

Ref. 712829453

Schedule 2 Annex A – Statement of Requirement**Requirement**

1. Provision to lease civilian vehicles for administrative travel in [REDACTED]. The service is to include scheduled and reactive maintenance for the provided vehicles. A recovery, and where necessary, replacement vehicle service is also required.
2. The user requires a soft skinned fleet consisting of:

| Serial | Vehicle | Quantity | Location | Maximum odometer count (KM) |
|--------|---|----------|-------------|-----------------------------|
| A | 9-seater vehicles with sufficient load carrying area for 12 large holdalls | 2 | [REDACTED]. | 25000 |
| B | 5 seat vehicles | 7 | [REDACTED]. | 25000 |
| C | 5 seat pick-up style vehicle | 1 | [REDACTED]. | 25000 |
| D | 5 seat pick-up style vehicle | 1 | [REDACTED]. | 25000 |
| E | Long wheelbase vehicle capable of carrying a minimum of 1.9m long stretcher with casualty | 1 | [REDACTED]. | 30000 |

3. The Long wheelbase vehicle should be suitable to carry a casualty and a 2.08M stretcher from [REDACTED] to the hospital within [REDACTED]. The vehicle should be capable of navigating [REDACTED] low quality roads and significant traffic calming speed bumps.
4. The service provider may, in the future, be required to facilitate maintenance to the [REDACTED] 5 seat pick up in [REDACTED], should the Authority decide to relocate any vehicles. The service provider must be able to facilitate the continued maintenance of the vehicle in accordance with this Schedule of Requirements. The Authority shall endeavour to give the Contractor at least 1 months' notice of any relocation of vehicles.

Delivery

5. One 5-seat pick up style vehicle which must be delivered to the [REDACTED] by contact start date, 19 Jan 25.
6. All other vehicles are to be delivered to [REDACTED] by contract start date, 19 Jan 25.

Vehicle Specifications

7. All vehicles are required to comply with the following criteria upon delivery:

| | |
|----|---|
| a. | Fully operational with no faults |
| b. | Provided with any necessary documentation and permits for immediate use |
| c. | Working ABS braking system |
| d. | Working Air Bags |

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|----|---|
| e. | Working Seatbelts |
| f. | Working Air Conditioning system |
| g. | Full-Size Spare Tyre and Tyre change kit |
| h. | Be clean, fit for purpose and ready to drive (i.e. not delivered with significant damage or flat batteries, etc.) |
| i. | Must not be 8 Years old or more, at the point of delivery |
| j. | Have new tyres and have four-wheel alignment |
| k. | Diesel fuelled vehicles are preferably |
| l. | Have sufficient ground clearance for traffic calming measures, and road conditions, in [REDACTED] even when loaded to the manufacturer's stated load capacity |
| m. | Left-hand drive. |

Service Requirements

8. Vehicles are to be reliable and roadworthy and to have, as a minimum, general and scheduled servicing and maintenance programmes to ensure they are maintained in accordance with the manufacturers' guidelines. Servicing should be conducted on a schedule based on time and not KM driven.
9. Upon handover of the vehicles to the Authority, the Contractor shall be responsible for retaining the registration documents.
10. The Contractor will be responsible for conducting an inspection of all vehicles before handover to the Authority noting any mechanical or bodywork damage.

Vehicle Replacements

11. The Contractor shall provide replacement vehicles during servicing, recovery or damage repair. Replacement vehicles shall be of an identical or higher specification and shall be provided at nil extra cost to the Authority.

Fair Wear and Tear

12. Fair wear and tear is defined as being the expected levels of deterioration in any vehicle, dependent upon its age, mileage, operating environment, and function during the normal life of a leased vehicle. Any vehicle damage that is in excess of fair wear and tear will be charged to the Authority. This must be commensurate with driving on gravelled surfaces and off road in desert conditions. This shall include chips to body paint from flying pieces of gravel or similar. Internal vehicle wear shall be commensurate with personnel wearing protective clothing and boots e.g. chaffing of internal upholstery.

