



# Ministry of Defence

## PURCHASE ORDER

**Contract No:** NBCC/00113

**Contract Name:** Provision of OHSE Training Courses at HMNB Clyde and Outlying Sites

**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).

Contractor	Quality Assurance Requirements (Clause 8)
Name: HSE Solutions Ltd 102 Bath Street Glasgow G2 2EN	NONE
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"/> [Special Instructions]  To be Collected by the Authority <input type="checkbox"/>  [Special Instructions] N/A  Each consignment of the Deliverables shall be accompanied by a Delivery Note

Progress Meetings (Clause 13)	Progress Reports (Clause 13)
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject: N/A</p> <p>Frequency:</p> <p>Location:</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject: N/A</p> <p>Frequency:</p> <p>Method of Delivery:</p> <p>Delivery Address: Alex Goodwin</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: Susan McGowan

Address:  
Room 316, Lomond Building, HMNB Clyde, Faslane, G84 8HL

Email: susan.mcgowan288@mod.uk

☎ 01436-674321 7040

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

Name: Alex Goodwin

Address:  
Clyde Corporate Training, HMNB Clyde, Faslane, Helensburgh, G84 8HL

Email:

☎ 01436 674321 Ext 7580

**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)

☎

**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:**

Frank Markey

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

**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**9. Consignment Instructions:**

The items are to be consigned as follows:

See Schedule of Requirement

**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 8JHAir 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)**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 Arnott

Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)

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

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

**NOTES**

\* Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Website [extranet, registration needed]: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

<p>1. The purpose of this document is to provide a clear and concise definition of the terms used in the document. This document is intended for use by all personnel involved in the project.</p>	<p>2. This document is a work in progress and is subject to change without notice. It is intended to provide a high-level overview of the project and is not intended to be a final document.</p>
<p>3. The document is organized into sections, each of which covers a specific aspect of the project. The sections are: Introduction, Objectives, Scope, and Conclusion.</p>	<p>4. The document is intended to provide a high-level overview of the project and is not intended to be a final document. It is intended to provide a clear and concise definition of the terms used in the document.</p>
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<b>Contractor's Commercially Sensitive Information (Clause 4). Not to be Published</b>
<p>Description of Contractor's Commercially Sensitive Information:</p> <p><b>Pricing structure for courses/training</b></p>
<p>Cross reference to location of sensitive information:</p> <p><b>NBCC/00113 Detailed Costings</b></p>
<p>Explanation of Sensitivity:</p> <p><b>Provision of this information may result in unfair competition and could result in considerable loss of business.</b></p>
<p>Details of potential harm resulting from disclosure:</p> <p><b>Loss of business/livelihood</b></p>
<p>Period of Confidence (if Applicable):</p> <p><b>Three years</b></p>
<p>Contact Details for Transparency / Freedom of Information matters:</p> <p>Name: Kenneth Hill</p> <p>Position: Managing Director</p> <p>Address: 102 Bath Street, Glasgow, G2 2EN</p> <p>Telephone Number: 0141 332 3199</p> <p>E-Mail Address: <a href="mailto:office@hse-solutions.co.uk">office@hse-solutions.co.uk</a></p>

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 90 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): KENNETH HILL                      Position: MANAGING DIRECTOR                      For and on behalf of the Contractor:</p> <p>Authorised Signatory                       Date: 23/8/17</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): S. MCGOWAN                      Position: CCM 2                      For and on behalf of the Authority:</p> <p>Authorised Signatory                       Date: 29/9/2017.</p>
<p>C) <b>Effective Date of Contract:</b> Date of acceptance by the Authority.</p>	

**SCHEDULE OF REQUIREMENTS NBCC/00113 FOR THE SUPPLY OF OHSE TRAINING COURSES AT HMNB CLYDE AND OUTLYING SITES**

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			Provision of OHSE Training on site at HMNB Clyde and Outlying Sites when required. Details of the courses to be provided and the delegate numbers are attached at Annex A.	None	00					
2			The contract will cover a 3 year period effective from 1 October 2017.	None	00		3	30,000		90,000
3			Tenderers are requested to provide a costed proposal, which includes the following, for each course: 1. The provision of all course content, course materials, marking of assessments, provision of certificates of competence/ completion. 2. The cost should also include travel and subsistence and delegate registration and certification where applicable.	None	00					
									<b>Total Firm Price</b>	<b>90,000</b>

Item Number	
1 - 3	Alex Goodwin, Clyde Corporate Training, HMNB Clyde, Faslane, Helensburgh, G84 8HL Tel: 01436 674321 Ext 7580