

SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

APPENDIX B

REQUIREMENT DESCRIPTION

CONTENTS

1.	DETAILS OF REQUIREMENT	2
2.	DELIVERY LOCATION	10
3.	ANTICIPATED DELIVERY DATE.....	10
4.	ACCESS RESTRICTIONS/SECURITY REQUIREMENTS	10
5.	ADDITIONAL DETAILS	11
6.	PAYMENT PROCESS.....	11

SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

1. DETAILS OF REQUIREMENT

- 1.1 The Home Office Technology are operating on behalf of the National Policing Improvement Agency.
- 1.2 Home Office Technology (HOT) is part of the Home Office, and therefore HOT is referred to as the Authority hereafter.
- 1.3 The Authority have identified the need for the secure destruction/disposal of various IT assets, including hard drives, at two different locations.
- 1.4 Suppliers are invited to provide quotes for the secure disposal of the following assets:
- 1.4.1 Assets stored at Hendon data Centre:

Serial	Asset	Make	Model	Asset ID
VNB8HCTFQY	1320	HP	M277dw	Printer
VNB8HCTFRF	1319	HP	M277dw	Printer
CZC9081B6M	47953	HP	7900	Desktop
CZC7481K7Y	44076	HP	7800	Desktop
CZC7481K7C	44075	HP	7800	Desktop
CZC74987V0	47862	HP	7800	Desktop
CZC7481K7K	44069	HP	7800	Desktop
CZC7464W3L	44027	HP	7800	Desktop
CZC8406CW0	40402	HP	7900	Desktop
CZC9261W5X	48945	HP	7900	Desktop
CZC9261W6G	48196	HP	7900	Desktop
CZC7451004	44055	HP	7800	Desktop
CZC7464W2Z	44025	HP	7800	Desktop
CZC7492DKB	45738	HP	7800	Desktop
CZC74987V2	47845	HP	7800	Desktop
CZC8510CK3	44842	HP	7900	Desktop
CZC74510SM	44144	HP	7800	Desktop
CZC7476R3M	42067	HP	7800	Desktop
CZC7476R6K	42070	HP	7800	Desktop
CZC74510SR	44146	HP	7800	Desktop
CZC74987T0	47846	HP	7800	Desktop
CZC7464W3P	44039	HP	7800	Desktop
CZC74987TM	47865	HP	7800	Desktop
CZC74987V4	47841	HP	7800	Desktop
CZC7481K7M	44109	HP	7800	Desktop
CZC7492DH9	45725	HP	7800	Desktop
CZC7453BTQ	44060	HP	7800	Desktop
CZC74510RG	44100	HP	7800	Desktop
CZC74987SV	40583	HP	7800	Desktop
CZC7452LVD	44053	HP	7800	Desktop
CZC7476GG2	42008	HP	7800	Desktop



SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

CZC74653VB	38252	HP	7800	Desktop
CZC74510SC	44054	HP	7800	Desktop
CZC9261W8D	48245	HP	7900	Desktop
CZC7492DS2	45728	HP	7800	Desktop
CZC7481K78	44082	HP	7800	Desktop
CZC74510RL	44142	HP	7800	Desktop
CZC74987V5	47849	HP	7800	Desktop
CZC74987TP	40589	HP	7800	Desktop
CZC74510SJ	44090	HP	7800	Desktop
CZC74501WR	44051	HP	7800	Desktop
CZC8507VY5	44950	HP	7900	Desktop
CZC7481K76	44102	HP	7800	Desktop
CZC7481K7H	44061	HP	7800	Desktop
CZC74987T1	47844	HP	7800	Desktop
CZC7481K85	44080	HP	7800	Desktop
CZC9081B74	47970	HP	7900	Desktop
CZC7481K81	44099	HP	7800	Desktop
CZC74510RV		HP	7800	Desktop
CZC7481K83	44115	HP	7800	Desktop
CZC74510RP	44088	HP	7800	Desktop
CZC7465SD1	43041	HP	7800	Desktop
CZC7476R2N	40582	HP	7800	Desktop
CZC7464W2R	44023	HP	7800	Desktop
CZC7476R1R	42059	HP	7800	Desktop
CZC85034P6	45977	HP	7900	Desktop
CZC7450ZZ0	44050	HP	7800	Desktop
CZC74510RB	44096	HP	7800	Desktop
CZC7450ZYV	44056	HP	7800	Desktop
CZC7481K9C	44118	HP	7800	Desktop
CZC7453BVK	44057	HP	7800	Desktop
CZC7476R4Z	42051	HP	7800	Desktop
CZC7464W2W	44028	HP	7800	Desktop
CZC7464W41	44036	HP	7800	Desktop
CZC7481K99	44113	HP	7800	Desktop
CZC7492DXS	45741	HP	7800	Desktop
CZC7481K7L	44110	HP	7800	Desktop
CZC7476GFT	37928	HP	7800	Desktop
CZC74510SS	40593	HP	7800	Desktop
CZC8510CCH	44869	HP	7900	Desktop
CZC7481K74	44068	HP	7800	Desktop
CZC74987V9	47864	HP	7800	Desktop
CZC7481K8M	40561	HP	7800	Desktop
CZC74987T6	40527	HP	7800	Desktop
CZC7465SD7	43031	HP	7800	Desktop



SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

CZC74987TD	40585	HP	7800	Desktop
CZC7476R39	42065	HP	7800	Desktop
CZC7492DL0	45556	HP	7800	Desktop
CZC7464W39	44030	HP	7800	Desktop
CZC85034P3	46970	HP	7800	Desktop
CZC74510SP	44145	HP	7800	Desktop
CZC74510RF	44095	HP	7800	Desktop
CZC9081B6Z	47934	HP	7900	Desktop
CZC8510CF6	44877	HP	7900	Desktop
CZC8510CD0	44703	HP	7900	Desktop
CZC8409586	47701	HP	7900	Desktop
CZC7481K8T	44107	HP	7800	Desktop
CZC7481K6W	44092	HP	7800	Desktop
CZC7476R0G	42064	HP	7800	Desktop
CZC7481K94	44106	HP	7800	Desktop
CZC7481K86	44114	HP	7800	Desktop
CZC9130439	39198	HP	7900	Desktop
CZC74987TB	40587	HP	7800	Desktop
CZC7464W3V	44031	HP	7800	Desktop
CZC7445256	37505	HP	7800	Desktop
CZC74510RJ	48091	HP	7800	Desktop
CZC7481K8S	40548	HP	7800	Desktop
CZC9150SDT	48759	HP	7900	Desktop
CZC7481K73	44084	HP	7800	Desktop
CZC9081B6F	47956	HP	7900	Desktop
CZC7492DPK	40534	HP	7800	Desktop
CZC74987SW	40588	HP	7800	Desktop
CZC7476R4V	42061	HP	7800	Desktop
CZC74987TG	47863	HP	7800	Desktop
CZC8507VZ8	44430	HP	7900	Desktop
CZC74987TC	47848	HP	7800	Desktop
CZC74987TX	47843	HP	7800	Desktop
CZC74987VB	40586	HP	7800	Desktop
CZC9261W5Y	48952	HP	7900	Desktop
CZC7481K97	44105	HP	7800	Desktop
CZC7481K8J	40578	HP	7800	Desktop
CZC74510SF	44163	HP	7800	Desktop
CZC7450ZZ6	44042	HP	7800	Desktop
I96590777GSLUA100800JENS	IT01629	Toshiba	U200	Laptop
CNU509G5X9	35000	HP	NC6000	Laptop
CZC9261W5P	48243	HP	7800	Desktop
CZC7492DK3	46687	HP	7800	Desktop
CZC7481K87	44081	HP	7800	Desktop
CNU8351TLZ	44742	HP	6530	Laptop



SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

CNU9085L39	43261	HP	6530	Laptop
CNU8361Y5C	44452	HP	6530	Laptop
CND6511TJ0	38569	HP	6530	Laptop
CNU93004DB	44384	HP	6530	Laptop
CNU8351P40	46445	HP	6530	Laptop
CNU8361YZ8	42165	HP	6530	Laptop
CNF8192899	44758	HP	2510	Laptop
CNU0096G6F	49342	HP	2510	Laptop
CNU8361Y46	47627	HP	2510	Laptop
CN803XM4X1	39641	HP	2510	Laptop
CNU8351XLG	43208	HP	2510	Laptop
CNU9274WBQ	48956	HP	2510	Laptop
CNU907119F	37197	HP	2510	Laptop
CNU9053YPL	39120	HP	2510	Laptop
CNU8361Y5V	47572	HP	2510	Laptop
CNU8351Q5Y	37355	HP	2510	Laptop
CNU8361YX6	42114	HP	2510	Laptop
CNU9085JLV	43285	HP	2510	Laptop
CNU9085L10	48587	HP	2510	Laptop
CNU93004DY	37169	HP	2510	Laptop
CND711119Z	38943	HP	2510	Laptop
CNU8361Y0X	42154	HP	2510	Laptop
CNU93004BM	43272	HP	2510	Laptop
CNU8361YXC	42185	HP	2510	Laptop
CNU8361Y81	44956	HP	2510	Laptop
CNU9085JKS	43264	HP	2510	Laptop
CND7101RZM	38789	HP	6400	Laptop
CND7101RP4	38701	HP	6400	Laptop
CND7101S7Q	38685	HP	6400	Laptop
CNU9085L4Z	39116	HP	6530	Laptop
CNU9085LG4	48589	HP	6530	Laptop
CNU9085K27	43262	HP	6530	Laptop
CNU9085KN1	48513	HP	6530	Laptop
CNF8102610	46715	HP	2510	Laptop
CND7091WX6	38582	HP	6400	Laptop
CND7102WT0	38885	HP	6400	Laptop
CND7020GD8	38869	HP	6400	Laptop
	K5999	Compaq	Armada	Laptop
CZC8507W0L	44394	HP	7900	Laptop
CZC7464W3N	44032	HP	7800	Laptop
CZC9121LYV	48532	HP	7900	Laptop
CZC9081B6S	47912	HP	7900	Laptop
CZC9150SCF	48768	HP	7900	Laptop
CZC7481K7T	40569	HP	7900	Laptop



SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

CZC74987T9	47847	HP	7800	Laptop
CZC7464W3B	44101	HP	7800	Laptop
CZC7453HD8	44043	HP	7800	Laptop
CZC74987V1	40503	HP	7800	Laptop
CZC74987T5	47842	HP	7800	Laptop
CZC9261W5J	48948	HP	7800	Laptop
CZC8507VZY	44912	HP	7800	Laptop
CZC7481K8V	44111	HP	7800	Laptop
CZC9261W77	48241	HP	7800	Laptop
CZC74987TR	50092	HP	7800	Laptop
CZC7481K8R	44079	HP	7800	Laptop
CZC7450ZZP	44047	HP	7800	Laptop
CZC9261PCQ	48185	HP	7800	Laptop
CZC8507VXW	40433	HP	7800	Laptop
CZC9261PCT	48184	HP	7800	Laptop
CZC74987T3	40526	HP	7800	Laptop
CZC7481K6V	44083	HP	7800	Laptop
CZC7464W3Q	44034	HP	7800	Laptop
CZC74987TQ	47850	HP	7800	Laptop
CZC7481K7S	44062	HP	7800	Laptop
CZC7481K75	44098	HP	7800	Laptop
CZC74510SL	44045	HP	7800	Laptop
CZC7492DYM	45589	HP	7800	Laptop
CZC9092RB5	47951	HP	7800	Laptop
CZC9261W7C	48953	HP	7800	Laptop
CZC8507VZP	40460	HP	7800	Laptop
CZC9081B61	47961	HP	7800	Laptop
CZC7464W40	44035	HP	7800	Laptop
CZC7481K6Y	44119	HP	7800	Laptop
CNU8361YQL	42112	HP	7800	Laptop
CNU0096G9W	49309	HP	7800	Laptop
CNU841647L	39158	HP	7800	Laptop
CNU8351TVZ	43218	HP	7800	Laptop
CNU8361XZV	42234	HP	7800	Laptop
CNU9483Y64	39649	HP	7800	Laptop
CNU8361YP7	42120	HP	7800	Laptop
CND7111MXQ	38807	HP	7800	Laptop
CNU90712Y3	37195	HP	7800	Laptop
CNU9274W43	39182	HP	7800	Laptop
CNU9085JBN	48567	HP	7800	Laptop
CNU9085KZL	38268	HP	7800	Laptop
CNU90710JB	37223	HP	7800	Laptop
CNU841637H	39159	HP	7800	Laptop
CNU90712LV	37225	HP	7800	Laptop



SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

CNU90710JB	37223	HP	7800	Laptop
CNU9085JYF	43293	HP	7800	Laptop
CNU9085KL9	43265	HP	7800	Laptop
CNU8351P81	47569	HP	7800	Laptop
CNU9070SC8	39129	HP	7800	Laptop
CNU93004W5	44348	HP	7800	Laptop
CNU9085KBW	43273	HP	7800	Laptop
CNU8351TS6	46439	HP	7800	Laptop
CNU9085LOV	39148	HP	7800	Laptop
CNU9085JHD	48565	HP	7800	Laptop
USB903T8P2		HP	Storageworks	San Switch
USB902T7ZD		HP	Storageworks	San Switch
S3A37KTX1F02W	K7457	Compaq	Storageworks	San Switch
S3A37KTX1F00F	K7456	compaq	Storageworks	San Switch
GB8631F9LD	K6401	HP	DL380 G5	Server
3CL848C493		HP	Storageworks	MSA2000
3CL901C332		HP	Storageworks	MSA2000
CNN7443CBG	44200	HP	1906i	Monitor
1C05875L009FF	41658	Netgear	GS724T	Switch
E0909079	48486	EAP		Network
93094800159	48485	Checkpoint	IP290	Switch
	48487	Cisco	1941	Router
	48071	Cisco	1941	Router
1C05875J0038D	48482	Netgear	GS724T	Switch
FOC1029F07A	K6296	Cisco	4400	Lan Controller
	48484	HP	ProCurve 1810- 24G	Switch
CAT1018R1GD	K6295	Cisco	3560	Switch
CNN7443DN5	44153	HP	1906i	Monitor
CNN7443DFH	44220	HP	1906i	Monitor
CNK50616JC	40144	HP	1940	Monitor
NB17HMEX209100	P0001285	Samsung	172n	Monitor
NB17HJGX207334D	IT02058	Samsung	172n	Monitor
CND6480SGP	H1882	HP	1906i	Monitor
GS17HDDXC19840	K7012	Samsung	172n	Monitor
CN0XH533728726952M1L	L 0045	Dell		Monitor
NB17HJGX207580B	P0001326	Samsung	172n	Monitor
NB17HMEX209107	P0001372	Samsung	172n	Monitor
PPE050200920	L 0068	Viewsonic		Monitor
PPE050200939		Viewsonic		Monitor
CNHW56DH39	49059	HP	1320	Printer
YELR104009	K5806	Fujitsu		Monitor
YELR104438	L 0046	Fujitsu		Monitor



SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

PPE050200900		Viewsonic		Monitor
NB17HJGX207569W	L 0065	Samsung	172n	Monitor
CNN6450DFD	H2248	HP	1906i	Monitor
CND6480RLS	H1883	HP	1906i	Monitor

1.4.2 Assets stored at Marsham Street:

Serial	Asset	Make	Model	Asset ID
CZC7492DLN	45716	HP	7800	Desktop
CZC7492DW7	45560	HP	7800	Desktop
CZC7476GCF	43083	HP	7800	Desktop
CZC7492DR9	43066	HP	7800	Desktop
CZC7492DS1	45627	HP	7800	Desktop
CZC7476G8Z	42002	HP	7800	Desktop
CZC7476XF9	46506	HP	7800	Desktop
CZC7476GD8	47209	HP	7800	Desktop
CZC7476R57	45313	HP	7800	Desktop
CZC7492DPC	45719	HP	7800	Desktop
CZC7465SD0	42416, 37365	HP	7800	Desktop
CZC8510CGL	44713	HP	7800	Desktop
CZC7481K82	37668	HP	7800	Desktop
CZC7492DJT	45564	HP	7800	Desktop
CZC8140HF8	39721	HP	7800	Desktop
CZC8140HCJ	39736	HP	7800	Desktop
CZC7476GCH	47203	HP	7800	Desktop
CZC7476R5C	45314	HP	7800	Desktop
CZC7492DJ1	45569	HP	7800	Desktop
CZC7492DYB	45731	HP	7800	Desktop
CZC7476R4N	47178	HP	7800	Desktop
CZC7492DHH	45624	HP	7800	Desktop
CZC7476XFW	45028	HP	7800	Desktop
CZC7492DX4	45256	HP	7800	Desktop
CZC8140HCN	46543	HP	7800	Desktop
CZC8140HD4	39691	HP	7800	Desktop
CZC8140HF5	39693	HP	7800	Desktop
CZC8140HD2	39703	HP	7800	Desktop
6S23JYHXL46G	P0002359	HP	7800	Desktop
CND71120KM	38558	HP	6400	Laptop
CND6511SM9	38641	HP	6400	Laptop
CND71120CC	38753	HP	6400	Laptop
CND7101G92	38991	HP	6400	Laptop
CND6511T3Z	38666	HP	6400	Laptop



SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

CNU8180NSD	43737	HP	6510	Laptop
CNF819287R	47612	HP	6510	Laptop
CND7101RQL	38770	HP	6400	Laptop
CND7101RM1	38731	HP	6400	Laptop
CND7101RDY	38784	HP	6400	Laptop
CND7101FYP	38690	HP	6400	Laptop
CND6511SSG	38743	HP	6400	Laptop
CND7092QZS	38346	HP	6400	Laptop
86572133G	K6279	Toshiba	U200	Laptop
CNF81928JD	42132	HP	6510	Laptop
CNF810269W	45755	HP	2510	Laptop
CNF81927ZW	42178	HP	2510	Laptop
CNF81025V6	46719	HP	2510	Laptop
CNF81026FM	46724	HP	2510	Laptop
CNF81928C9	46421	HP	2510	Laptop
CNF81928MG	42130	HP	2510	Laptop
CNF8102641	46725	HP	2510	Laptop
CNF819287S	47674	HP	2510	Laptop
CND710095J	38956	HP	6400	Laptop
CNF819283H	44757	HP	2510	Laptop
CNF819283N	47675	HP	2510	Laptop
CNF8192883	42160	HP	2510	Laptop
CNF819282Y	44739	HP	2510	Laptop
CNF8192889	44731	HP	2510	Laptop
CNF81026GT	46714	HP	2510	Laptop
CNF819285Z	47679	HP	2510	Laptop
	IT02487	Dell	D410	Laptop
CNF81928K9	42137	HP	2510	Laptop
CNF8510PK4	37133	HP	2510	Laptop
CNF81026GH	45142	HP	2510	Laptop
CNU8180NLD	39819	HP	6510	Laptop
CND7101FW0	38989	HP	6400	Laptop
CND9191J0T	48168	HP	2530	Laptop
CND9191XJZ	48155	HP	2530	Laptop
CND9191XZJ	48153	HP	2530	Laptop

- 1.5 The Authority has already removed the hard drives from all applicable assets and Suppliers are asked to provide pricing for the secure wiping of all data on these, followed by secure disposal of the hard drives.

- 1.5.1 The following is a list of the hard drives; these are currently in storage at Hendon Data Centre.

SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

DRIVE TYPE	QUANTITY	MEMORY SIZE	MODEL
HP SCSI Drives	299	146GB	10000
Hard Drives (3 1Ž2)	78	80GB	7200
		100GB	7200
		40GB	5400
Hard Drives (2 1Ž2)	212	80GB	7200
		100GB	7200
		40GB	5400
Micro Drives	60	80GB	5400

- 1.6 Suppliers are required to provide the Authority with a comprehensive audit report and all supporting certification upon completion of the secure disposal.

DELIVERY LOCATION

- 1.7 The assets are being stored in the following 2 locations.

- 1.7.1 Sixty nine (69) assets are currently in storage at:

Home Office Technology PNC Operations
Peel 2 SE,
2 Marsham Street,
London, SW1P 4DF

- 1.7.2 Two hundred and fifty three (253) assets and six hundred and forty nine (649) hard drives are currently in storage at:

Home Office Technology PNC Operations
Corporate Services Group
Hendon Data Centre,
Aerodrome Road, NW9 5JE

2. ANTICIPATED DELIVERY DATE

- 2.1 The secure disposal is required as soon as possible.

3. ACCESS RESTRICTIONS/SECURITY REQUIREMENTS

- 3.1 On site engineers will be escorted by a Home Office staff member as part of the security policy for Hendon Data Centre and Marsham Street.

SO18193 Provision of Secure IT Disposal
Appendix B – STATEMENT OF REQUIREMENTS

4. ADDITIONAL DETAILS

- 4.1 The Authority are primarily interested in a “nil-cost” disposal option whereby the appointed provider’s costs would be covered by monies it obtained from recycle/resale of the Authority’s assets.

5. PAYMENT PROCESS

- 5.1 In order to achieve complete automation of the Procure to Pay process, payment can only be made for services rendered, interim payments will not be considered unless previously agreed prior to contract award. Suppliers should take this into consideration when outlining their costs and payment terms.
- 5.2 Each invoice MUST state a valid purchase order number as issued by the CCS.
- 5.3 Each invoice should list an elemental breakdown of services supplied.
- 5.4 Payment will be made 30 days following receipt of a correctly submitted invoice.
- 5.5 All invoices should be submitted for the attention of Accounts Payable at the following address(s):

Home Office Shared Service Centre

PO Box 5015

Newport

Gwent

NP20 9BB

Tel: 01633 581644

E: ap-hold-resolution@homeoffice.gsi.gov.uk