> <tr> <td>Name .....</td> <td>value of work (£ ex VAT) .....</td> <td>Location Of Work</td> </tr> <tr> <td colspan="3">.....SME: Yes / No</td> </tr> <tr> <td>Name .....</td> <td>value of work (£ ex VAT) .....</td> <td>Location Of Work</td> </tr> <tr> <td colspan="3">.....SME: Yes / No</td> </tr> <tr> <td>Name .....</td> <td>value of work (£ ex VAT) .....</td> <td>Location Of Work</td> </tr> <tr> <td colspan="3">.....SME: Yes / No</td> </tr> </table>		Name .....	value of work (£ ex VAT) .....	Location Of Work	.....SME: Yes / No			Name .....	value of work (£ ex VAT) .....	Location Of Work	.....SME: Yes / No			Name .....	value of work (£ ex VAT) .....	Location Of Work	.....SME: Yes / No			Name .....	value of work (£ ex VAT) .....	Location Of Work	.....SME: Yes / No		
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<sup>1</sup> The date of unqualified acceptance by signature is the effective date of the contract

<sup>2</sup> 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](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm)