



PURCHASE ORDER

Contract No: [redacted] under FOI exemption

Contract Name: [redacted] under FOI exemption

Dated: [redacted] under FOI exemption

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 £122,979).

Contractor	Quality Assurance Requirement (Clause 8)
Name: [redacted] under FOI exemption Registered Address: [redacted] under FOI exemption	

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name: Address:	Select method of transport of Deliverables To be Delivered by the Contactor <input checked="" type="checkbox"/> [X] [Special Instructions] To be Collected by the Authority <input type="checkbox"/> [Special Instructions] Each consignment of the Deliverables shall be accompanied by a delivery note.

Progress Meetings (Clause 13)	Progress Reports (Clause 13)
The Contractor shall be required to attend the following meetings: Subject: Frequency: Location:	The Contractor is required to submit the following Reports: Subject: Frequency: Method of Delivery: Delivery Address:

Payment (Clause 14)
Payment is to be in accordance with the process detailed at clause 22 of the SC1A MOD Terms and Conditions for Less Complex Requirements.

Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
<p>Forms can be obtained from the following websites:</p> <p>https://www.aof.mod.uk/aofcontent/tactical/toolkit (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 Arncott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email: DESLCSLS-OpsFormsandPubs@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 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. DSA-DLSR-MovTpt-DGHSIS@mod.uk</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: [redacted] under FOI exemption
 Address: [redacted] under FOI exemption
 Email: [redacted] under FOI exemption
 [redacted] under FOI exemption

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 FOI exemption
 Address: [redacted] under FOI exemption
 Email: [redacted] under FOI exemption
 [redacted] under FOI exemption

9. Consignment Instructions

The items are to be consigned as follows:

PLEASE NOTE DELIVERIES ARE NOT ACCEPTED IN DSTL STORES AFTER 1600hrs.
 Deliveries to Dstl Porton Down using vehicles in excess of 15 tonnes gross weight should be made via the A30 road, and not through the Porton village.

Delivery drivers must carry some form of identification, (e.g. Credit card, drivers licence etc).
 Access to the Dstl site may not be allowed, if site clearance has not previously been obtained and we do not have an escort available.

Please note that Dstl Logistics - Closed from close on 24 December 2021, and will reopen on 4 January 2022. Please do not attempt to deliver goods to Dstl Porton Down during this period.

3. Packaging Design Authority

Organisation & point of contact:

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

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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

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

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 (b) U.I.N.

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.

5. Drawings/Specifications are available from

11. The Invoice Paying Authority

[redacted] under FOI exemption
 [redacted] under FOI exemption
 E-Mail: [redacted] under FOI exemption

6. Intentionally Blank

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: DESLCSLS-OpsFormsandPubs@mod.uk

7. Quality Assurance Representative:

Name:

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.htm> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

*** NOTE**

1. Many DEFCONs and DEFFORMs 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 Internet site requests should be submitted through the Commercial Officer named in Section 1.

Contractor Commercially Sensitive Information (Clause 5). Not to be published.

Description of Contractor's Commercially 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 £122,979).</p> <p>Name (Block Capitals):</p> <p>Position:</p> <p>For and on behalf of the Contractor</p> <p>Authorised Signatory</p> <p>Date:</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): [redacted] under FOI exemption</p> <p>Position: Commercial Officer</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory [redacted] under FOI exemption</p> <p>Date: [redacted] under FOI exemption</p>
<p>C) Effective Date of Contract: [redacted] under FOI exemption</p>	

[redacted] under F
SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF

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
1	[NOT USED]	[NOT USED]	[redacted] under FOI exemption	XY	[NOT USED]	28 th February 2022
2	[NOT USED]	[NOT USED]	[redacted] under FOI exemption	XY	[NOT USED]	28 th February 2022

Item Number	Consignee Address (XY code only)
ALL	[redacted] under FOI exemption