


**Ministry  
of Defence**
**PURCHASE ORDER**
**Contract No:** JFC8/00009

**Contract Name:** DELIVERY OF THE BUSINESS SKILLS ELEMENT OF THE RCDS COURSE - 2018

**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 £106,047).

<b>Contractor</b>	<b>Quality Assurance Requirements (Clause 8)</b>
Name: INSTITUTE OF DIRECTORS  Registered Address: 116 Pall Mall LONDON SW1Y 5ED	NONE
<b>Consignor (if different from Contractor's registered address)</b>	<b>Transport Instructions (Clause 10)</b>
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

**Invitation to Tender**

**Standardised Contracting Template 1 - Special Notices  
and Instructions to Tenderers**

1. THE CONTENTS OF THIS INVITATION TO TENDER MUST NOT BE DISCLOSED TO UN-AUTHORISED PERSONS AND MUST BE USED ONLY FOR THE PURPOSES OF TENDERING.

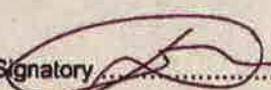
2. In addition to the Notices and Instructions specified elsewhere in the Invitation to Tender (ITT) the following shall also apply:

Progress Meetings (Clause 13)	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: Stephen Shelly</p>
Forms and Documentation	Supply of Hazardous Deliverables (Clause 9)
<p>Forms can be obtained from the following websites:</p> <p><a href="https://www.aof.gov.uk/acquisition-operating-framework/content/tactical/toolkit/index.htm">https://www.aof.gov.uk/acquisition-operating-framework/content/tactical/toolkit/index.htm</a> (Registration is required).</p> <p><a href="https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing">https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</a></p> <p><a href="https://www.dstan.mod.uk">https://www.dstan.mod.uk</a> (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 Arncott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email:</p> <p><a href="mailto:DES LCSLS-OpsFormsandPubs@mod.uk">DES LCSLS-OpsFormsandPubs@mod.uk</a></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. <a href="mailto:DSA-DLSR-MovTpt-DGHSIS@mod.uk">DSA-DLSR-MovTpt-DGHSIS@mod.uk</a></p> <p>by the following date: 11th May 2018</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 (MTR) Hazel Building Level 1, #H019 MOD Abbey Wood (North) Bristol BS34 8QW</p>

## Appendix - Addresses and Other Information

<p><b>1. Commercial Officer:</b> Name: Sarah Allko Address: Defence Academy, Greenhill House Rm 5, Shrivenham, SN6 8LA. Email: <a href="mailto:sarah.allko330@mod.gov.uk">sarah.allko330@mod.gov.uk</a> ☎ 01793 314797</p>	<p><b>8. Public Accounting Authority:</b> 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</p>
<p><b>2. Project Manager, Equipment Support Manager or PT Leader</b> (from whom technical information is available): Name: Stephen Shelly Address: Royal College of Defence Studies, Seaford House, 37 Belgrave Square, London, SW1X 8NS Email: <a href="mailto:rcds-directing-staff-2@x400.r.mil.uk">rcds-directing-staff-2@x400.r.mil.uk</a> ☎ 0207915 4866</p>	<p><b>9. Consignment Instructions:</b> The items are to be consigned as follows: See Schedule of Requirement</p>
<p><b>3. Packaging Design Authority:</b> Organisation and point of contact: DES IMOC SCP TLS Packaging MOD Abbey Wood, Bristol, BS34 8JH Tel: +44(0)30 679 35353 <a href="mailto:DESIMOCSCP-TLS-Pkg@mod.uk">DESIMOCSCP-TLS-Pkg@mod.uk</a> (where no address is shown please contact the Project Team in Box 2)</p>	<p><b>10. Transport.</b> The appropriate Ministry of Defence Transport Offices are: A. <b>DSCOM, DE&amp;S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH</b> <b>Air Freight Centre</b> IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943 EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943 <b>Surface Freight Centre</b> IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946 EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946 B. <b>JSCS</b> JSCS Helpdesk ☎ 01869 256052 (option 2, then option 3); JSCS Fax No 01869 256837 <a href="http://www.freightcollection.com">www.freightcollection.com</a></p>
<p><b>4. (a) Supply/Support Management Branch or Order Manager Branch/Name:</b>  (b) U.I.N. D5357U</p>	<p><b>11. The Invoice Paying Authority:</b> Ministry of Defence ☎ 0151-242-2000 DBS Finance Walker House, Exchange Flags Fax: 0151-242-2809 Liverpool, L2 3YL Website is: <a href="https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing">https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing</a></p>
<p><b>5. Drawings/Specifications are available from:</b></p>	<p><b>12. Forms and Documentation are available through *:</b> Ministry of Defence, Forms and Pubs Commodity Management PO Box 2, Building C16, C Site Lower Amcott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824) Applications via fax or email: <a href="mailto:DESLSLS-OpFormsandPubs@mod.uk">DESLSLS-OpFormsandPubs@mod.uk</a></p>
<p><b>7. Quality Assurance Representative:</b>  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 <a href="http://dstan.uwh.dif.r.mil.uk">http://dstan.uwh.dif.r.mil.uk</a> [intranet] or <a href="https://www.dstan.mod.uk/">https://www.dstan.mod.uk/</a> [extranet, registration needed]</p>	<p>* NOTE 1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site: <a href="https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm">https://www.aof.mod.uk/aofcontent/tactical/toolkit/index.htm</a> 2. If the required forms or documentation are not available on the MOD Intranet site requests should be submitted through the Commercial Officer named in Section 1.</p>

Contractor's Commercially Sensitive Information (Clause 4). Not to be Published
Description of Contractor's Commercially Sensitive Information: <p style="text-align: right;">N/A</p>
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	
<p>A) The Purchase Order constitutes an offer by the Contractor to supply the Deliverables. This is open for acceptance by the Authority for [insert number of days] 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)</p> <p>Name (Block Capitals): LOUISE GULLIVER                      Position: MANAGING DIRECTOR                      For and on behalf of the Contractor:</p> <p>Authorised Signatory  .....                      Date: 07/06/18</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): SARAH ALLKO                      Position: Def Comrc/CC-7R8a                      For and on behalf of the Authority:</p> <p>Authorised Signatory  .....                      Date: 08/06/18</p>
<p>C) Effective Date of Contract: 08/06/18</p>	

