



**707985452**

## Calibration and Maintenance of 7 x Bruel and Kjaer (B&K) Vibration Kits

**Multi Helicopter Platform Delivery Team (MHP DT)**

**Statement of Requirement (SoR)**

Revision: 1.0

Date: 27 November 2023

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**DOCUMENT ISSUE STATUS:**

<b><u>Revision Number:</u></b>	<b><u>Date:</u></b>	<b><u>Description</u></b>
0.1	18/10/2023	Revised at ITN stage following tender review.
1.0	27/11/2023	Annex A – SOR issue at Contract Award

**Record of amendments:**

<b><u>Number</u></b>	<b><u>Date</u></b>	<b><u>Reason for Change</u></b>	<b><u>Amended by</u></b>
0.1	18/10/2023	Revised at ITN stage following tender review. Updated SOR version 0.1.	DT Stakeholders
1.0	27/11/2023	Update to the Authority's revised quality management requirements and issue of contract award.	E. Bulmer

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## 1. Requirement.

1.1 Multi Helicopter Platforms Delivery Team (MHP DT) ('the Authority') requires the Contractor to provide calibration for seven engine vibration test kits and support including pre-inspection of equipment, express pick-up and delivery service, cleaning and repairs in support of the Puma platform.

1.1.1 Line Item 1 – Operations Management.

1.1.2 Line Item 2 – Technical Support.

1.1.3 Line Item 3 – Calibration of seven kits.

1.1.4 Line Item 4 – Spares.

1.1.5 Line Item 5 – Repairs.

1.1.6 Line Item 6 – Tasking Mechanism,

## 2. Timeframe.

2.1 The contract duration is listed at Table 1 with a planned end date of 31 Mar 2025. The table below highlights identified periods for pricing purposes:

Period	Dates
Year 1	Award to 2031 Mar 2024
Year 2	1 Apr 2024 to 31 Mar 2025

*Table 1: Approved Contract pricing periods.*

## 3. Equipment Overview.

3.1 Seven Bruel & Kjaer (B&K) Vibration Test Kits are used in support of Puma HC Mk2 and Makila 1A1 engines. RAF Benson hold seven kits, which require annual calibration, servicing, and a spares package (i.e. cables). The kits are used in three locations. Each location requires two serviceable kits serving as main and reserve with a seventh kit in the calibration and repair loop. The kits are required following engine replacements and prevent aircraft being 'Aircraft on Ground' (AOG).

Site Name	Address
RAF Benson	TMEC / PTT, RAF Benson, Wallingford, Oxfordshire, OX10 6AA

*Table 2: Site Location.*

**4. Fixed Services.**

4.1 The fixed services are those activities which represent a fixed level of support to the Authority; charges for these services shall be firm for the duration of the contract. The following are the fixed services under this Statement of Requirements:

- 4.1.1 Line Item 1 - Operations Management.
- 4.1.2 Line Item 2 – Technical Support.
- 4.1.3 Line Item 3 – Calibration of seven kits.

**5. Variable Services.**

5.1 The variable services are those which are varied in frequency and or value and will be tasked on a case-by-case basis in accordance with of the Terms and Conditions of Contract Line Item 6 – Tasking Mechanism:

- 5.1.1 Line Item 4 – Spares.
- 5.1.2 Line Item 5 – Repairs.

**6. Line Item 1 – Operations Management.**

6.1 The management and administration of this contract to ensure all aspects are proactively managed and allow for performance tracking.

6.2 The Contractor shall identify and provide a Manager to act as the single point of contact responsible for managing and directing Contractor activities.

6.3 The Contractor's Manager shall be available for contact during normal UK working hours of 09:00 to 16:00 Monday to Friday with all queries to be responded to within 5 working days.

6.4 The Contractor's Manager shall be responsible for the planning, organising, scheduling, and reporting required in the execution of this Contract on behalf of the Contractor by communicating with the Authority's dedicated Project Lead.

6.5 Quality Management.

6.5.1 The Contractor shall ensure they have an established Quality Management System in place, to deliver assurance, which can be shown to be compliant with MoD Policy, including but not limited to ISO:9001 certification.

6.5.2 The Contractor shall operate a proactive continuous improvement strategy to identify any process, working practice or contractual improvements to improve the efficiency of the support solution.

6.5.3 The Contractor shall support Audits held on behalf of the Authority.

**7. Line Item 2 – Technical Support.**

7.1 Safety and Environment Management.

7.1.1 Contractor shall complete a Safety and Environmental Management Plan (SEMP) and conduct annual reviews. The Safety and Environmental Management Plan shall be provided to the Authority no later than 3 months of Contract Award.

7.1.2 The Contractor shall comply with BS EN ISO 14001 British Standard for Environmental Management Requirements.

7.2 The Contractor shall maintain a Master Equipment Document Set of reproducible documents for all equipment supported under this contract to the standard of design and build currently in service.

**8. Line Item 3 – Calibration of Seven Kits.**

8.1 The Contractor shall provide a firm price and delivery lead time for the annual calibration of all items listed at SoR, Appendix 1.

