**Annex A to SC2 Schedules – Statement of Requirement**

1. **Title.** The supply of forage to Military Working Horses (MWHs).
2. **Customer Sponsor.**  Headquarters London District (HQ LONDIST).
3. **Users.**  The Household Cavalry Mounted Regiment (HCMR), The Household Cavalry Training Wing (HCTW), Defence Animal Training Regiment (DATR), The Royal Military Academy Sandhurst (RMAS) and The King’s Troop Royal Horse Artillery (KTRHA).
4. **Requirement.**
	1. **Ordering Process**
5. Orders will be placed using the Authority’s chosen electronic purchasing system known as Contracting, Purchasing and Finance (CP&F) and followed up by e-mail/telephone to the Contractor’s nominated representative.
6. The Contractor is to confirm receipt of the order including commodities to be delivered and the projected delivery date and time within 12-hours by email or telephone.
7. All orders are to be accompanied by a delivery invoice which will be checked off by the Authorised Demanding Officer (ADO) at the point of delivery. One copy will be retained by the Authority for auditing purposes and one copy by the Contractor. Both copies of the delivery invoice are to be signed by the ADO and the Contractor’s representative noting any discrepancies.
8. Requisitions can be edited on CP&F by the ADO before the commodity is ‘arrived’ to sort any discrepancies.
9. The Contractor will use the software DBS and Exostar to manage orders.
10. Items with known weights will be ordered through the software prior to delivery. Items where the weight is taken from the weighbridge will be put into CP&F post-delivery.
	1. **Delivery**
		1. The Contractor will deliver commodities to the following locations within 48 hours from receipt of order to delivery to both primary and secondary locations. This includes Bank holidays and weekends.

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| Ser | Unit | Delivery Address | Remarks |
| Primary – delivery on a regular basis  |
| 1 | HCMR | Hyde Park BarracksREDACTED | Local council time restrictions on deliveries. ULEZ and Congestion ZoneDue to the daily ceremonial requirements of HCMR the delivery times will be restricted around MWH SCPD training and sustainment, movements; before 0645, between 0815-0915, and between 1330-1530. Times can change during the busy ceremonial season due to early morning rehearsals and parades. The vendor will be informed prior to ordering. |
| 2 | HCTW | Combermere BarracksREDACTED | No major restrictions for AM or PM deliveries; a working relationship between user and vendor must be established to ensure deliveries minimise training disruption. |
| 3 | KTRHA | King George VI LinesREDACTED |  |
| 4 | DATR | Asfordby RoadREDACTED |  |
| 5 | RMAS | Haig RoadREDACTED |  |
| Secondary – delivery on an infrequent basis. Not limited to the following locations: |
| 1 | HCMR/ KTRHA | Bodney CampREDACTED | For Regimental exercises which are conducted annually; usually 4 weeks in Jun/Jul HCMR and 3 weeks in Sep KTRHA |
| 2 | HCMR/ KTRHA | National Performance | The Musical Ride and Drive occasionally perform in different counties. Where feasible and upon consultation with all parties involved. |
| 3 | HCMR / KTRHA | International Performance | The Musical Ride and Drive occasionally perform in different countries. Where feasible and upon consultation with all parties involved. |
| 4 | KTRHA | Wellington Barracks, REDACTED | Forward Mounting Base |
| 5 | HCMR/ KTRHA | Contracted grazing  | MWHs are occasionally turned out at locations other than DATR. |
| 6 |  | (NI) Lisburn Bks |  |
| 7 |  | Tidworth |  |

