



Ministry
of Defence

Iain McLean

Def Comrcl-HO BP3-2b

Level 2, Kentigern House
65 Brown Street
Glasgow, G2 8EX

Tel: 0141 224 2681

Email: iain.mclean118@mod.gov.uk

Southerns Broadstock Limited
The Green Sand Foundry
99 Water Lane
Leeds
LS11 5QN

Your Reference:

Our Reference:
701492383

Date:
29 January 2021

FAO: Phillip Baret

Dear Phil,


Contract Number 701492383 for the Supply of MDP Furniture for RAF Wyton

CCS Framework 6119 Furniture and Associated Services – Lot 1

1. The Authority hereby accepts your Tender reference: **5016** dated **January 2021**.
2. For your convenience, the Terms and Conditions of the Contract which will result from this acceptance are attached.
3. Payment will be made in accordance with the attached Terms and Conditions. If your 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.
4. Please acknowledge this by completing sections B and C in the table overleaf, signing both copies of this letter at section B and returning one to the address above.

Yours sincerely,

Iain McLean
Def Comrcl-HO BP3-2b

Offer and Acceptance																					
<p>Section A) Acceptance</p> <p>Acceptance of Tender 5016 constitutes acceptance by the Authority of your company's tender 5016 for the supply of the Deliverables.</p> <p>Signed by:</p> <p>Name (Block Capitals): IAIN MCLEAN</p> <p>Position:</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory  .</p> <p>Date¹: 29 January 2021</p>	<p>Section B) Confirmation of Receipt</p> <p>I acknowledge receipt of the Authority's Contract letter no. [insert].</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>																				
<p>Section C) Tier 1 Sub-Contractor data:²</p> <table border="0"> <tr> <td>Name</td> <td>value of work (£ ex VAT)</td> <td>Location Of work.....</td> <td>SME ...Yes / No</td> </tr> <tr> <td>Name</td> <td>value of work (£ ex VAT)</td> <td>Location Of work.....</td> <td>SME ...Yes / No</td> </tr> <tr> <td>Name</td> <td>value of work (£ ex VAT)</td> <td>Location Of work.....</td> <td>SME ...Yes / No</td> </tr> <tr> <td>Name</td> <td>value of work (£ ex VAT)</td> <td>Location Of work.....</td> <td>SME ...Yes / No</td> </tr> <tr> <td>Name</td> <td>value of work (£ ex VAT)</td> <td>Location Of work.....</td> <td>SME ...Yes / No</td> </tr> </table>		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
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																		

¹ The date of unqualified acceptance by signature is the effective date of the Contract

² 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

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE: **701492383**

THE BUYER: Ministry of Defence

BUYER ADDRESS Level 2, Kentigern House, 65 Brown Street, Glasgow G2 8EX

THE SUPPLIER: Southern's Broadstock Limited
SUPPLIER ADDRESS: Green Sand Foundry, 99 Water Lane, Leeds, LS11 5QN
REGISTRATION NUMBER: 02752681
DUNS NUMBER: 346152549
SID4GOV ID:

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 29 January 2021.

It's issued under the Framework Contract with the reference number RM6119 for the provision of Furniture and Associated Services.

CALL-OFF LOT(S):

Lot 1 – Office Furniture

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. *Joint Schedule 1(Definitions and Interpretation) RM6119*
3. *The following Schedules in equal order of precedence:*

- *Call-Off Schedules for 701492383*
 - *Call-Off Schedule 5 (Pricing Details)*
 - *Call-Off Schedule 17 (MOD Terms)*
 - *Call-Off Schedule 20 (Call-Off Specification)*

4. CCS Core Terms (version 3.0.7)
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6119*

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

None

CALL-OFF START DATE: 29 January 2021

CALL-OFF EXPIRY DATE: 31 August 2021

CALL-OFF INITIAL PERIOD: 7 Months

CALL-OFF DELIVERABLES

See details in Call-Off Schedule 20 (Call-Off Specification)]

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is

CALL-OFF CHARGES

See details in Call-Off Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

DOCUMENT CLASSIFICATION

The payment method for this Call-Off Contract is the MOD CP&F system.

