



**PURCHASE ORDER**

**Contract No:** 711684450

**Contract Name:** Conductrr Osprey Licence Re-Let

**Dated:** 16/05/2024

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)
<p>Name: Transmedia Storyteller Ltd.</p> <p>Registered Address:</p> <p>43 Sanderling Lodge Star Place London E1W 1AJ</p>	<p>Is a Deliverable Quality Plan required for this Contract? (tick as appropriate)</p> <p>Yes No <b>X</b></p> <p>If yes:</p> <p>A Deliverable Quality Plan is required in accordance with DEFCON 602A (SC1) <input type="checkbox"/></p> <p>Or</p> <p>A Deliverable Quality Plan with additional Quality Assurance Information is required in accordance with DEFCON 602C (SC1) <input type="checkbox"/></p> <p>If required, the Deliverable Quality Plan and/or Deliverable Quality Plan with Assurance Information must be delivered to the Authority (Quality) within Business Days of Contract Award.</p> <p>Other Quality Requirements:</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"/> <b>X</b> [Special Instructions]</p> <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>
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Progress Meetings (Clause 14)	Progress Reports (Clause 14)
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject: <b>N/A</b></p> <p>Frequency:</p> <p>Location:</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject: <b>N/A</b></p> <p>Frequency:</p> <p>Method of Delivery:</p> <p>Delivery Address:</p>

Payment (Clause 15)
<p>Payment is to be enabled by CP&amp;F. The payment profile for this contract is one single payment upon delivery. The Authority will make no advance payments.</p>

Forms and Documentation	Supply of Hazardous Substances, Mixtures and Articles in Contractor Deliverables (Clause 9)

Forms can be obtained from the following websites:

<https://www.kid.mod.uk/maincontent/business/commercial/index.htm>

(Registration is required).

<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>

<https://www.dstan.mod.uk/> (Registration is required).

The MOD Forms and Documentation referred to in the Conditions are available free of charge from:

Ministry of Defence, Forms and Pubs Commodity Management  
PO Box 2, Building C16, C Site  
Lower Arncliffe  
Bicester, OX25 1LP  
(Tel. 01869 256197 Fax: 01869 256824)

Applications via email:

[Leidos-FormsPublications@teamleidos.mod.uk](mailto:Leidos-FormsPublications@teamleidos.mod.uk)

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.

A completed DEFFORM 68 (Hazardous and Non-Hazardous Substances, Mixture or Articles Statement) and, if applicable, UK REACH 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:

The Commercial Officer detailed in the Purchase Order

by the following date: .

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.

(1) Hard copies to be sent to:

Hazardous Stores Information System (HSIS)  
Spruce 2C, #1260  
MOD Abbey Wood (South)  
Bristol, BS34 8JH

(2) Emails to be sent to:

[DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk](mailto:DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk)

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.

Appendix - Addresses and Other Information

1. Commercial Officer

Name: **(Redacted Under FOIA Section 40, Personal Information)**

Address:

Defence Academy of the United Kingdom  
Greenhill House  
Shrivenham  
Wiltshire  
SN6 8LA

Email: **(Redacted Under FOIA Section 40, Personal Information)**



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

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

Name: **(Redacted Under FOIA Section 40, Personal Information)**

Address:

RAF Halton  
Buckinghamshire  
HP22 5PG

Email: **(Redacted Under FOIA Section 40, Personal Information)**



9. Consignment Instructions

The items are to be consigned as follows:

See Schedule of Requirement.

3. Packaging Design Authority

Organisation & point of contact:

**N/A**

(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 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](mailto:UKStratCom-DefSp-RAMP@mod.gov.uk) in the first instance.

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

**N/A**



(b) U.I.N.

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-ofdefence/about/procurement>

5. Drawings/Specifications are available from

**N/A**

6. Intentionally Blank

1. Quality Assurance Representative:

Name: **N/A**

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.isq-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

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:** [LeidosFormsPublications@teamleidos.mod.uk](mailto:LeidosFormsPublications@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.

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**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: **(Redacted Under FOIA Section 40, Personal Information)**  
Position: **(Redacted Under FOIA Section 40, Personal Information)**  
Address: 43 Sanderling Lodge, London  
E1W 1AJ  
Telephone Number:  
E-mail Address: **(Redacted Under FOIA Section 40, Personal Information)**

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**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      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>Name (Block Capitals): <b>(Redacted Under FOIA Section 40, Personal Information)</b></p> <p>Position:      <b>(Redacted Under FOIA Section 40, Personal Information)</b></p> <p>For and on behalf of the Contractor</p> <p>Authorised Signatory <b>(Redacted Under FOIA Section 40, Personal Information)</b></p> <p>Date:      16<sup>th</sup> May 2024</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): <b>(Redacted Under FOIA Section 40, Personal Information)</b></p> <p>Position:      <b>(Redacted Under FOIA Section 40, Personal Information)</b></p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory <b>(Redacted Under FOIA Section 40, Personal Information)</b></p> <p>Date:      16<sup>th</sup> May 2024</p>
<p>C) <b>Effective Date of Contract:</b></p>	<p>16<sup>th</sup> May 2024</p>



<b>Total Firm Price</b>	£29,672
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<b>Item Number</b>	<b>Consignee Address (XY code only)</b>

## International Financial Reporting Standard 16 Information

*\*To be completed by winning/chosen tenderer at Contract Award\**

To aid the Authority with obligations placed on it by HM Treasury regarding International Financial Reporting Standard (IFRS) 16, please confirm in writing to [insert email address], 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<sup>1</sup> 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.

**[Remove this condition if the total contract value is less than £2,000,000 and is not applicable to the relevant exclusions]**

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<sup>1</sup> Lease term includes:

- a. periods covered by an option to extend the lease if the MOD is reasonably certain to exercise that option; and
- b. periods covered by an option to terminate the lease if the MOD is reasonably certain not to exercise that option.