



Ministry of Defence

PURCHASE ORDER

Contract No: 701577676

Contract Name: CCT1043 Project Delivery Professionalisation Work Package 1 Technical Support

Dated: 4th August 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).

| Contractor | Quality Assurance Requirement (Clause 8) |
|--|---|
| <p>Name: BMT DEFENCE AND SECURITY UK LIMITED</p> <p>Registered Address: Third Floor, 1 Park Road, Teddington, London, United Kingdom, TW11 0AP</p> | <ul style="list-style-type: none">• No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract. CoC shall be provided in accordance with DEFCON 627• No Deliverable Quality Plan is required reference DEFCON 602B 12/06.• Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 6 - Quality Assurance Procedural Requirements - Concessions.• Processes and controls for the avoidance of counterfeit materiel shall be established and applied in accordance with Def Stan. 05-135, Issue 2 – Avoidance of Counterfeit Materiel. |

| Consignor (if different from Contractor's registered address) | Transport Instructions (Clause 10) |
|---|------------------------------------|
| <p>Name:</p> <p>Address:</p> | Not Applicable. |

| Progress Meetings (Clause 13) | Progress Reports (Clause 13) |
|---|--|
| The Contractor shall be required to attend the following meetings: As stated in Annex A – Statement of Requirement | The Contractor is required to submit the following Reports: As stated in Annex A - Annex A – Statement of Requirement |

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

| Forms and Documentation | Supply of Hazardous Deliverables (Clause 9) |
|---|--|
| <p>Forms can be obtained from the following websites:</p> <p>https://www.aof.mod.uk/aofcontent/tactical/toolkit (Registration is required).</p> <p>https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</p> <p>https://www.dstan.mod.uk/ (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 Arcott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email: DESLCSLS-OpsFormsandPubs@mod.uk</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. DSA-DLSR-MovTpt-DGHSIS@mod.uk</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: [REDACTED]

Address: [REDACTED]
[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]
[REDACTED]

Email: [REDACTED]

9. Consignment Instructions

The items are to be consigned as follows:

3. Packaging Design Authority

Organisation & point of contact:

(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

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 in the first instance.

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

7. Quality Assurance Representative:

Name: See box 2

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.

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:

Offer and Acceptance

A) The Purchase Order constitutes an offer by the Authority. This is open for acceptance by the Contractor for 3 working 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 £122,979).

Name (Block Capitals): [REDACTED]

Position: [REDACTED]

For and on behalf of the Authority

Authorised Signatory... [REDACTED]

Date: 4th August 2021

B) Acceptance

Name (Block Capitals): [REDACTED]

Position: [REDACTED]

For and on behalf of the Contractor

Authorised Signatory ... [REDACTED]

Date: 6th August 2021

C) **Effective Date of Contract:** 9th August 2021

SCHEDULE OF REQUIREMENTS FOR THE PROVISION OF TECHNICAL SUPPORT TO PDP

| 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 | Limit of Liability Price (£) Ex VAT Per Item | Total inc. packaging (and delivery if specified in the Purchase Order) |
| 1 | | | Provision of technical support to PDP on a per man-day basis delivering SOR set out at annex A to this PO | N/A | N/A | 31 st March 2022 | | | Maximum price of £118,800 |
| | | | | | | | | Total Limit of Liability | £118,800.00 |

Annex A – Strategic Role Statement of Requirement

| Serial ID | Description/ Deliverables | Outputs | Output date | Deliverable Review Timelines and Category of Deliverable |
|-----------|--|---|---|--|
| 1.1 | WP1 Technical Support to SDO Reset PDP theme Work Package 1. The Technical Support Role will assess and develop the OB toolset, process and associated training material / briefs, working for the WP1 project manager and engaging with the DD PMO. | | | |
| 1.1.1 | In relation to the OB toolset, the Contractor shall be responsible for delivering the following: <ul style="list-style-type: none"> •OB Toolset, building upon POL and related DD SDO toolsets; •OB reports, using PowerBI; •Supporting documentation (architecture and update guidance); •Support to DT through implementation of OB; •OB toolset updates (during implementation). | 1.Endorsed OB Toolset 2.Endorsed OB Reports 3.OB documentation 4.Updated OB toolset / reports | 1-2. End Aug 21 3. End Sep 21 4. End Mar 22 | General Assurance Review 5 Working Day |
| 1.1.2 | In relation to the OB process, the Contractor shall be responsible for delivering the following: <ul style="list-style-type: none"> •OB management process (how to raise, manage, report, update); •OB configuration and change process; •OB Frequently Asked Questions guidance. •Process updates post implementation Processes will be considered complete when available to DTs on DD SharePoint. The final set of process required will be reviewed and agreed in conjunction with the WP1 project manager. | 5.Endorsed OB Management Process 6.Endorsed OB configuration and change control process 7.Endorsed OB FAQ | 5-6. End Aug 21 7. End Sep 21 8. End Mar 22 | General Assurance Review 5 Working Day |

| | | | | |
|-------|---|---|------------------|--|
| | | 8.Endorsed, updated process post implementation | | |
| 1.1.3 | In relation to the OB training and briefing material, the Contractor shall be responsible for delivering the following: •OB toolset overview brief; •OB management brief. | 9.OB toolset overview briefing pack 10.OB management briefing pack | 9-10. Mid Sep 21 | General Assurance Review 5 Working Day |