

**Ministry
of Defence****PURCHASE ORDER****Contract No:** 706738450**Contract Name:** PURCHASE OF ANNUAL MEMBERSHIPS FOR CHIEF POLICE OFFICERS MDP**Dated:** 31/01/2023

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 the applicable procurement threshold).

Contractor	Quality Assurance Requirement (Clause 8)
Name: CPOSA LTD Registered Address: c/o ACRO PO BOX 481 FAREHAM HAMPSHIRE PO14 9FS	

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 <input checked="" type="checkbox"/> [Special Instructions] To be Collected by the Authority <input type="checkbox"/> [Special Instructions] Each consignment of the Deliverables shall 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: Not applicable Frequency: Location:	The Contractor is required to submit the following Reports: Subject: Not applicable Frequency: Method of Delivery: Delivery Address:

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: Leidos-FormsPublications@teamleidos.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. DESTECH-QSEPEnv-HSISMulti@mod.gov.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>

DEFFORM 111
(Edn 07/21)

Appendix - Addresses and Other Information

1. Commercial Officer

Name: DAVID RANKIN

Address: ROOM 2 1 24, KENTIGERN HOUSE, 65 BROWN STREET,
GLASGOW, G2 8EX.

Email: David.Rankin752@mod.gov.uk



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: Kim Cook

Address: Finance Manager
Ministry of Defence Police
Finance

Work address: MDP HQ, Palmer Pavilion, RAF Wyton,
Huntingdon, Cambridgeshire, PE28 2EA
Tel: 03001556062

Email: kim.cook118@mod.gov.uk



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 UKStratCom-DefSp-RAMP@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 Armcoft

Bicester, OX25 1LP (Tel: 01869 256197 Fax: 01869 256824)

Applications via fax or email: Leidos

FormsPublications@leidos.mod.uk

7. 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.rn.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.aol.mod.uk/aolcontent/technicaltools/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 Contractor to supply the Deliverables. This is open for acceptance by the Authority for 10 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 the applicable procurement threshold).

B) Acceptance

Name (Block Capitals): DAWN BELL

Position: ASSISTANT FINANCE MANAGER

For and on behalf of the Contractor **CPOSA**

Authorised Signatory 

Date: 20/02/2023

Name (Block Capitals): DAVID RANKIN

Position: SENIOR COMMERCIAL MANAGER

For and on behalf of the Authority MOD

Authorised Signatory 

Date: 31/01/2023

C) **Effective Date of Contract:** 31/01/2023

SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF CPO MEMBERSHIP FEES

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	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery if specified in the Purchase Order)
001			Chief Police Officers Membership Fees Year 2022/2023				1	£14,400	£14,400
002			Chief Police Officers Membership Fees Year 2023/2024				1	£14,688	£14,688
003			Chief Police Officers Membership Fees Year 2024/2025				1	£14,982	£14,982
004			Chief Police Officers Membership Fees Year 2025/2026				1	£15,281	£15,281
005			Chief Police Officers Membership Fees Year 2027/2028				1	£15,587	£15,587
								Total Firm Price	£74,938

Item Number	Consignee Address (XY code only)