



Ministry  
of Defence

**Sarah Allko**

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RAND Europe Community Interest  
Company  
Westbrook Centre  
Milton Road  
Cambridge  
CB4 1YG  
FAO: Guy Newman

Your Reference:

Our Reference:  
JFC9/00022

Date: 19 December 17

Dear Guy Newman,

**Contract Number JFC9/00022 for the Provision of Research and Analysis Support to the DCDC Strategic Analysis Team**

1. The Authority hereby accepts your Tender reference: **JFC9/00022** dated **19 October 2017** as clarified by;
  - a. Technical clarification email dated 16 Nov 17 and your response dated 20 Nov 17,
  - b. Commercial clarification email dated 30 Oct 17 and your response dated 6 Nov 17
2. For your convenience, the Terms and Conditions of the Contract which will result from this acceptance are attached.
3. Instructions are being sent to the authorised demander telling them that they may proceed to place orders for items shown in the Schedule of Requirements with the effect from the date of this acknowledgement. Instructions have also been sent to the Defence Business Service (DBS) Finance to make a one-off payment to your company of £1.00 in order to create a legally enforceable obligation on your part to keep open your offer for the entire duration of the Call-Off Contract.
4. Payment will be made in accordance with the attached Terms and Conditions. If your company has not already provided details to the Defence Business Services (DBS) Finance Branch, please complete the Form BX177, which is available from the website (<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>) and forward to DBS Finance, Walker House, Exchange Flags, Liverpool, L2 3YL.
5. Please acknowledge this by completing sections B and C in the table overleaf, signing both copies of this letter at section B and returning one to the address above.


Yours sincerely,

Sarah Allko  
DefComrclCC-JFC8a

DOCUMENT CLASSIFICATION

**Please reply to the Commercial Branch named in the heading quoting the Contract Number on all correspondence.**

DOCUMENTCLASSIFICATION

Offer and Acceptance	
<p><b>Section A) Acceptance</b></p> <p>Acceptance of Contract <b>JFC9/00022</b> constitutes acceptance by the Authority of the Contractor's tender <b>JFC9/00022</b> for the supplier to supply the Deliverables.</p> <p>Signed by:</p> <p>Name (Block Capitals): SARAH ALLKO</p> <p>Position: DefComrclCC-JFC8a</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory </p> <p>Date<sup>1</sup>: 19 December 2017</p>	<p><b>Section B) Confirmation of Receipt</b></p> <p>I acknowledge receipt of the Department's contract letter no. <b>JFC9/00022</b>.</p> <p>Signed by:</p> <p>Name (Block Capitals):</p> <p>Position:</p> <p>For and on behalf of</p> <p>Authorised Signatory .....</p> <p>Date:</p>
<p><b>Section C) Tier 1 Sub-Contractor data:<sup>2</sup></b></p> <p><b>Name</b> IISS <b>value of work (£ ex VAT)</b> £100,000 to £120,000 <b>Location Of work</b> London <b>SME</b> Yes</p> <p><b>Name</b> University of Exeter <b>value of work (£ ex VAT)</b> £20,000 to £30,000 <b>Location Of work</b> Exeter <b>SME</b> No</p> <p><b>Name</b> ..... <b>value of work (£ ex VAT)</b> ..... <b>Location Of work</b>..... <b>SME</b> ...Yes / No</p>	

<sup>1</sup> The date of unqualified acceptance by signature is the effective date of the contract

<sup>2</sup> 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/enterprise/policies/sme/facts-figures-analysis/sme-definition/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm)

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