8.2 The Contractor shall be responsible for all shipping and handling of equipment within the agreed Delivery Forecast (DF) lead times, to and from the location specified in Table 2.

8.3 The Contractor shall provide annual Calibration to all Seven Vibration Kits, as stipulated at SoR, Appendix 1.

**Line Item 4 – Spares.**

- 8.4 The Contractor shall provide a firm price and delivery lead time for all items listed in Annex D. The Contractor may, by exception and where appropriate recommend a suitable alternative spare to replace an item which is fit form and function, for the Authority to consider. All Spares requests shall be on a task-by-task basis.
- 8.5 The Contractor shall provide a spares facility for the duration of the Contract for provision of the items contained in stipulated at Annex C.
- 8.6 The Contractor shall ensure that all items supplied comply with all UK legislative requirements.

**9. Line Item 5 – Repairs.**

- 9.1 The Contractor shall provide a, spares inclusive, repair and recondition service for the duration of the contract for the items listed at Annex E. All repairs and reconditions shall be on a task-by-task basis.
- 9.2 Items issued for repair shall be issued to the Contractor on contract loan terms in accordance with the Terms and Conditions of the Contract.
- 9.3 Testing of Repaired / Re-certified Items.
- 9.3.1 In agreement with the Authority, each repaired item shall be subject to passing the tests defined by legal requirements, industry best practice and the OEM current Specification. On satisfactory completion of testing a Test Certificate is to be issued, a copy of which shall be attached to the completed item in a weather-proof bag and a further copy to be retained and safely stored by the contractor for the life of the component.
- 9.3.2 Any additional work required to perform additional testing because of unsatisfactory results, shall be carried out by the Contractor at no additional charge to the Authority.
- 9.3.3 Should the contractor carry out work, which is found to be substandard by the Authority, the task shall be re-worked by the Contractor to the required standard at no additional charge to the Authority.
- 9.4 Disposal of redundant Parts, Materials, etc.
- 9.4.1 All parts, materials etc. arising from the items issued to the Contractor for repair, whether serviceable or not, shall remain the property of the



Authority. Any such parts or materials not used in the repair of the items shall be disposed of as follows:

9.4.1.1 Serviceable and economically repairable parts are to be brought onto the Authority Stores Account in accordance, where these repairable parts are to be segregated and accounted for separately.

9.5 Marking of Repaired / Re-certified.

9.5.1 Items repaired under the Contract shall have a data label, fitted in a prominent position to the outer packaging containing the Authority's Task Number, the item's serial number, NSN (NATO Stock Number), date of repair / re-certification, and the contract number. A second label shall be included (where appropriate) within the package accompanied by relevant test documents, component log cards and Certificates of Conformity.

9.6 Transportation.

9.6.1 Transportation of equipment from the address in Table 2 to the Contractor's facility shall be carried out by the Contractor.

9.6.2 The Contractor shall return repaired equipment to the address stated in Table 2.

9.7 Items supplied to the MoD, or returned to the MOD following repair, shall have accompanying paperwork that complies with MAA (Military Aviation Authority) Regulatory Publications, Regulatory Item 4809 Issue 8.

**10. Line Item 6 - Tasking Mechanism.**

11.1 All work under Item 11 of this Annex (A) and Annexes D and E shall be carried out on an individual basis. The following Demand Order (DO) procedure shall apply:

11.1.1 Any requirement for demand order purchases shall be requested by the Authority's Project Officer or nominated representatives by completing a demand order form utilising the template stated at Annex F, inclusive of DT Commercial endorsement.

11.1.2 The Authority's DO purchase requests shall be for items stated at Annex D and E only, with the quantity of repair and/or spares to be stipulated as well as the expected lead times and total DO pricing. The Authority shall provide a Purchase Order at time of DO request.

11.1.3 On receipt of DO purchase request the contractor shall confirm acceptance within 10 working days and where contracted lead times

cannot be achieved, the Contractor shall provide evidence in writing to the Authority within 10 working days for consideration of acceptance or rejection in line with the Terms and Conditions.

- 11.1.4 In the event the Authority requests cancellation of an item order after a call off request has been issued, the Contractor is to provide a breakdown of incurred costs for cancellation recovery in accordance with Terms and Conditions.

**Appendix 1: Core Contractor Calibration Deliverable.**

<b>Description</b>	<b>Delivery timeline</b>	<b>Update freq</b>	<b>Calibration Due Date 2023/24*</b>	<b>Calibration Due Date 2024/25*</b>
Vibration Kit 01 calibration	20 working days	annual		Feb 2025
Vibration Kit 02 calibration	20 working days	annual		Feb 2025
Vibration Kit 03 calibration	20 working days	annual	Nov 2023	Oct 2024
Vibration Kit 04 calibration	20 working days	annual	Feb 2024	Feb 2025
Vibration Kit 05 calibration	20 working days	annual	Nov 2023	Oct 2024
Vibration Kit 06 calibration	20 working days	annual	Nov 2023	Sep 2024
Vibration Kit 07 calibration	20 working days	annual	Nov 2023	Sep 2024

\*Due dates are estimates and the contractor is to remain flexible in meeting the Authority's revised requirements.