



Ministry of Defence

PURCHASE ORDER

Contract No: RQ0000024901

Contract Name: 3D Scanning

Dated: 3rd February 2023

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 the applicable procurement threshold).

Contractor	Quality Assurance Requirement (Clause 8)
Name: Measurement Solutions Ltd. Registered Address: 13 Swan Court Forder Way Cygnet Park Peterborough PE7 8GX	[NOT USED]

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
[NOT USED]	Select method of transport of Deliverables To be Delivered by the Contactor <input checked="" type="checkbox"/> [Special Instructions] 1) All Deliverables are to be delivered to the consignee address stated at Box 9 of the DEFFORM 111 below. 2) Prior to making delivery, the Contractor should contact the Authority to make final arrangements using the contact detailed at Box 9 of the DEFFORM 111 below. 3) DELIVERY TO PORTON DOWN – NOTES a) Please note that Deliveries are not normally accepted on site after 1600 Hours b) Deliveries to Porton Down using vehicles in excess of 15 Tonnes Gross Weight must be made via the A30 road, and not through Porton Village. c) Delivery drivers must carry some form of identification e.g. Driving Licence. d) Access to the site may not be allowed, if site clearance has not previously obtained and an escort is not available. e) The Contractor is fully responsible for the delivery and unloading of Deliverables from vehicles once on site. f) Accompanying Delivery Notes must clearly state the Contract Number therein.

	<p>To be Collected by the Authority <input type="checkbox"/> [Special Instructions]</p> <p>Each consignment of the Deliverables shall be accompanied by a delivery note.</p>
Progress Meetings (Clause 14)	Progress Reports (Clause 14)
[NOT USED]	[NOT USED]

Payment (Clause 15)
Payment is to be enabled by electronic transfer.

Forms and Documentation	Supply of Hazardous Substances, Mixtures and Articles in Contractor Deliverables (Clause 9)
<p>Forms can be obtained from the following websites:</p> <p>https://www.kid.mod.uk/maincontent/business/commercial/index.htm (Registration is required).</p> <p>https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</p> <p>https://www.dstan.mod.uk/ (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: Leidos-FormsPublications@teamleidos.mod.uk</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 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement) and, if applicable, UK REACH Article 31 compliant Safety Data Sheet(s) (SDS) including any related information to be supplied in compliance with the Contractor's statutory duties under Clauses 9.b, and any information arising from the provisions of Clause 9 are to be provided by email with attachment(s) in Adobe PDF or MS WORD format to:</p> <p>The Commercial Officer detailed in the Purchase Order</p> <p>by the following date: 13th February 2023.</p> <p>So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format.</p> <p>(1) Hard copies to be sent to:</p> <p>Hazardous Stores Information System (HSIS) Spruce 2C, #1260 MOD Abbey Wood (South) Bristol, BS34 8JH</p> <p>(2) Emails to be sent to:</p> <p>DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk</p> <p>SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for Ordnance, Munitions or Explosives (OME) are not to be sent to HSIS and must be held by the respective Authority Delivery Team.</p>

Appendix - Addresses and Other Information

1. Commercial Officer

Name: [Redacted] Under FOI Exemption
Address:
Commercial Services, Building 5, G02
DSTL Porton Down, Salisbury, Wiltshire, SP4 0JQ

Email: [Redacted] Under FOI Exemption

☎ [Redacted] Under FOI Exemption

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

Name: [Redacted] Under FOI Exemption
Address: Building 245, Porton Down, Salisbury, Wiltshire, SP4 0JQ
Email: [Redacted] Under FOI Exemption

☎ [Redacted] Under FOI Exemption

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:

[NOT USED]

5. Drawings/Specifications are available from

[NOT USED]

6. Intentionally Blank

7. Quality Assurance Representative:

Name: [NOT USED]

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:

Please ensure this is printed clearly on the delivery documentation.

DELIVERY FAO: [Redacted] Under FOI Exemption
[Redacted] Under FOI Exemption DSTL Porton Down, Salisbury, Wiltshire SP4 0JQ

Email: [Redacted] Under FOI Exemption

Tel: [Redacted] Under FOI Exemption

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 UKStratCom-DefSp-RAMP@mod.gov.uk in the first instance.

11. The Invoice Paying Authority

DSTL Accounts Payable ☎ 01980 950001
PO Box 325
DSTL Portsmouth West accountspayable@dstl.gov.uk
Fareham Hants PO176AD

12. Forms and Documentation are available through *:

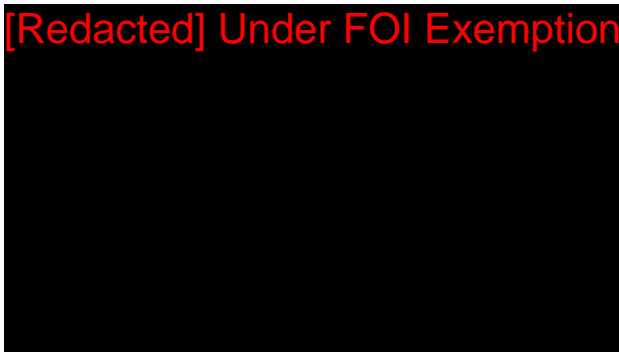
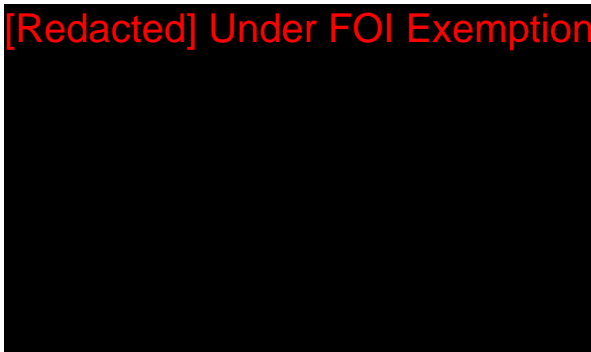
Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site
Lower Arncott
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)
Applications via fax or email: Leidos-FormsPublications@teamleidos.mod.uk

* NOTE

1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:
<https://www.kid.mod.uk/maincontent/business/commercial/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's Sensitive Information (Clause 5). Not to be published.
Description of Contractor's 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	
<p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for 10 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 the applicable procurement threshold).</p> <p>[Redacted] Under FOI Exemption</p> 	<p>B) Acceptance</p> <p>[Redacted] Under FOI Exemption</p> 
C) Effective Date of Contract:	

SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF HANDYSCAN BLACK ELITE

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	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery if specified in the Purchase Order)
1	N/A		Supply of HandySCAN Black Elite	XY	EACH	[Redacted] Under FOI Exemption			
2	N/A		Provision of a 2-Day Training Course for up to 3 Users – for Creaform Hardware	XY	EACH				
3	N/A	OPTION	OPTION On an as required basis for the option period commencing from date of contract and expiring on 31 st March 2028, the Calibration, Servicing, Maintenance or Repair (CSMR) of Item 1. Pricing and lead times are to be agreed for individual CSMR Tasks. The condition applicable to this Line Item is detailed at Condition 22 of the SC1A Contract Terms and Conditions	XY	EACH				As detailed on each order raised by the Authority

								Total Firm Price	

Item Number	Consignee Address (XY code only)
All	DELIVERY FAO: [Redacted] Under FOI Exemption, [Redacted] Under FOI Exemption, DSTL Porton Down, Salisbury, Wiltshire SP4 0JQ Email: [Redacted] Under FOI Exemption Tel: [Redacted] Under FOI Exemption .