



Border Force

Buyer: The Secretary of State for the Home  
Department acting through Border Force

## **STATEMENT OF REQUIREMENTS**

**SUPPLY OF ISO/SOLAS APPROVED**

**MATTRESSES, MATTRESS TOPPERS, AND**

**MATTRESS PROTECTORS**

**Project\_18726**

May 2025



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## Definitions

Phrase	Definition
Buyer	Secretary of State for the Home Department.
Supplier	The bidder selected for Contract Award
Mattress	See Table 1
Mattress Topper	See Table 1
Mattress Protector	See Table 1
Contract Award	The action undertaken to officially notify the winning bidder that their quote has been successful.
Request for Quotation Process	<ol style="list-style-type: none"><li>1. Prospective suppliers will submit a quote by the deadline set and published in Contracts Finder.</li><li>2. The buyer will conduct due diligence on the submitted quotes and may seek clarification if necessary.</li><li>3. The buyer will then conduct evaluation of all compliant bids</li><li>4. The supplier who submits the most economically advantageous quote will be recommended for award.</li><li>5. Contract Award</li></ol>



## 1. Background to the Buyer

- 1.1 The Buyer currently operates a fleet of five sea going patrol vessels operating in both UK and International waters. The fleet consist of four steel-hulled patrol vessels of 42m and one of 47m, all vessels are manned 24/7 and therefore require crew to be accommodated onboard.
- 1.2 The primary role of the fleet is:
  - 1.2.1 To provide a mobile, flexible, seaborne force capable of maintaining an effective deterrent against illegal immigration, smuggling and other breaches of the law administered by Border Force both within and outside the territorial waters of the UK in support of the UK's national security strategy.
  - 1.2.2 To increase maritime intelligence, undertake surveillance and improve international liaison in combating illegal immigration, the smuggling of drugs and movement of instruments of terrorism by sea.
  - 1.2.3 To intercept suspect vessels in territorial and international waters; and
  - 1.2.4 To provide mutual assistance to EU countries, the Channel Isles, the Isle of Man, and other partners on the UK border.
- 1.3 In addition to these primary responsibilities, Border Force also undertake tasks on behalf of the Ministry of Defence, Maritime and Coastguard Agency, National Crime Agency, Police and UK Fisheries Agencies.

## 2. Background to the Requirement

- 2.1 The Buyer requires maritime mattresses, mattress toppers and mattress protectors that are compliant to industry standards as set out in Section 4, table 1.
- 2.2 The Buyer wishes to set up a contract for the supply of mattresses, mattress toppers, and mattress protectors for use in crew bunks onboard four (4) of the steel-hulled patrol vessels.

## 3. Requirement

- 3.1 The Supplier shall supply an initial batch of sixteen (16) mattresses, sixteen (16) mattress toppers, and thirty-two (32) mattress protectors for use onboard one (1) patrol vessel no later than the 23<sup>rd</sup> May 2025.



- 3.2 The Supplier shall supply each further batch of sixteen (16) mattresses, sixteen (16) mattress toppers, and thirty-two (32) mattress protectors at intervals of no more than 2 months apart from dispatch of initial batch. This will be defined by the buyer once the contract is in place.
- 3.3 The residual 8 mattress, mattress toppers and mattress protectors should be delivered within 10 months of the initial batch.
- 3.4 The Buyer may require purchasing further mattresses, mattress toppers or mattress protector during the life of the contract, to the same configuration as defined in Table 1.
- 3.5 By submitting a quote, the Supplier acknowledges that the Buyer offers no guarantee that further mattresses, in addition to the initial seventy-two (72), will be bought.
- 3.6 By submitting a quote, the Supplier agrees to deliver the mattresses, mattress toppers and mattress protectors to the address in § 6 under the incoterm Delivered Duty Paid (DDP).<sup>1</sup>

<sup>1</sup> [International trade contracts and incoterm](#)

## 4. The Mattresses

### Configuration

- 4.1 The Supplier shall supply the mattresses in the following configuration, as defined in Table 1 and [Complete MGN 580.pdf](#).

