



**Ministry
of Defence**

PURCHASE ORDER

Contract No: HOCS3b/00075

Contract Name: Delivery of Training Packages to the Nigerian Navy

Dated: 23rd January 2018

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 £106,047) (Edn 12/16)

Contractor	Quality Assurance Requirement (Clause 8)
<p>Name:</p> <p>Sustainable Criminal Justice Solutions (SCJS)</p> <p>Registered Address:</p> <p>1st Floor Chandlery Building, School Lane, Southampton, Hampshire. SO31 4NB</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
<p>Name:</p> <p>Address:</p>	<p>Select method of transport of Deliverables</p> <p>To be delivered by the Contactor.</p>

Progress Meetings (Clause 10)	Progress Reports (Clause 13)
<p>The Contractor shall be required to attend the following meetings:</p> <p>Subject:</p> <p>Frequency:</p> <p>Location:</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Subject:</p> <p>Frequency:</p> <p>Method of Delivery:</p> <p>Delivery Address:</p>

Payment (Clause 14)
<p>Payment is to be enabled by CP&F.</p>

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 Arncliffe Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email: DESLSLS-OpsFormsandPubs@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. DSA-DLSR-MovTpt-DGHSIS@mod.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>

Appendix - Addresses and Other Information

1. Commercial Officer

Name: DefComrcI CC-HOCS3b2
 Address: Kentigern House, Rm 2.1.02, 65 Brown Street, Glasgow, G2 8EX
 Email: DefComrcI CC-HOCS3b2@mod.uk
 ☎ +44 (0)141 224 2668

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: [REDACTED]
 Address: Ministry of Defence | 4-B | Main Building | Whitehall | London SW1A 2HB
 Email: [REDACTED]
 ☎ [REDACTED]

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
www.freightcollection.com

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>

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12. Forms and Documentation are available through*:

Ministry of Defence, Forms and Pubs Commodity Management
 PO Box 2, Building C16, C Site
 Lower Arncliffe
 Bicester, OX25 1LP ☎ 01869 256197 Fax: 01869 256824
 Applications via fax or email: DES/CSLS-OpsFormsandPubs@mod.uk

7. Quality Assurance Representative:

Name: [REDACTED]
 *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.uwh.diffr.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

NOTE

Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site: <https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm>

Contractor Commercially Sensitive Information (Clause 5). Not to be published.	
Description of Contractor's Commercially Sensitive Information: There is no commercially sensitive information from SCJS in relation to this deliverable.	
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: [REDACTED] Position: [REDACTED] Address: SCJS 1 st Floor Chandlery Building, School Lane, Southampton. SO31 4NB Telephone Number: [REDACTED] E-mail Address: [REDACTED]	

Offer and Acceptance	
<p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for 7 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 £106,047) (Edn 12/16).</p> <p>Name (Block Capitals): [REDACTED] Position: [REDACTED] For and on behalf of the Contractor [REDACTED] Authorised Signatory [REDACTED] Date: 26.01.18</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): [REDACTED] Position: COMMERCIAL OFFICER For and on behalf of the Authority [REDACTED] Authorised Signatory [REDACTED] Date: 02/24/18</p>
<p>C) Effective Date of Contract: 02/2/18</p>	

17 January 2018

STATEMENT OF REQUIREMENT FOR DELIVERY OF VESSEL SEARCH TRAINING TO THE NIGERIAN NAVY

Introduction/Background

The Nigerian Navy (NN) will participate in Exercise Obangame Express in March 2018. A US-led international exercise with more than 20 participants, Obangame Express focuses on maritime interdiction operations, as well as visit, board, search, and seizure techniques. The NN has identified a training gap that needs to be met prior to participation in the exercise and has asked the UK to assist.

A commercial provider, able to provide suitably qualified instructors in Investigative and Search Techniques (Vessel Search Training), is required.

Requirement

The delivery of a two-week 'Core Investigative and Search Methods' course (Vessel Search Training) The course has been developed by Sustainable Criminal Justice Solutions specifically for the Nigerian context, and provides the fundamental skills for all those engaged in national security or law enforcement operational roles, strengthening and standardising existing methodologies and practices in line with internationally recognised best practice.

The chosen entity will provide:

- a. Two suitably qualified instructors with requisite skills and background in vessel search training (including prior experience of training delivery in Nigeria) to deliver the course;
- b. Single entry Nigerian visas for the instructors. The final invoice is to reflect actual receipted costs of the visas and any travel and subsistence required to attend interviews in London, and be supported by copies of the receipts;
- c. All requisite training materials as per previous training delivery in Nigeria.

Dates

Including travel to/from Nigeria, the task will run from 10-24 February 2018, with training delivery taking place from 12-23 February 2018.

Location

Nigeria: [REDACTED] culminating in a practical serial aboard a NN vessel.

Government furnished resources/support

BMATT Nigeria will provide the following:

- a. Letter of introduction to support the visa application process;
- b. Return flights to/from Nigeria;
- c. Internal transportation whilst in Nigeria;
- d. Accommodation in all locations using FCO approved hotels;
- e. BMATT SO1 Maritime will accompany, facilitate, and support the training delivery.