* + 1. Deliveries are to be in quantities that can be easily moved from the point of unloading to storage locations by the Authority. Where pallets are used, they are to be standard (40 x 48 inches (or 1200 x 1000mm) ISO 6780 and EN 13382). All commodities must be able to be offloaded from the vehicle using Manual Handling Equipment (MHE) only (no manhandling) in order to comply with HSAW Regulations.
		2. Routine deliveries are to be made during normal working hours which is 0800-1600 hours Monday – Friday, unless specifically agreed otherwise between the ADO and the Contractor. Note that orders may be made for delivery to be carried out over a weekend to meet ceremonial, regimental, show or operational commitments. As a guide only, the Contractor might expect to make deliveries up to three times a week. However, this may rise during periods of increased tempo of operations.
	1. **MHE.** The Contractor shall provide the necessary MHE (i.e. Hyster 250 Forklift 2,220kg rating or equivalent) to enable the Contractors representative to load/unload the commodities safely and to comply with safe system at work and H&S legislation. The Authority will use small forklift trucks (Hyster 250 Forklift 2,220kg rating) and low loading light weight trolleys in each delivery location to distribute the commodities once unloaded from the Contractor’s vehicle.
	2. The Contractor is responsible for unloading/loading vehicles at the point of delivery as well as loading its own vehicles with empty pallets. The Authority will be responsible for placing all commodities in unit storage areas once vehicles have been safely unloaded.
	3. **Proof of Weight** is to be provided by the Contractor at time of delivery. The Contractor is also required to provide a weighbridge bill/certificate with all deliveries. All packaging must contain details of weight on the label.
	4. **Empty Pallets:** Unless otherwise advised by the ADO,empty pallets must be removed by the Contractor during the subsequent delivery.
1. **Users.** MWHs
2. **Use.** Bedding and food stuffs for MWHs
3. **Risk assessments.**
	1. The commodities shall not be supplied from premises, which are at the time situated in an area where restrictions on the movement of animals have been imposed by an order of the Department for Environment, Food and Rural Affairs, on account of Foot and Mouth disease.
	2. Ministry of Defence Supplier Cyber Protection Risk Assessment:
		1. Cyber Risk Profile: N/A
		2. Reference: RAR-Q7U624NV
4. **Operational Requirements.** Delivery times and/or locations may change if there is an Operational need, for the duration of the Operation. This includes but is not limited to an Op BRIDGE or Op TEMPERER, or in case of human or animal disease outbreak/epidemic/pandemic
5. **System Safety Considerations.** The requirements of the Contract must comply fully with all UK Health and Safety (H&S) legislation and best practice. Commodities are to be packed and delivered in compliance with H&S regulations and in accordance with the safe systems at work regimes employed at each delivery location. Transport movements in and around the workplace need to be controlled to protect the workforce and pedestrians, and to prevent damage to equipment and buildings. The Contractor must take all steps to prevent accidents or injuries to all persons, equipment or buildings.
6. **Fielding Plan.** The Contract Demanding Officer at HQ London District (SO3 Logistic Support) on behalf of the Authority will nominate an ADO at each location which will be notified to the Contractor, this will normally be the Unit Forage Master.
7. **Governance**. The table below summarises how the contract will be managed.

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| Management Tiers | Who | What |
| Primary | The Authorised Demander (Unit Forage Master) | Responsible for the daily monitoring and management of the contract. Telephone calls usually confirm orders twice weekly. This is the first point of call for any issues. |
| Secondary | Contract Manager (SO3 Log Sp, HQ London District) | Monthly or quarterly usage data will be submitted to the SO3 Log Sp. Any issues can be raised directly to SO3 Log Sp.Bi-annual assurance visits will be conducted to contractor sites. This can include any other interested parties such as the Veterinary Officer or Riding Master. |
| Tertiary  | Commercial Officer  | To deal with payment or CP&F catalogue issues. Will be referred by and consulted through SO3 Log Sp.  |

1. **Physical Characteristics**
	1. Annex A: Straw, forage and fresh produce
	2. In-contract product amendments and additions. New products on the market can be added to the catalogue in-contract. The Contract Manager at HQ London District will advise the Authority on any amendments or additions.
	3. Any damages or substandard products will be returned to the Contractor and replaced within 48 hours.
2. **Legislation/Standards**. The requirements of the Contract must comply fully with all UK Health and Safety (H&S) legislation and best practice.
3. **Training**. The Contractor will provide training and information of best use of the commodities to each of the sites. Continuous improvement of ways of working is important for the MWHs. Any information or reference material to be used as additional training aids to benefit training and enhanced knowledge is welcomed.
4. **Care and Use**.
	1. The Contractor is to provideinformation on the type of commodity being supplied in leaflet/poster form to explain the correct use of the commodity and storage instructions etc. This should consider the infrastructure available at each MOD site.
	2. The Technical Tender Evaluation Team may wish to visit the Contractor’s sites as part of the technical tender evaluation.
5. **Compatibility**. The Contractor should include their branded names and minimum order quantities in the tender so that the commodity can be correctly labelled on the CP&F catalogue.
6. **Climatic**. Commodities must be able to withstand UK seasonal weather.
7. **Sizing**. No individual single item should be heavier than 25kg. Products can be packaged in multipacks as long as the individual item doesn’t exceed 25kg in weight and the packaged products moved by forklift. HCMR and Wellington Barracks deliveries - due to the low hanging pipes in the stables, height of palletised deliveries should be restricted to 2.45m and the width of a standard pallet.
8. **Storage Life**. Packaging shall be clearly marked with the name of the product contained within and batch number. Products shall be packaged to allow outside storage and where possible shall be rodent proof. No bag or individual item within a multipack shall be heavier than 25kg.
	1. For information only, the Contractor should note that storage space at barracks in London (including Woolwich and Windsor) is limited, as is the workforce available to unload/distribute/store etc. This is particularly evident at Hyde Park Barracks.
9. **Media / communications**. Any social media or similar platform that the Contractor wishes to publish on must first be authorised by the Authority.