**Table 1**

Item	Mattress	Topper	Mattress Protector
Quantity	72	72	144
Dimension	210cm x 80cm x 16cm	210cm x 80cm x 5cm	210cm x 80cm x 22cm
Compliance level	IMO/SOLAS FTP, MCA – UK MER Ensign, USCG Approval, MED WheelMarked.	IMO/SOLAS FTP, USCG Approval, MED WheelMarked.	Quilted, water resistant with side skirt.
Firmness	Medium/Firm		N/A

## 5. Warranty



- 5.1 All items supplied during the period of this contract shall be covered by a one-year warranty from delivery.
- 5.2 The Supplier shall provide replacement mattresses, toppers or mattress protectors in the event of a defective item and is subject to statutory warranty claims, such as, but not limited to;
  - 5.2.1 not of merchantable quality; or is
  - 5.2.2 not fit for purpose.
- 5.3 The Supplier shall provide an after-sale service to support any emerging defects or minor repairs should the need arise. The Supplier should provide information on covers and toppers to fit the size of mattresses if needed.

## 6. Delivery Timeframe and Location

- 6.1 The Supplier shall ensure all deliveries throughout the life of the contract are to the Buyers address below. The initial delivery is to be made no later than 23<sup>rd</sup> May 2025.
- 6.2 The Supplier shall deliver all goods to the following address;
  - 6.2.1 Maritime Technical and Logistics Unit  
Unit 1,  
Murrills Industrial Estate,  
Portchester,  
PO16 9RD

## 7. Quality and Standards

- 7.1 The Supplier shall ensure and evidence that the mattresses, toppers and mattress protectors meet all of the following compliancy levels:
  - 7.1.1 IMO/SOLAS<sup>1</sup> FTP compliant Annex 1 Part 9
  - 7.1.2 MED WheelMarked
  - 7.1.3 USCG Approval Number
  - 7.1.4 MCA – UK MER Ensign
- 7.2 The Supplier shall ensure and evidence that the mattresses are manufactured in accordance with UK BS7177 Source 5 fire safety



standards.

## 8. Bidding

- 8.1 This opportunity is to be considered as a Below-Threshold Procurement in accordance with Pt.4, Ch. 8 of the PCR2015<sup>2</sup> procurement regulations and as such will be based around the Request for Quotation (RFQ) process.
- 8.2 All quotations shall be in GBP (Pounds Sterling).
- 8.3 The Supplier shall provide an itemised unit cost for each required item as detailed in [Table 1](#). Any quote received that does not include the itemised unit cost will be considered non-compliant and may be disqualified.
- 8.4 The Supplier must clearly state if any discounts have been applied to their quote.
- 8.5 Please use the template at Annex A to submit your responses. Bidders must enter their responses to all Technical Questions in the boxes within the template, there is one box for each option.
- 8.6 The Supplier shall state, upon submission of their itemised quotations, that they:
  - 8.6.1 accept the Buyer's Short Form Terms and Conditions (attached to the advert); and
  - 8.6.2 Please use the template at Annex B to submit your quotation.
  - 8.6.3 they can deliver this requirement within the required timeframes as stated in [§ 6](#).
- 8.7 Suppliers are to submit compliant quotations to [MaritimeProcurement@homeoffice.gov.uk](mailto:MaritimeProcurement@homeoffice.gov.uk) quoting "Project\_18726 - Supply of Mattresses for Border Force Cutters" as per the timings stated in the Contracts Finder advert.
- 8.8 Please use the template at Annex C to state any additional comments and prices.

<sup>1</sup> [International Convention for the Safety of Life at Sea](#)

<sup>2</sup> [The Public Contracts Regulations 2015](#)

## 9. Bid Scoring

- 9.1 This procurement is being conducted with both a Technical and Price assessment.
- 9.2 Weightings have been established against each evaluation criteria to reflect their relative importance.



- 9.3 The Price Criteria is weighted at 90% and the Technical Criteria is weighted at 10%. These are added together to give the overall evaluation score.
- 9.4 The Technical Criteria is further broken down and weightings have been applied to each of the questions, as shown in Annex A below.
- 9.5 If two or more suppliers achieve the same overall score, this will be deemed a tie.
- 9.6 In this event, the decision as to who shall be the preferred Supplier will be determined by the Supplier offering the lowest price.
- 9.7 If two or more tied Suppliers offer the same price, the preferred Supplier will be determined by the highest quality score against the answers given to question in Annex A.