BUYER'S INVOICE ADDRESS:

Project Manager

MDP Wethersfield, Braintree, Essex CM7 4AZ

BUYER'S AUTHORISED REPRESENTATIVE

Project Manager

MDP Wethersfield, Braintree, Essex CM7 4AZ

BUYER'S ENVIRONMENTAL POLICY

Secretary of State for Defence policy statement on health, safety and environmental protection date 12 July 2013, last updated 15 April 2020 available online at:
<https://www.gov.uk/government/publications/secretary-of-states-policy-statement-on-safety-health-environmental-protection-and-sustainable-development>]

BUYER'S SECURITY POLICY

Security Policy Framework date] [available online at:
<https://www.gov.uk/government/publications/security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

Philip Barrett

Account Manager

Phil.barrett@southernsbroadstock.co.uk

Green Sand Foundry, 99 Water Lane, Leeds, LS11 5QN

SUPPLIER'S CONTRACT MANAGER

Philip Barrett

Account Manager

Phil.barrett@southernsbroadstock.co.uk

Green Sand Foundry, 99 Water Lane, Leeds, LS11 5QN

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month]

PROGRESS MEETING FREQUENCY

KEY STAFF

name]

role]

email address]

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

address]

KEY SUBCONTRACTOR(S)

name (registered name if registered)]

COMMERCIALLY SENSITIVE INFORMATION

Pricing Details

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES


Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	Iain McLean
Role:		Role:	Commercial Officer
Date:		Date:	29 January 2021

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

Call-Off Schedule 17 (MOD Terms)

1 Definitions

- 1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

"MOD Terms and Conditions"	the terms and conditions listed in this Schedule;
"MOD Site"	shall include any of Her Majesty's Ships or Vessels and Service Stations;
"Officer in charge"	shall include Officers Commanding Service Stations, Ships' Masters or Senior Officers, and Officers superintending Government Establishments;

2 Access to MOD sites

- 2.1 The Buyer shall issue passes for those representatives of the Supplier who are approved for admission to the MOD Site and a representative shall not be admitted unless in possession of such a pass. Passes shall remain the property of the Buyer and shall be surrendered on demand or on completion of the supply of the Deliverables.
- 2.2 The Supplier's representatives when employed within the boundaries of a MOD Site, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force for the time being for the conduct of staff at that MOD Site. When on board ship, compliance shall be with the Ship's Regulations as interpreted by the Officer in charge. Details of such rules, regulations and requirements shall be provided, on request, by the Officer in charge.
- 2.3 The Supplier shall be responsible for the living accommodation and maintenance of its representatives while they are employed at a MOD Site. Sleeping accommodation and messing facilities, if required, may be provided by the Buyer wherever possible, at the discretion of the Officer in charge, at a cost fixed in accordance with current Ministry of Defence regulations. At MOD Sites overseas, accommodation and messing facilities, if required, shall be provided wherever possible. The status to be accorded to the Supplier's staff for messing purposes shall be at the discretion of the Officer in charge who shall, wherever possible give his decision before the commencement of this Contract where so asked by the Supplier. When sleeping accommodation and messing facilities are not available, a certificate to this effect may be required by the Buyer and shall be obtained by the Supplier from the Officer in charge. Such certificate shall be presented to the Buyer with other evidence relating to the costs of this Contract.

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

- 2.4 Where the Supplier's representatives are required by this Contract to join or visit a Site overseas, transport between the United Kingdom and the place of duty (but excluding transport within the United Kingdom) shall be provided for them free of charge by the Ministry of Defence whenever possible, normally by Royal Air Force or by MOD chartered aircraft. The Supplier shall make such arrangements through the Technical Branch named for this purpose in the Buyer Contract Details. When such transport is not available within a reasonable time, or in circumstances where the Supplier wishes its representatives to accompany material for installation which it is to arrange to be delivered, the Supplier shall make its own transport arrangements. The Buyer shall reimburse the Supplier's reasonable costs for such transport of its representatives on presentation of evidence supporting the use of alternative transport and of the costs involved. Transport of the Supplier's representatives locally overseas which is necessary for the purpose of this Contract shall be provided wherever possible by the Ministry of Defence, or by the Officer in charge and, where so provided, shall be free of charge.
- 2.5 Out-patient medical treatment given to the Supplier's representatives by a Service Medical Officer or other Government Medical Officer at a Site overseas shall be free of charge. Treatment in a Service hospital or medical centre, dental treatment, the provision of dentures or spectacles, conveyance to and from a hospital, medical centre or surgery not within the Site and transportation of the Supplier's representatives back to the United Kingdom, or elsewhere, for medical reasons, shall be charged to the Supplier at rates fixed in accordance with current Ministry of Defence regulations.
- 2.6 Accidents to the Supplier's representatives which ordinarily require to be reported in accordance with Health and Safety at Work etc. Act 1974, shall be reported to the Officer in charge so that the Inspector of Factories may be informed.
- 2.7 No assistance from public funds, and no messing facilities, accommodation or transport overseas shall be provided for dependants or members of the families of the Supplier's representatives. Medical or necessary dental treatment may, however, be provided for dependants or members of families on repayment at current Ministry of Defence rates.
- 2.8 The Supplier shall, wherever possible, arrange for funds to be provided to its representatives overseas through normal banking channels (e.g. by travellers' cheques). If banking or other suitable facilities are not available, the Buyer shall, upon request by the Supplier and subject to any limitation required by the Supplier, make arrangements for payments, converted at the prevailing rate of exchange (where applicable), to be made at the Site to which the Supplier's representatives are attached. All such advances made by the Buyer shall be recovered from the Supplier

