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**PURCHASE ORDER**

**Contract** **No:** 701712475

**Contract Name:** 701712475 The Provision of Domestic Abuse Awareness Training Workshops

**Dated:** 22/10/2021

Supply the Deliverables described in the Schedule to this Purchase Order, subject to the attached MOD Terms and Conditions.

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| **Contractor** | **Quality Assurance Requirement (Clause 8)** |
| Name:  **Alter Ego Creative Solutions Ltd**  **Office 30, iCentre Howard Way Newport Pagnell MK16 9PY** | Industry Standard |

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| **Consignor (if different from Contractor’s registered address)** | **Transport Instructions (Clause 10)** |
| Name: N/A  Address: N/A | Select method of transport of Deliverables  To be Delivered by the Contactor  [Special Instructions]  See Schedule of Requirements  To be Collected by the Authority  [Special Instructions]  Each consignment of the Deliverablesshall be accompanied by a delivery note. |

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| **Progress Meetings (Clause 13)** | **Progress Reports (Clause 13)** |
| The Contractor shall be required to attend the following meetings:  Subject: N/A  Frequency: N/A  Location: N/A | The Contractor is required to submit the following Reports:  Subject: TBC  Frequency: TBC  Method of Delivery: TBC  Delivery Address: TBC |

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| **Payment (Clause 14)** |
| The contractor will be paid monthly in arrears. Payment will be made on confirmation by DTR of successful delivery of the required deliverables for each period. Payment is to be enabled by CP&F. |

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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](about:blank)  (Registration is required).  [https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement#invoice-processing](about:blank#invoice-processing)  [https://www.dstan.mod.uk/](about:blank)  (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](about:blank)  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:   1. The Commercial Officer detailed in the Purchase Order by the following date: **N/A**   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 12/17)**  **Appendix – Addresses and Other Information** | | | | |
|  | **1. Commercial Officer**  Name: **REDACTED**  Address: Army Headquarters Commercial Branch, IDL 437, Zone 8, Floor 2, Ramillies Building, Marlborough Lines, Andover, Hants. SP11 8HJ  Email: **REDACTED**  🕿: ~~01264 381291~~ WFH |  | **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: **REDACTED**  Address:Support Branch, Headquarters Field Army, Ramillies Bldg,, Marlborough Lines, Monxton Road, Andover, SP11 8HJ  Email: [**REDACTED**](mailto:Cherie.Bell294@mod.gov.uk)  🕿: TBC |  | **9. Consignment Instructions**  The items are to be consigned as follows:  N/A |  |
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|  | **3. Packaging Design Authority**  Organisation & point of contact:  N/A  (Where no address is shown please contact the Project Team in Box 2)  🕿 |  | **10. Transport.** The appropriate Ministry of Defence Transport Offices are:   1. **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: N/A**  🕿  **(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](about:blank) |  |
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|  | **5. Drawings/Specifications are available from**  N/A |  | **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](about:blank#invoice-processing) |  |
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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](about:blank) |  |
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|  | 1. **Quality Assurance Representative:**   Name: N/A  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.diif.r.mil.uk/](about:blank) [intranet] or [https://www.dstan.mod.uk/](about:blank) [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](about:blank)  **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:       N/A |
| Cross reference to location of sensitive information:       N/A |
| Explanation of Sensitivity:       N/A |
| Details of potential harm resulting from disclosure:  **N/A** |
| 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 60 (sixty) 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 £122,976). | B) Acceptance |
| Name (Block Capitals): **REDACTED**  Position:       **REDACTED**  For and on behalf of the Contractor  AlterEgo Creative Solutions Ltd  Authorised Signatory **REDACTED**  Date:     13/10/2021 | Name (Block Capitals):   **REDACTED**  Position:     **REDACTED**  For and on behalf of the Authority  Authorised Signatory …… **REDACTED** ….  Date:   02/11/2021 |
| C) **Effective Date of Contract:**      01/12/2021 – 31/11/2022 | |

**ANNEX A TO SC1A PURCHASE ORDER**

**SCHEDULE OF REQUIREMENTS FOR THE SUPPLY OF**

| **Item No.** | | **Item Details** | | **Total Qty** | **Price (£) Ex VAT** | |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | **Per Item** | **Total Inc Delivery** |
| 1. | | **Quantity (3) Three Years (24 days per year, 3 sessions per day )**  **Domestic Abuse Awareness Sessions**  **Specification:**  **See attached Statement of Requirement at Annex A to Request for Proposal Letter dated 30September 2021** | | 3 | **REDACTED** | **REDACTED** |
| **Delivery Date:**  TBC | |
| **MOD Stock Ref. No. N/A** | |
| **Packaging requirements inc. PPQ and DofQ \***  **N/A** | |
| \*as detailed in DEFFORM 96 | | **Total Price Inc Delivery** | | | **REDACTED** |