



Ministry of Defence

Sarah Allko

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

Contract Number:
700009467

Date of Issue:
28 July 2020

FAO: James Anderson

Dear James,

**CONTRACT NO: 700009467– Provision of MOD Language Assessment Boards (MODLAB)
Foreign Language Assessments (PSGW01398)**

The Authority hereby accepts your award recommendation against **SOW_PSGW01398** dated **1 August 2020** 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 email 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

Sarah Allko
JFC-Comrcl C2-01

Ministry of Defence

Acceptance of Offer of Contract

To: **Capita Business Services Limited**

We acknowledge receipt of your Authority's Letter of Offer, reference **700009467** dated **28 July 2020**, 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																					
A) Offer Contract 700009467 constitutes an offer by the Authority for the supplier to supply the Deliverables. This is open for acceptance by the supplier until 10 August 2020. By signing below the Contractor agrees to be bound by the attached Contract terms and conditions. Signed by: Name (Block Capitals): SARAH ALLKO Position: UKStratCom Comrcl C2-01 For and on behalf of the Authority Authorised Signatory:  Date: 28 July 2020	B) Acceptance of Offer of Contract I acknowledge receipt of the Authority's Contract letter reference 700009467. I confirm that I accept the Offer it contains and agree to be bound by its terms. Signed by: Name (Block Capitals): Position: For and on behalf of Authorised Signatory: Date¹:																				
C) Scots law to apply? Yes ☐ No ☒																					
D) Tier 1 Sub-Contractor data:² <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
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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/>