

[OFFICIAL SENSITIVE COMMERCIAL]



Ministry
of Defence

Sophie Davis

Army Commercial (AHQ) Procure TL

Blenheim Building,
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Monxton Road,
Andover,
Hampshire
SP11 8HJ

[REDACTED]
[REDACTED]

Ricoh UK Ltd
3 Loftus Park,
First floor, The Causeway,
TW18 3AG

Your Reference:

Our Reference:
711970451

Date: 11/07/2024

Dear Sirs,

Offer Of Contract 711970451 for the Provision of Royal Military Academy Sandhurst (RMAS) Print Refresh

1. As you are aware, the Authority intends to enter into the above contract with you.
2. Please sign and return the enclosed final version of the Contract within 10 working days of the date of this letter to acknowledge your acceptance of the Terms and Conditions.
3. Please note that no Contract will come into force until both parties have signed it. The Authority will countersign the Contract and return a copy of the same to you.
4. Payment will be made in accordance with the attached Terms and Conditions. If your company has not already provided its banking details to the Defence Business Services (DBS) Finance Branch, you will be contacted by the named Commercial Officer to provide this information as part of the Onboarding process to [Contracting, Purchasing and Finance \(CP&F\)](#).
5. The Authority may publish notification of the Contract and shall publish Contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person or might prejudice fair competition in the supply chain.
6. If you wish to make a similar announcement you must seek approval from the named Commercial Officer.

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7. To aid the Authority with obligations placed on it by HM Treasury regarding International Financial Reporting Standard (IFRS) 16, please advise in writing to **[REDACTED]**, 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 term 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.

8. Under no circumstances should you confirm to any third party that you are entering into a legally binding contract for the **Provision of Royal Military Academy Sandhurst (RMAS) Print Refresh** prior to both parties signing the Terms and Conditions, or ahead of the Authority's announcement of the Contract award.

Yours sincerely,

[REDACTED]

Sophie Davis