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**PURCHASE ORDER**

**Contract** **No:** [TBC]

**Contract Name:** Dstl Invitation to Tender (ITT) for the Provision of 2 x Trace Screening Instruments (TSI) for Explosives

**Dated:**

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 £122,979).

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| **Contractor** | **Quality Assurance Requirement (Clause 8)** |
| Name:    Registered Address: |  |

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| **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  [Special Instructions]  DELIVERY TO PORTON DOWN – Exact Location on site to be confirmed.  1) Please note that Deliveries are not normally accepted on site after 1600 Hours  2) Deliveries to Porton Down using vehicles in excess of 15 Tonnes Gross Weight must be made via the A30 road, and not through Porton Village.  3) Delivery drivers must carry some form of identification e.g. Driving Licence.  4) Access to the site may not be allowed, if site clearance has not previously obtained and an escort is not available.  5) The Contractor must contact the Authority’s Representative (Project) to make final arrangements before delivery.  6) The Contract is fully responsible for the delivery and unloading of Deliverables from vehicles once on site.  7) Accompanying Delivery Notes must clearly state the Contract Number therein.  To be Collected by the Authority  [Special Instructions]  [Not used]  Each consignment of the Deliverablesshall 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: TBC  Frequency: As agreed with the Authority’s Representative (Project Manager) (see Box 2 of DEFFORM 111).  Location: As agreed with the Authority’s Representative (Project Manager) (see Box 2 of DEFFORM 111). | The Contractor is required to submit the following Reports:  Subject: TBC  Frequency: As agreed with the Authority’s Representative (Project Manager) (see Box 2 of DEFFORM 111).  Method of Delivery: As agreed with the Authority’s Representative (Project Manager) (see Box 2 of DEFFORM 111).  Delivery Address: As agreed with the Authority’s Representative (Project Manager) (see Box 2 of DEFFORM 111) |

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| **Payment (Clause 14)** |
| **Invoice Submission**  1. Further to clause 14 (Payment), in order to obtain payment the Contractor shall:  a. submit an invoice to the Dstl Accounts Payable at the address set out in Box 11 of DEFFORM 111 and send a PDF copy of the invoice to the Authority’s Representative (Project Manager) (see Box 2 of DEFFORM 111).  b. Invoices must quote the Contract number, Milestone number and Purchase Order number (where applicable). |

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| **Forms and Documentation** | **Supply of Hazardous Deliverables (Clause 9)** |
| Forms can be obtained from the following websites:  <https://www.aof.mod.uk/aofcontent/tactical/toolkit>  (Registration is required).  <https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing>  <https://www.dstan.mod.uk/>  (Registration is required).  The MOD Forms and Documentation referred to in the Conditions are available free of charge from:  Ministry of Defence, Forms and Pubs Commodity Management  PO Box 2, Building C16, C Site  Lower Arncott  Bicester, OX25 1LP  (Tel. 01869 256197 Fax: 01869 256824)  Applications via email:  [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk)  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. | 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:  a. The Commercial Officer detailed in the Purchase Order, and  b. [DSA-DLSR-MovTpt-DGHSIS@mod.uk](mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk)  by the following date: 22nd December 2021 (as part of the Invitation to Tender (ITT) response)  or if only hardcopy is available to the addresses below:  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 |

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| **DEFFORM 111**  **(Edn 03/21)**  **Appendix - Addresses and Other Information** | | | | |
|  | **1. Commercial Officer**  Name: [to be inserted on contract award]  Address: Dstl Porton Down, Salisbury, Wiltshire, SP4 0JQ  Email: [to be inserted on contract award]  🕿: [to be inserted on contract award] |  | **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 |  |
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|  | **2. Project Manager, Equipment Support Manager or PT Leader** (from whom technical information is available)  Name: [to be inserted on contract award]  Address: Dstl Porton Down, Salisbury, Wiltshire, SP4 0JQ  Emai: [to be inserted on contract award]  🕿: [to be inserted on contract award] |  | **9. Consignment Instructions**  The items are to be consigned as follows:  As per the Schedule of Requirements |  |
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|  | **3. Packaging Design Authority**  Organisation & point of contact:  [Not used]  (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 |  |
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|  | **4. (a) Supply / Support Management Branch or Order Manager:**  **Branch/Name:** [Not used]  🕿[Not used]  **(b) U.I.N.** [Not used] |  | 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 [DESWATERGUARD-ICS-Support@mod.gov.uk](mailto:deswaterguard-ics-support@mod.gov.uk) in the first instance. |  |
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|  | **5. Drawings/Specifications are available from**  The Authority’s Representative (Project Manager) (see Box 2 of DEFFORM 111) |  | **11. The Invoice Paying Authority**  Dstl Accounts Payable  01980 950001  PO Box 325  Dstl Portsdown West  Fareham  Hampshire  PO14 9HL  E-Mail: accountspayable@dstl.gov.uk |  |
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|  | **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 Arncott  Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)  **Applications via fax or email:** [DESLCSLS-OpsFormsandPubs@mod.uk](mailto:DESLCSLS-OpsFormsandPubs@mod.uk) |  |
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|  | 1. **Quality Assurance Representative:**   Name: [to be inserted on contract award]  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-r.r.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.aof.mod.uk/aofcontent/tactical/toolkit/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.** |  |
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| **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: |

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| **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 30 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 £122,979). | B) Acceptance |
| Name (Block Capitals):  Position:  For and on behalf of the Contractor  Authorised Signatory ……………………………..  Date: | Name (Block Capitals):  Position:  For and on behalf of the Authority  Authorised Signatory …………………………….  Date: |
| C) **Effective Date of Contract:** | |

**SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF 2 X TRACE SCREENING INSTRUMENTS (TSI) FOR EXPLOSIVES**

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| **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)** |
| 1 |  |  | Trace Screening Instruments (TSI) | XY |  | By 31/03/2021 | 2 |  |  |
| 2 |  |  | Product Support Package | XY |  | By 31/03/2021 | 1 |  |  |
| 3 |  |  | Training | XY |  | By 31/03/2021 | 1 |  |  |
| 4 |  |  | Delivery and Installation | XY |  | By 31/03/2021 | 1 |  |  |
| 5 |  |  | [Other – Please state] |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Total Firm Price** |  |

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| **Item Number** | **Consignee Address (XY code only)** |
| ALL | To be delivered to Dstl Porton Down, Salisbury, Wiltshire, SP4 0JQ. Exact Details of location on site are to be agreed with the Authority’s Representative detailed at Box 2 of DEFFORM 111. |