Annexes:

1. Straw, forage and fresh produce.

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Annex A to

File Reference: 20210420 -Forage\_Contract\_Renewal\_SOR

**Straw, Forage and Fresh Produce**

1. **Introduction.** The MWHs conduct a varied range of activities throughout the year, including potentially going abroad, and need a diet to support their fluctuating roles and exercise regimes. Para 5 in the Statement of Requirement further lays out the different activities the MWHs will partake in.
2. **Straw.** Clean bedding which is easily manageable for stalled and lose boxed MWH. Must be palletised in multipacks and be as clean, dry, dust and foreign object-free as possible. The straw should appear fresh and golden in colour and easily broken up with minimal dust spores.
3. **Forage – use, requirement and what makes it up.** Bulky high-fibre, low starch feeds such as hay/haylage on average horses are eating for 17 hours a day, average of 540 MWHs who eat 1.5-2 bales of forage a day. This forms the basis of the MWHs diet.
4. **Fresh Produce.** The term “produce” refers to apples, carrots and parsnips only.
5. **Packaging/ Deliveries**. All products must be clearly labelled with all ingredients and packaged so that they do not spoil.

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| **Ser** | **Product Type** | **Use** | **Nutritional Value** | **Size/ Remarks** |
| 1 | Straw | Bedding  | The straw shall be wheat. The straw must be bright yellow in colour, free from dust, mould and staining (weathered). Straw must be sweet, clean and dry and must be free from foreign objects such as metal, rock, plastics, timber, weeds mud etc. It should look and smell fresh | It must be of an average length.Standard small bales which are easily manual-handled  |
| 2 | Hay | Forage | It shall have been baled at a moisture level of not more than 14%, with consequent minimal spoilage and spore production. Routine testing of batches for quality with results available to The Authority. Dust free. Timothy/rye/orchard grass preferable to alfalfa/legumes due to the prevalence of IBD in MWHs and type of grass? It shall not be from the current year’s growth until after 1st October, nor over 18 months old on delivery.It shall consist of well recognised grass species and be free of toxic and undesirable weeds and foreign bodies.No bale shall have weather beaten tops, sides or bottoms and the hay must not be mouldy, damp or stale. | It must be of an average length, suitable for feeding from hay nets.Feeding from hay nets and groundTransport – ISO pallets  |
| 3 | Haylage | Forage | The bagged grass shall be mildly fermented ryegrass, free from weeds, dust and other foreign material. It shall have a high fibre content and contain low protein and energy levels. It shall be free from harmful moulding.Moisture level should be not more than 45%, should have a constant /average moisture content  | Sealed airtight bags (double wrapped to accommodate outside storage) Man-handled and liftable weight. DATR can accept larger bag sizes/ weights if available, up to a maximum of 260kg. |
| 4 | Apples | Fresh produce | Shall be a minimum of Grade 2 Produce, fit for consumption with a minimum shelf life of 7 days. Free from decay, wormholes and mould and internal breakdown.  | Deliveries shall be made in bags/boxes not exceeding 25kg. |
| 5 | Carrots and parsnips | Fresh produce | Shall be a minimum of Grade 2 Produce, fit for consumption with a minimum shelf life of 7 days. Free from decay, wormholes and mould and internal breakdown. | Deliveries shall be made in bags/boxes not exceeding 25kg. |

1. **Estimated Annual Requirement** - the quantities in the table represent current forecasts based upon 5-year historical data. Future order levels cannot be guaranteed by the Authority and quantities per year are strictly indicative only.

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| Ser | Straw, Forage and Fresh Produce |
| Commodity (kg per year) | Unit | Total |
| HCMR | HCTW | DATR | KTRHA | RMAS |
| 1 | Straw | REDACTED |
| 2 | Hay |
| 3 | Bagged Grass |
| 4 | Apples |
| 5 | Carrots/parsnips |