



Ministry
of Defence

REDACTED

UKStratCom-Comrcl C2-07

Defence Academy of the United Kingdom
Room 103, Trenchard
Shrivenham
Swindon SN6 8LA

Tel: +44 0300158274

Email: ***REDACTED***

Capita Business Services Limited
1st Floor
Reading Bridge House
George Street
Reading
RG1 8LS

Contract Number:
701578594

Date of Issue:
07th January 2022

FAO: ***REDACTED***

Dear ***REDACTED***

CONTRACT NO: 701578594 –Methods and Media Selection Tool (MMST) Delivery

The Authority hereby accepts your award recommendation against **WO_PSGW01771 & PSGW01771_Pricing Workbook** dated 24th November 2021 for the above mentioned requirement in accordance with the terms and conditions set out in Framework RM3822.

If you wish to accept this offer detailed in the attached Schedule of Requirements, please complete and sign the DEFFORM 10 returning it to me at the address shown above within 10 working days of the date of this Offer.

Note: please ensure section D of the acceptance form is completed for sub-contractor details.

Yours sincerely

Original Signed

REDACTED

UKStratCom-Comrcl C2-07

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Ministry of Defence

Acceptance of Offer of Contract

To: ***REDACTED***

We acknowledge receipt of your Authority's Letter of Offer, reference 701578594 dated 7th January 2022, with associated documents and confirm that we accept the offer contained therein. We understand that by accepting the Authority's offer, we are entering into a legally binding Contract. We agree that any other terms and conditions or any general reservations, which may be printed on any of our correspondence in connection with this work, shall not be applicable to the Contract. We confirm that we are proceeding with the work.

We agree that the Contract shall be subject to English Law (DEFCONs 529 and 530) unless we tick a preference for Scots Law (DEFCONs 529a and 530a).

Offer and Acceptance																					
<p>A) Offer</p> <p>Contract 701578594 constitutes an offer by the Authority for the supplier to supply the Deliverables. This is open for acceptance by the supplier until the 14th January 2022. By signing below the Contractor agrees to be bound by the attached Contract terms and conditions.</p> <p>Signed by: <i>Original Signed</i></p> <p>Name (Block Capitals): *REDACTED*</p> <p>Position: UKStratCom-Comrcl C2-07</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory:</p> <p>Date: 07th January 2022</p>	<p>B) Acceptance of Offer of Contract</p> <p>I acknowledge receipt of the Authority's Contract letter reference 701578594.</p> <p>I confirm that I accept the Offer it contains and agree to be bound by its terms.</p> <p>Signed by: *REDACTED*</p> <p>Name (Block Capitals): *REDACTED*</p> <p>Position: Commercial Director</p> <p>For and on behalf of Capita Business Services Limited</p> <p>Authorised Signatory:</p> <p>Date¹: 7th January 2022</p>																				
<p>C) Scots law to apply? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>																					
<p>D) Tier 1 Sub-Contractor data:²</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name</td> <td style="width: 25%;">value of work (£ ex VAT)</td> <td style="width: 25%;">Location Of Work</td> <td style="width: 25%;">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
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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/growth/smes/business-friendly-environment/sme-definition/>