**902 EAW MECHANICAL TRANSPORT STATEMENT OF REQUIREMENT**

1. The Core Fleet requirement is:

|  |  |
| --- | --- |
| **Vehicle Type** | **Quantity** |
| 7 Seat Large SUV 4x4 | 3 |
| Pick Up Double Cab 4x4 | 2 |
| Total | 5 |

**DETAILED STATEMENT OF REQUIREMENT**

1. The Authority is looking to appoint a service provider who shall offer a value for money solution with respects to the supply and servicing of White Fleet (WF) vehicles.
2. The Contract duration shall be for the period 16 December 2024 until 15 December 2025, with an option to extend for a period of up to 36 months in any increment.

**VEHICLE SPECIFICATIONS**

1. All vehicles are required to meet the following criteria:
2. Conform to the legal requirements set in Oman.
3. Have valid Motor Insurance policies.
4. Left hand drive.
5. Working ABS braking system.
6. Working electronic stability control system.
7. Working driver and passenger air bags.
8. Working 3-point seatbelts for all occupants.
9. Working good quality air conditioning system for front and rear passengers.
10. Full size spare tyre and tyre change kit
11. Be clean, fit for purpose and ready to drive (i.e., not delivered with significant damage or flat batteries.
12. Vehicles to be 3 years old or newer.
13. Vehicles to be 4WD
14. Where requested, a NATO standard tow hitch.
15. NCAP safety rating of 5 stars.
16. The Contractor is to provide Sunshades for the vehicles.
17. **General Capabilities Large SUV**. Occupant safety is the primary concern, all vehicles provided must have been awarded 5 stars by the Euro New Car Assessment Programme (NCAP). Road presence is essential and as such a large SUV is the first choice of vehicles operated on the public highways in Oman. There is a requirement for the vehicles to have a minimum of 5 seats maximum of 7 seats and must be 4x4 capable. Due to the nature of use, primarily off base, SAT Navs must be standard in these vehicles to reduce navigational risk and mitigate against the use of mobile phones.
18. **General Capabilities: Pickup Trucks**. Must be able to safely and securely carry a NATO standard pallet (Dimensions 1.00 metre x 1.00 metre) with a maximum weight of 1000kg. These vehicles must provide the capability to securely cover the load bed with a tarpaulin or equivalent that can be attached to the vehicle body (tarpaulin to be included). They must be 4x4 capable and diesel powered due to use on airfields and come fitted with a NATO standard tow hitch. Pickups should also have a maximum authorised mass not exceeding 3500kg to eliminate the requirement for DVLA driving category C1 licences and must be able to seat at least 4 large[[1]](#footnote-1) persons but no more than 7 large personnel. This type of vehicle must have achieved an overall NCAP safety rating of 5 stars.

**SERVICE REQUIREMENTS**

1. The service must include maintenance support and regular servicing. Vehicles should be returned back to the user within 24hrs.
2. Service provider will support recovery of all vehicles from outside the confines of Al Musannah Air Base (AMAB) as per paras 33 and 34.
3. If the user loses a vehicle for over 24hrs due to scheduled maintenance or unforeseen mechanical or electrical issues, the service provider will supply a replacement vehicle of the same standard.
4. The service provider must be able to provide maintenance support and recovery of vehicles inside the confines of AMAB within 24hrs; this will require driver and vehicle details to enable base security passes. If the user is to then lose the asset for over 24hrs, the service provider is to supply a replacement of the same standard as per para 9.
5. The service provider is responsible for vehicle procurement, vehicle serviceability, and disposal.
6. An inspection is to be undertaken when vehicles are on-hired and off-hired, to minimise liability, and to encourage users to look after vehicles. Upon handover of the vehicle to the Authority, the service provider shall be responsible for retaining the registration documents.
7. The service provider is to assist the 902 EAW MTO with the relevant authorities during/following an accident to obtain all necessary documentation following any on/off base accident/incident. This may include accompanying SP to the Police Station to assist with interpretation.

**VEHICLE REPLACEMENTS**

1. The service provider will provide roadworthy vehicles within the agreed replacement cycles by mileage or age, whichever comes first. Vehicles that incur high maintenance charges may be replaced earlier at the service providers’ discretion. Vehicles will be replaced in line with the following average limits:
	1. Large SUVs – 60,000kms or 3 years old.
	2. Pickup Trucks – 60,000kms or 3 years old.
2. All vehicles are to be reliable and roadworthy and have as a minimum an annual service to ensure vehicles are maintained in the highest possible condition in accordance with manufacturers’ guidelines.
3. Replacement vehicles for servicing and damage repair should be a one for one swap (or better) at nil (0) cost to the Authority ensuring the total number of vehicles is maintained by the Authority. For breakdown or recovery, the contractor is to supply a like for like vehicle within 24 hours of being notified.

