

Purchase Order

PURCHASE ORDER

SC1A PO
(Edn 02/22)

Contract No: 704515450 – CCCT/762

Contract Name: Immersive Drama Events for Spotlight on Safety and Safety Day 2022

Dated: 04 August 2022

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: AKT Productions Limited Registered Address: 7 Savoy Court, London. WC2R 0EX	N/A

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name: As above Address: As above	Select method of transport of Deliverables To be Delivered by the Contractor [Special Instructions] To be Collected by the Authority [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:	The Contractor is required to submit the following Reports: Subject: Frequency:


Location:	Method of Delivery:
	Delivery Address:

Payment (Clause 14)
Payment is to be enabled by CP&F.

Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
Forms can be obtained from the following websites: https://www.aof.mod.uk/aofcontent/tactical/toolkit	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:
(Registration is required).	a. The Commercial Officer detailed in the Purchase Order, and
https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing	b. DESTech-QSEPEnv-HSISMulti@mod.gov.uk
https://www.dstan.mod.uk/	by the following date:
(Registration is required).	or if only hardcopy is available to the addresses below:
The MOD Forms and Documentation referred to in the Conditions are available free of charge from:	Hazardous Stores Information System (HSIS)
Ministry of Defence, Forms and Pubs	Defence Safety Authority (DSA)
Commodity Management	Movement Transport Safety Regulator (MTSR)
PO Box 2, Building C16, C Site	Hazel Building Level 1, #H019
Lower Arncott	MOD Abbey Wood (North)
Bicester, OX25 1LP	Bristol BS34 8QW
(Tel. 01869 256197 Fax: 01869 256824)	
Applications via email:	
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.	

Contractor Sensitive Information (Clause 5). Not to be published.
This list shall be agreed in consultation with the Authority and the Contractor and may be reviewed and amended by agreement. The Authority shall review the list before publication of any information.
Description of Contractor's Sensitive Information: Not applicable
Cross reference to location of Sensitive Information: Not applicable

Explanation of Sensitivity:
Details of potential harm resulting from disclosure:
Period of Confidence (if Applicable):
Contact Details for Transparency / Freedom of Information matters: Name: Marc Bolton Position: Managing Director Address: 35 Hampden Road, Beckenham. BR3 4HD Telephone Number: REDACTED E-mail Address: marc.bolton@aktproductions.co.uk

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 60 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): MARC BOLTON</p> <p>Position: MANAGING DIRECTOR For and on behalf of the Contractor</p> <div style="text-align: center;">  </div> <p>Authorised Signatory</p> <p>Date: 04.08.2022</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): REDACTED</p> <p>Position: PROCUREMENT MANAGER For and on behalf of the Authority</p> <p>Authorised Signatory</p> <p>Date: 17TH AUGUST 2022</p>
C) Effective Date of Contract:	

Schedule of Requirements

Item	Description	Quantity	Delivery Date	Firm Price Ex VAT (£)
1	Formulate and develop Draft scripts for 3 scenarios, and supporting audience engagement question set, for review by the DE&S by 21 September 2022.	1	21 st September 2022	REDACTED
2	Delivery of Final scripts and supporting question set, addressing DE&S feedback, to be provide for endorsement by 21 October 2022.		21 st October 2022	REDACTED
3	Fully rehearsed Performance of the 1½ -2 hours immersive drama at Abbey Wood, Bristol, as part of the DE&S Safety Day on 10 November 2022.		10 th November 2022	REDACTED
4	Delivery of Filmed version of Immersive drama		TBC	REDACTED
Total Firm Price				£ 91,460.00

Item Number	Consignee Address (XY code only)