



Ministry  
of Defence

**Desmond McMenamin**

Admin Support  
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CMC Partnership Global Ltd  
Grace Dieu Court  
Dingestow  
Monmouthshire, NP25 4EB.

Your Reference:

Our Reference:  
701577410

Attention: Catherine Green

Date: 26 August 2021

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Dear Catherine,

**Contract No: 701577410 - Provision of PROSCI Change Management Training**

The Authority hereby accepts your tender dated 21 August 2021 (15:22) received on the Defence Sourcing Portal.

1. For your convenience, the Terms and Conditions of the Contract which will result from this acceptance are attached at Schedule 3.
2. Payment will be made in accordance with the attached Terms and Conditions. If you company has not already provided its banking details to the Defence Business Services (DBS) Finance Branch, please complete the Form BX177, which is available from the website (<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>) (search for DBS Finance payments: nominate a bank form) and forward to DBS Finance, Walker House, Exchange Flags, Liverpool, L2 3YL.
3. The total maximum contract value is **£21,540** (twenty one thousand, five hundred and forty pounds - excluding VAT). This will act as the Limit of Liability (LOL).
4. The Contract Period is from 7 September 2021 to 9 September 2021.
5. Please acknowledge receipt of this letter by completing sections B and C in the table overleaf, signing and returning to the undersigned by email using [des.mcmenamin465@mod.gov.uk](mailto:des.mcmenamin465@mod.gov.uk)

Yours sincerely,

Desmond McMenamin (electronically signed)

Desmond McMenamin  
Admin Support  
Head Office Commercial

**Offer and Acceptance**

<p><b>Section A) Acceptance</b></p> <p>Acceptance of Tender 701577410 constitutes acceptance by the Authority of your company's tender dated 8 April 2021 (including References A to B at paragraph 1 above) for the supply of the Deliverables.</p> <p>Signed by: Desmond McMenamin (electronically) dated 26 August 2021 (10:39)</p> <p>Name: DESMOND MCMENAMIN</p> <p>Position: Admin Support</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory</p> <p>Date<sup>1</sup>: 26 August 2021</p>	<p><b>Section B) Confirmation of Receipt</b></p> <p>I acknowledge receipt of the Authority's Contract letter no. 701577410</p> <p>Signed by:</p> <p>Name (Block Capitals)</p> <p>Position:</p> <p>For and on behalf of</p> <p>Authorised Signatory</p> <p>Date:</p>
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**Section C) Tier 1 Sub-Contractor data:<sup>2</sup>**

Name	value of work (£ ex VAT)	Location Of work.....	SME ...Yes /No
Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ...Yes / No
Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ...Yes / No
Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ...Yes / No
Name .....	value of work (£ ex VAT) .....	Location Of work.....	SME ...Yes / No

<sup>1</sup> The date of unqualified acceptance by signature is the effective date of the Contract

<sup>2</sup> The MOD is required to report to the Government any spend with Small and Medium-sized Enterprises (SMEs) including sub-contractors (Tier 1). SMEs are defined by the EU on [http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm)