

OFFICIAL SENSITIVE - COMMERCIAL



Ministry  
of Defence

<REDACTED>  
D Progs Army Commercial (MCD)

Army HQ,  
Blenheim Building,  
Marlborough Lines,  
Monxton Road,  
Andover,  
SP11 8HT

Email: <REDACTED>

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Inflatable Structures Limited  
NIXUS UK  
103 High Street  
Needham Market, Suffolk  
IP6 8DQ

Our Reference:  
713674453

Date: 24/01/2025

FAO: <REDACTED>

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Dear Sir,

**Offer Of Contract 713674453 for the supply of TRF Tac HQ Tent**

1. As you are aware, the Authority intends to enter into the above contract with you.
2. Please find enclosed the contract award documentation which includes the countersigned Purchase Order which was issued as part of the ITT pack. I would be grateful if you could countersign this cover letter and return this to myself within 10 working days to acknowledge your acceptance of the Terms and Conditions.
3. Please note that no Contract will come into force until both parties have signed the enclosed.
4. 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, you will be contacted by the named Commercial Officer to provide this information as part of the Onboarding process to [Contracting, Purchasing and Finance \(CP&F\)](#).
5. The Authority may publish notification of the Contract and shall publish Contract documents under the FOI Act except where publishing such information would hinder law enforcement; would otherwise be contrary to the public interest; would prejudice the legitimate commercial interest of any person or might prejudice fair competition in the supply chain.
6. If you wish to make a similar announcement you must seek approval from the named Commercial Officer.
7. Under no circumstances should you confirm to any third party that you are entering into a legally binding contract for **713674453 for the supply of TRF Tac HQ Tent** prior to both parties signing the Terms and Conditions, or ahead of the Authority's announcement of the Contract award.

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Yours sincerely

|           |            |
|-----------|------------|
| Signature | <REDACTED> |
|-----------|------------|

**For and on behalf of the Secretary of State for Defence**

|                |            |
|----------------|------------|
| Name and Title | <REDACTED> |
| Date           | 24/01/2025 |

**We acknowledge and confirm our agreement to the terms of this letter of which this is a copy.**

**For and on behalf of the Company Name Inflatable Structures Limited**

|                                     |  |
|-------------------------------------|--|
| Name, Title and<br>Company Position |  |
| Signature                           |  |
| Date                                |  |