



Ministry
of Defence

PURCHASE ORDER

Contract No: 702934450

Contract Name: PROVISION OF AN OPTIMAL EXTERNAL LIGHTING (OEL) FEASIBILITY STUDY (FS)

Dated: 05 December 2022

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).

Contractor	Quality Assurance Requirement (Clause 8)
Name: Services Design Solution Ltd 20-23 Mary Seacole Road The Millfields Plymouth PL1 3JY REMOVED	1) No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming Products under this contract. (2) No Quality Deliverable Plan is required.

Consignor (if different from Contractor's registered address)	Transport Instructions (Clause 10)
Name: Address: Delivery of report shall be electronic to: FAO: REMOVED	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: Start-Up Frequency: Once Location: F2F or Virtual	The Contractor is required to submit the following Reports: Final Feasibility Study as per Annex A to SC1A Purchase Order (PO) – Statement of Requirement (SOR)
Subject: Progress Review Frequency: Fortnightly Location: F2F or Virtual	

<p>Subject: Final</p> <p>Frequency: Once after receiving Final Feasibility Study</p> <p>Location: F2F or Virtual</p>	
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Payment (Clause 14)
<p>The payment method for this Contract is via the Authority's Contracting Purchasing & Finance (CP&F) system.</p> <p>Payment shall be in arrears. Invoices will be paid within 30 days of receipt.</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 Arcott Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)</p> <p>Applications via email: DESLCSLS-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: n/a</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: REMOVED

Address: Army Commercial | Zone 0.A | Ground Floor, Blenheim Building | Marlborough Lines | Monxton Road | Andover | Hants | SP11 8HT

Email: REMOVED

☎ +44 (0) REMOVED

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: REMOVED

Address: Sustainability, Efficiency, and Exploitation Team | Directorate of Basing and Infrastructure | Zone 5 | Floor 1 | Ramilies Building | Army HQ | Andover | SP11 8HJ

Email: REMOVED

☎ +44 (0) REMOVED

3. Packaging Design Authority

Organisation & point of contact:

(Where no address is shown please contact the Project Team in Box 2)

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4. (a) Supply / Support Management Branch or Order Manager:
Branch/Name:

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(b) U.I.N.

5. Drawings/Specifications are available from

Not applicable

6. Intentionally Blank

7. Quality Assurance Representative:

Name: REMOVED

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.djif.r.mil.uk/> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

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

9. Consignment Instructions

The items are to be consigned as follows:

The reports are to be delivered electronically

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

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)

JSCS Fax No. 01869 256837

www.freightcollection.com

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>

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

*** 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.

Contractor Commercially Sensitive Information (Clause 5). Not to be published.
<p>Description of Contractor's Commercially Sensitive Information: Our firm price associated with the works required to fulfil the Statement of Requirements</p>
<p>Cross reference to location of sensitive information: The Schedule of Requirements for the provision of an optimal external lighting feasibility study at the end of this document and Annex B to SC1A Purchase Order.</p>
<p>Explanation of Sensitivity: Our proposal costs as part of a competitive tender.</p>
<p>Details of potential harm resulting from disclosure: Potential for competitors to gain an unfair advantage on this and future projects.</p>
<p>Period of Confidence (if Applicable): No end date.</p>
<p>Contact Details for Transparency / Freedom of Information matters: Name: REMOVED Position: Defence Director Address: 20-23 Mary Seacole Road, The Millfields, Plymouth, PL1 3JY Telephone Number: REMOVED E-mail Address: REMOVED</p>
<p> </p>

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 10 working 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).</p> <p>Name (Block Capitals): REMOVED</p> <p>Position: MANAGING DIRECTOR</p> <p>For and on behalf of the Contractor</p> <p>Authorised Signatory REMOVED</p> <p>Date: 15 December 2022</p>	<p>B) Acceptance</p> <p>Name (Block Capitals): REMOVED</p> <p>Position: Army StratCen-Comrc-Proc-AHQ-1a</p> <p>For and on behalf of the Authority</p> <p>Authorised Signatory REMOVED</p> <p>Date: 15 December 2022</p>
<p>C) Effective Date of Contract: 15 December 2022</p>	

SCHEDULE OF REQUIREMENTS FOR THE PROVISION OF AN OPTIMAL EXTERNAL LIGHTING (OEL) FEASIBILITY STUDY

Item No.	Item Details	Total Qty	Price (£) Ex VAT	
			Per Item	Total Inc Delivery**
	See Annex A to SC1A Purchase Order - Statement of Requirement (SOR)	REMOVED	1	REMOVED
	REMOVED	REMOVED	1	REMOVED

Total Price Inc Delivery **

£52,928.47 ex VAT
