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|  | Ministry of Defence | |
|  | Telephone [MOD]:  Facsimile [MOD]:  Buyer Name  Buyer E-mail: | **REDACTED**  **REDACTED** |

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| The Portable Venues Group Ltd  T/A Smart Space Instant Buildings  Manor House Farm  Dordon Hall Lane  Grendon, Atherstone  Warwickshire  CV9 2EX | Your Reference: **REDACTED**  Our Reference: 701570386  Date: 22/06/2021 |  |

Dear Mr Allen,

**Offer of Contract 701570386 for the Supply / Hire of one** **30mtr x 20mtr ‘Smart Space Temporary Building’ at Gamecock Barracks, Bramcote.**

1. The Authority hereby accepts your proposal and price for the ‘Smart Space Temporary Building Ongoing Hire’ dated 17 June 2021.

2. For your convenience, the Terms and Conditions of the Contract which will result from this acceptance are attached.

3. Instructions have been sent the Defence Business Service (DBS) to fully-onboard you as a supplier with the details provided.

4. Payment will be made in accordance with the attached Terms and Conditions.

5. 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,

***REDACTED***

**REDACTED**

Commercial Officer

Field Army Procurement

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**PURCHASE ORDER**

**Contract** **No:** 701570386

**Contract Name:** Provision of Smart Space Temporary Building

**Dated:** 17th June 2021

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).

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| **Contractor** | **Quality Assurance Requirement (Clause 8)** |
| Name:  Portable Venues Group Limited  T/A Smart Space Instant Buildings  Registered Address:  Unit 25 Manor House Farm  Dordon Hall Lane  Grendon, Atherstone  Warwickshire CV9 2EX | Industry Standard |

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| **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  [Special Instructions]    To be Collected by the Authority  [Special Instructions]    Each consignment of the Deliverablesshall 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: N/A  Frequency: N/A  Location: N/A | The Contractor is required to submit the following Reports:  Subject: TBC  Frequency: TBC  Method of Delivery: TBC  Delivery Address: TBC |

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

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| **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>  (Registration is required).  <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>  <https://www.dstan.mod.uk/>  (Registration is required).  The MOD Forms and Documentation referred to in the Conditions are available free of charge from:  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 email:  [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@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. | 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:  a. The Commercial Officer detailed in the Purchase Order, and  b. [DSA-DLSR-MovTpt-DGHSIS@mod.uk](mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk)  by the following date:  or if only hardcopy is available to the addresses below:  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 |

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| **DEFFORM 111**  **(Edn 03/21)**  **Appendix - Addresses and Other Information** | | | | |
|  | **1. Commercial Officer**  Name: **REDACTED**  Address: **REDACTED**  Email: **REDACTED**  🕿 |  | **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**  Address: **REDACTED**  Email: **REDACTED**  🕿 |  | **9. Consignment Instructions**  The items are to be consigned as follows: |  |
|  | | | | |
|  | **3. Packaging Design Authority**  Organisation & point of contact:  N/A  (Where no address is shown please contact the Project Team in Box 2)  🕿 |  | **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 |  |
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|  | **4. (a) Supply / Support Management Branch or Order Manager:**  **Branch/Name:**  🕿  **(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 [DESWATERGUARD-ICS-Support@mod.gov.uk](mailto:deswaterguard-ics-support@mod.gov.uk) in the first instance. |  |
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|  | **5. Drawings/Specifications are available from** |  | **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> |  |
|  | | | | |
|  | **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](mailto:DESLCSLS-OpsFormsandPubs@mod.uk) |  |
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|  | 1. **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.html> [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.** |  |
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| **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: |

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| **Offer and Acceptance** | |
| Section A) **Acceptance**  Acceptance of Contract **701570386** constitutes acceptance by the Authority of your company’s tender for the supply of the Deliverables. | Section B) **Confirmation of Receipt**  I acknowledge receipt of the Authority’s contract letter no. **701570386** |
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| Signed by:  Name (Block Capitals): **REDACTED**  Position: **COMMERICAL OFFICER**  For and on behalf of the Authority  Authorised Signatory …**REDACTED** …..  Date: 17th June 2021 | Signed by:  Name (Block Capitals): **REDACTED**  Position: **FINANCE MANAGER**  For and on behalf of **PORTABLE VENUES LIMITED TRADING AS SMART SPACE**  Authorised Signatory … **REDACTED** …  Date: 17th June 2021 |
| **Effective Date of Contract:** 23rd June 2021 | |

**ANNEX A TO SC1A PURCHASE ORDER**

**SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF**

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| **Item No.** | **Item Details** | **Total Qty** | **Price (£) Ex VAT** | |
|  | **Per Item** | **Total Inc Delivery** |
| 1. | **Quantity 1 x 30mtr x 20mtr ‘Smart Space Temporary Building’ at Gamecock Barracks, Bramcote Specification: See attached Statement of Requirement** | 1 | **REDACTED**  **REDACTED** | **REDACTED**  **REDACTED** |
| **Delivery Date:**  **Already in situ** |
| **MOD Stock Ref. No. N/A** |
| **Packaging requirements inc. PPQ and DofQ \***  **N/A** |
|  | **Total Price Inc Delivery**  \*as detailed in DEFFORM 96 | | | **REDACTED** |