



# Ministry of Defence

## PURCHASE ORDER

**Contract No:** JFC8/00004

**Contract Name:** Training Accreditation Programme (TAP) - Season Ticket

**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).

<p><b>Contractor</b></p> <p>Name: QA LIMITED</p> <p>Registered Address: Rath House 55 – 56 Uxbridge Road Slough SL1 1SG</p>	<p><b>Quality Assurance Requirements (Clause 8)</b></p> <p>NONE</p>
<p><b>Consignor (if different from Contractor's registered address)</b></p> <p>Name: N/A</p> <p>Address:</p>	<p><b>Transport Instructions (Clause 10)</b></p> <p>Select method of transport of Deliverables</p> <p>To be Delivered by the Contactor <input type="checkbox"/> [Special Instructions]</p> <p>To be Collected by the Authority <input checked="" type="checkbox"/></p> <p>[Special Instructions]</p> <p>Each consignment of the Deliverables shall be accompanied by a Delivery Note</p>

## **Invitation to Tender**

### **Standardised Contracting Template 1 - Special Notices and Instructions to Tenderers**

1. THE CONTENTS OF THIS INVITATION TO TENDER MUST NOT BE DISCLOSED TO UN-AUTHORISED PERSONS AND MUST BE USED ONLY FOR THE PURPOSES OF TENDERING.

Progress Meetings (Clause 13)	Progress Reports (Clause 13)
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject:</p> <p>Frequency: N/A</p> <p>Location:</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject:</p> <p>Frequency: N/A</p> <p>Method of Delivery:</p> <p>Delivery Address:</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> (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 Arncliff Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email:</p> <p><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: DEF Commercial CC JFC 8b

Address: Room 5, Greenhill House, Defence Academy, Shrivenham,  
SN6 8LA

Email: Shelagh.musty328@mod.gov.uk

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

Name:

Address:

Email:

**9. Consignment Instructions:**

The items are to be consigned as follows:

See Schedule of Requirement

**3. Packaging Design Authority:**

Organisation and point of contact:

DES IMOC SCP TLS Packaging

MOD Abbey Wood,

Bristol, BS34 8JH

Tel: +44(0)30 679 35353

DESIMOCSCP-TLS-Pkg@mod.uk

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

**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 ☎ 01869 256052 (option 2, then option 3); JSCS Fax No 01869 256837 [www.freightcollection.com](http://www.freightcollection.com)**4. (a) Supply/Support Management Branch or Order Manager Branch/Name:**

(b) U.I.N.

**5. Drawings/Specifications are available from:****6. Intentionally Left Blank****7. Quality Assurance Representative:**

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

**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)

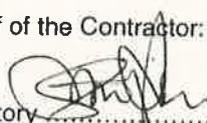
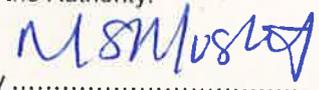
Applications via fax or email: [DESLCSLS-](mailto:DESLCSLS-)[OpsFormsandPubs@mod.uk](mailto:OpsFormsandPubs@mod.uk)

**AQAPS** and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.uwh.dif.r.mil.uk/> [Intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed]

**\* NOTE**

1. Many **DEFCONs** and **DEFORMs** 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:	N/A
Cross reference to location of sensitive information:	N/A
Explanation of Sensitivity:	N/A
Details of potential harm resulting from disclosure:	N/A
Period of Confidence (if Applicable):	N/A
Contact Details for Transparency / Freedom of Information matters:	
Name:	N/A
Position:	
Address:	
Telephone Number:	
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):</p> <p>Position:</p> <p>For and on behalf of the Contractor:</p> <p>Authorised Signatory </p> <p>Date: 16/02/18</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): SHELAGH MUSTY</p> <p>Position: Def Comrcl CC-JFC 8b</p> <p>For and on behalf of the Authority:</p> <p>Authorised Signatory </p> <p>Date: 20/02/2018</p>
C) Effective Date of Contract:	