Routine Servicing/ Planned Maintenance

13. Planned maintenance is defined as the regular inspection, servicing and repair of a vehicle to ensure its safe and efficient for operation. A maintenance plan for the fleet will be provided at the start of each financial year for the next 12 months.
14. The Contractor shall be required to undertake and complete routine servicing/planned maintenance, in accordance with the manufacturers' guidelines. A replacement vehicle, as per paragraph 6 (above) should be provided. Servicing and

maintenance are to be conducted within the confines of [REDACTED]. Contractor will collect vehicles from their base locations for servicing and return once complete.

15. Maintenance records of all maintenance activities performed on each vehicle from the fleet including dates, services and costs will be kept and provided when requested by the authority.
16. Servicing will be conducted by a Suitably Qualified and Experienced Person (SQEP).
17. All replacement parts which may be renewed during the provision of routine servicing are to be manufacturers' authorised parts only.

Damage/Unplanned Maintenance

18. Vehicle damage shall mean any physical harm or loss to the vehicle caused by collision with another vehicle or object, theft, vandalism, fire not caused by vehicle malfunction or natural events e.g. weather.
19. In case of the Contractor or authority finding damage during routine servicing and maintenance that does not fall under the vehicle warranty or the fair wear and tear policy, then the Contractor shall notify [REDACTED] accordingly, advising them of the relevant problem with an estimate of the repair costs for approval. Upon receiving this estimate the Authority shall decide whether the repair should be authorised. If the damage is not a safety issue, the Authority reserves the right for the Authority to deem that the repair is not critical and to delay the repair work. For example, a small crack in windscreen would fall into this category.

Minor Modifications to Vehicles

20. Where seats require to be removed or other minor modifications made in order to meet the user's specification, this is to be carried out by the contractor before delivery.

Defect and Fault Reporting

21. In the event of a vehicle being found defective, a report is to be made to the Contractor in writing. The Contractor shall make arrangements for the fault to be rectified as soon as practicable, although repairs may be delayed and incorporated within the vehicle's routine maintenance schedule if the safe operation of the vehicle is not compromised.

Fuel

22. The Contractor shall deliver each vehicle with a full tank of fuel. At the end of the hire period, the Authority shall return each vehicle with a full tank of fuel.

Parts

23. All parts supplied to vehicles should be manufacturers authorised parts only and are to be fitted within the manufacturers' guidelines.

Breakdown Recovery and Replacement Vehicles

24. The Contractor shall be responsible for the replacement of any vehicle that has broken down. The Contractor shall provide a replacement vehicle of identical or higher specification at nil extra cost to the Authority until the original vehicle is repaired and returned.
25. The Authority shall be able to request roadside assistance and vehicle recovery in the event of a breakdown within the confines of [REDACTED] in [REDACTED] and [REDACTED] only within 2 hours. Where a replacement vehicle cannot be immediately provided the personnel will be returned to base.
26. The service provider is responsible for vehicle procurement, vehicle serviceability, and disposal.

Tyres

27. Tyres shall be changed automatically by the service provider when the tread depth gets to 3mm remaining. This information will be passed to the service provider by the Authority if not picked up during routine service. Normal replacement costs for this will be borne by the service provider. Obvious damage to tyre walls caused by abuse, neglect, misuse, and accident damage, including kerbing will attract a charge to the Authority. Charges for tyre replacement including punctures shall be reduced proportionally to reflect usage prior to replacement. This should be based on the percentage of tread left on the tyre prior to normal replacement.

Authority Dependencies

1. The Authority shall ensure all drivers hold a valid UK Driving License, are taken on a familiarisation test prior to using a Contractor's vehicle and that all driver's abide by UK Driving Laws and Ministry of Defence, [REDACTED] and local driving policies.