3 DEFCONS and DEFFORMS

- 3.1 The DEFCONS and DEFFORMS listed in Annex 1 to this Schedule are incorporated into this Contract.
- 3.2 In the event of a conflict between any DEFCONS and DEFFORMS listed in the Order Form and the other terms in a Call Off Contract, the DEFCONS and DEFFORMS shall prevail.

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

Call-Off Schedule 20 (Call-Off Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

1. Issue

2. The MDP HQ at Wethersfield as part of the DEO programme are to re-provision to Palmer Pavilion, Raf Wyton. FY21/22.
3. Palmer Pavilion will be completely refurbished and created into a new open plane forward looking office environment with a 100% hot desking design in line with the new smarter working directive.
4. The existing furniture at MDP Wethersfield does not suit the new requirement and. new office layout at Raf Wyton Palmer Pavilion. Therefore, there is a requirement for new furniture throughout.
5. The estimated number of serving police officers and civilian staff position to occupy Palmer Pavilion is 320. Therefore, a space planning exercise was undertaken with the incumbent architect to plan out a modern smarter working office for this amount of positions, plus scope for growth over the next 10 years.
6. A suite of drawings has been produced showing the amount and type of furniture that is required for the Palmer Pavilion office. Which are pended to this SoR
7. being currently used for the MDP in Scotland are now not considered as being fully

1. Recommendation

8. Provide a sample office from furniture purchased direct from CP&F Lot 1 catalogue to ensure the correct type and configuration of furniture is purchased. This will be assembled in Bldg 346 MDP Wethersfield.
9. Arrange and industry day for the suppliers of the Lot 1 furniture from the CCS framework to provide a clear indication of the solution the MDP require.
10. Issue an ITT for the suppliers to provide a Commercial and Technical tender response for the furniture requirement, split 20% Commercial and 80% Technical.
11. Table 1. gives the basic amount of furniture and types

Item of Furniture	No. Of
Desks	345
Screens	170
Task Chairs	350
Personal lockers block 6 - 2 x 3 high	60
End of desk storage cupboard 1000mm high x 800mm wide with 3 x shelves and teak top	130
End of desk storage drawers	0
12 x seater meeting room table - Rectangular	7

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

DOCUMENT CLASSIFICATION

6 x person meeting room table - Rectangular	1
6 x person meeting room table - round	8
Meeting and seminar room chairs	130
COG Chairs	6
COG pentangle desk	1
Printing area tables	5
Print area chairs	20
Acoustic 2-seater pods	4
Arrangement of soft furnishings	TBA
Arrangement of Break out / Tea point furniture	TBA

Table 1, - Basic Furniture requirements

1. Options

A number of options have been discussed:

- Option 1 – Re use existing furniture** – The existing furniture is at end of life or, is too large and does not allow enough reasonable adjustment that modern office furniture does. The cost of Transportation and delivery would not be cost effective. Also, the same amount of position required could not be accounted for.
- Option 2 – Issue an ITT for new Furniture via the CCS framework.** – this option will allow for the correct furniture matching the requirements of the MDP and the new smarter working directive, by issuing the ITT via the CCS framework it ensures the correct route to market

3. Analysis

- It is felt the that Option 2 is the best way forward and will be progressed. A Business Case will be created, and an ITT issued after the industry day is held.

4. Benefits

- Operational Effectiveness** – This new furniture will fit with the new smarter working imitative and allow full flexibility throughout the office environment.
- Improved Communication** – by using an open plan office with break out and collaboration areas this will encourage better communication and collaboration.
- Flexible Office Space-** The open plan office and uniform types of furniture will allow easier expansion of departments and re allocation of space.

5. Summary

- This opportunity to provide the MDP HQ with a new and better working environment for the future.

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

DOCUMENTCLASSIFICATION

DOCUMENT CLASSIFICATION

Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.

DOCUMENTCLASSIFICATION