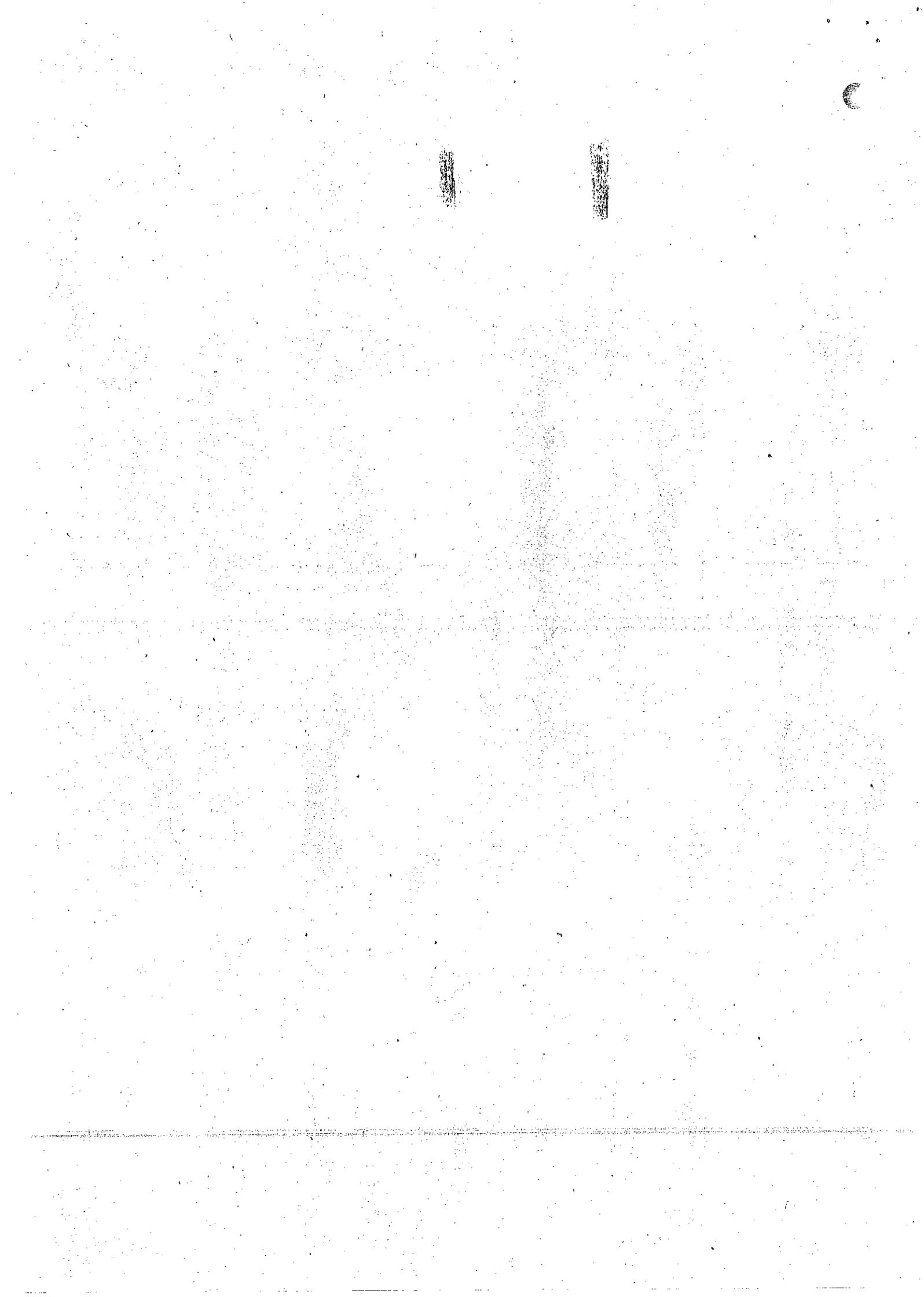
Assurance and project Evaluation

 BMATT SO1 Maritime, is responsible for coordination with the NN and in-country facilitation. He will accompany the training providers throughout and monitor delivery of the course.

SCHEDULE OF REQUIREMENTS FOR SERVICES FOR CONTRACT NO: HOCS3B/00075

FOR: The Supply of Training Packages to the Nigerian Navy

Item Number	Contractor Deliverables	Notes	Firm Price Ex Vat
1	2 x Instructors	Price includes: set up & delivery planning costs, trainer subsistence, trainer day rates, indirect costs, overheads including all project management, coordination and back office support, travel and health insurance. Additionally, this figure accounts for visa related costs which are scheduled outside the tender deadline.	[REDACTED]
2	2 x Visas		[REDACTED]
3	Training Materials/ Printing		[REDACTED]
Total			£24,991.00



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2	2 x Visas		[REDACTED]
3	Training Materials/ Printing		[REDACTED]
Total			£24,991.00