## 10. Charges and Payment

- 10.1 All invoices are to be submitted in GBP (Pounds Sterling).
- 10.2 All invoicing will be in arrears after delivery of each batch of mattresses and in the format requested by the Buyer.
- 10.3 All invoice correspondence must be as per the instructions on the Buyer-issued PO document.
- 10.4 The Supplier will receive one (1) Purchase Order (PO) number for this requirement. This document may be amended by the Buyer, from time to time.
- 10.5 Upon issue of a PO by the Buyer, the Supplier may submit an invoice(s) to the email address provided in accordance with the line-items on the PO document ensuring that all mandatory data required by the Buyer is on the Invoice.
- 10.6 All invoices should be sent to either;
- 10.6.1 [hosupplierinvoices@homeoffice.gov.uk](mailto:hosupplierinvoices@homeoffice.gov.uk); or
- 10.6.2 Home Office Shared Service Centre,  
PO Box 5015  
Newport  
NP20 9BB





- 10.7 In order for the invoice to be considered compliant, it must include;
- 10.7.1 Invoice date;
  - 10.7.2 The Buyer's Purchase Order number;
  - 10.7.3 The full address of the delivery location;
  - 10.7.4 Details of the Ordered Goods provided;
  - 10.7.5 Full cost breakdown;
  - 10.7.6 VAT Registration number; and
  - 10.7.7 any such other documentation as may reasonably be required by the Buyer to substantiate the invoice.
- 10.8 The Buyer reserves the right to withhold payment from the Supplier, in part or in full, should any, specified or otherwise, condition as expressed in this Statement of Requirements, not be successfully met by the Supplier.

**Annex A - Template for Question Responses**

Bidder responses to Technical Questions and acceptance of terms should be submitted using this template.

Question Number	Question, Options and Weighting	Score (max 100)	Bidder Offer
11.	Bidding (Mandatory, bidder must confirm)		<input type="checkbox"/> Tick to Confirm
11.5	The Supplier shall confirm that they accept the UK Government Short Form Terms and Conditions for Goods and Services.	Pass /Fail	<input type="checkbox"/>
11.6	The Supplier shall confirm they will comply with all sections of this Statement of Requirements.	Pass /Fail	<input type="checkbox"/>
12.	Technical Criteria Assessment Questions (10% in total)		
12.1.	Product Quality & Durability (maximum 4% for score of 100)		
12.1.1.	How long is the estimated lifespan of your product under high-frequency usage conditions?		<input type="checkbox"/> Tick one
12.1.1.1.	5+ years	100	<input type="checkbox"/>
12.1.1.2.	3-5 years	75	<input type="checkbox"/>
12.1.1.3.	1-3 years	50	<input type="checkbox"/>
12.1.1.4.	6 months to 1 year.	25	<input type="checkbox"/>
12.1.1.5.	No lifespan stated.	0	<input type="checkbox"/>
12.2.	Delivery Lead Time (maximum 3% for score of 100)		
12.2.1.	What is the standard delivery lead time you offer?		<input type="checkbox"/> Tick one
12.2.1.1.	10-15 business days.	100	<input type="checkbox"/>
12.2.1.2.	15-21 business days.	75	<input type="checkbox"/>
12.2.1.3.	21-30 business days.	50	<input type="checkbox"/>
12.2.1.4.	30+ business days.	25	<input type="checkbox"/>
12.2.1.5.	No business days stated.	0	<input type="checkbox"/>



**12.3. After-Sales Support**

(maximum 3% for score of 100)

- 12.3.1. What type of after-sales support do you provide for your products?
- 12.3.1.1. 24/7 customer support via phone, email, and live chat, with immediate resolution for urgent issues.
  - 12.3.1.2. Dedicated support team available during business hours (9 am – 5 pm) for inquiries.
  - 12.3.1.3. Email and online ticket support with a guaranteed response within 48 hours.
  - 12.3.1.4. No formal after-sales support; customers must rely on self-service resources like FAQs and user manuals.
  - 12.3.1.5. No after-sales support stated.

Tick one	
100	
75	
50	
25	
0	



## **Annex B - Template for Price Quotations**

Price quotations should be submitted using this template by completing each 'Price offered' column.

The vessels are qualifying ships under VAT Notice 744C and zero rated for VAT. Quotes should therefore not include VAT.

### **Items**

Covering requirements in section 3. General Requirements.

Items	Price offered (GBP)
Mattress	£
Mattress Topper	£
Mattress Protector	£
Delivery price	£

### **Quality Standards**

Please state the quality standards the mattresses, mattresses toppers and mattresses protectors adhere to.

Requirement	Summary Description
Quality Standards	

### **Warranty**

Please specify the warranties provided by your company, along with any additional costs associated with them.

Requirement	Summary Description	Price offered (GBP)
Warranty		£



### **Annex C – Template for Any Additional Comments**

Please use the table below to state any further comments and any additional prices these are associated with. Please extend the table as required. Quotes should not include VAT.

Item	Description	Additional Price
1.		£
2.		£
3.		£
4.		£
5.		£
6.		£
7.		£
8.		£
9.		£
10.		£