**ROUTINE SERVICING / MAINTENANCE**

1. Responsibility for servicing and repairs lies with the service provider who will produce a schedule of routine maintenance for all vehicles. The service provider shall liaise with the unit (through the Authority’s nominated representative) to achieve a servicing and maintenance programme that shall cause minimum disruption to the users.
2. The service provider will be required to undertake and complete the scheduled servicing within 24hrs, in line with the manufacturers’ guidelines. Should the service provider fail to undertake servicing within this period, they shall provide a replacement vehicle, as per para 9.
3. In the case of the service provider finding damage during routine servicing/maintenance that does not fall under the vehicle warranty or the fair wear and tear policy, then the service provider shall notify the Authority’s nominated representative, immediately, advising them of the relevant problem with an estimate of the repair costs for approval. Upon receiving this estimate the Authority’s nominated representative shall decide whether the repair should be authorised. If the damage is not a safety issue, the Authority’s nominated representative can deem that the repair is not critical and can delay repair. For example, a small crack in windscreen would fall into this category.
4. All replacement parts which may require to be renewed during the provision of routine servicing are to be manufacturers authorised parts only.

**MINOR MODIFICATIONS TO VEHICLES**

1. In the interests of achieving best value for money, the service providers’ vehicles must be maintained to as near to standard condition as tasking allows. Whenever possible the requirement for permanent fixtures that for example require holes to be drilled is to be avoided. No modifications are to be made without the prior agreement of the service provider and the Authority’s nominated representative.

**VEHICLE CHECKS**

1. Authority staff are to carry out vehicle checks to ensure that the leased vehicles are maintained to a high standard. The aim is to avoid the payment of charges for damage that falls outside the provisions of fair wear and tear, and to minimise the long-term effects of minor damage.

**DEFECT AND FAULT REPORTING**

1. In the event of a vehicle being found defective, a report is to be made to the service provider’s servicing facility, during normal working hours. If the fault is safety critical, the vehicle is to be inspected within 24hrs. If the fault is deemed not safety related, the service provider is to plan for the fault to be rectified within 5 business days. Repairs may be delayed and incorporated within the vehicle’s routine maintenance schedule if the safe operation of the vehicle is not compromised and must be agreed by the Authority. The vehicle will be collected from either gate 1 or 2 at AMAB.
2. Defects which result from damage, negligence, or misuse, which can be attributed to the Authority, will result in a maintenance charge and continuing lease charges. Please note, the vehicles must be inspected within the timelines set out in para 23. Where the defect or damage are the result of the Authorities misuse of the vehicle then the service provider shall upon inspection provide an estimate for consideration to the Authority’s representative prior to the repair being authorised by the CivSec team.

**FAIR WEAR AND TEAR**

1. A policy on what is deemed as fair wear and tear is to be agreed between the Authority and the contractor, detailing what damage is acceptable 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.
2. In general terms, 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.
3. An example of acceptable fair wear and tear with respect to large SUVs and pick-ups would 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. The cargo bay of pick-up vehicle where the level of damage to a vehicle does not exceed that at which it was no longer fit for purpose i.e., the carriage of goods safely, securely and covered from the elements. For the avoidance of doubt, scratches to the paint surface of the vehicle cargo bay would be classed as fair wear and tear. However, loss or damage to load restraining equipment e.g., load-lock rails, is not considered fair wear and tear and therefore a charge would be applicable.

**TYRES**

1. Tyres shall be changed automatically by the service provider when the tread depth gets to 3mm remaining. 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.

**VEHICLE CONSUMABLES**

1. The Authority shall be allowed to hold stocks of consumable spare parts. The provision of vehicle consumables (e.g., bulbs, wiper blades) will be arranged by the service provider and provided free of charge to the Authority. The quantity of free consumables shall be advised by the service provider in their tender response.

**PARTS**

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

**LABOUR CHARGES AND INVOICING**

1. Labour shall be charged by the service provider for any work undertaken on the vehicle exclusive of routine servicing of the WF. The service provider shall provide a rate per hour for the billing of labour which shall be fixed for the duration of the contract.
2. A single monthly invoice for the hire of the vehicles shall be submitted by the service provider. All invoices presented by the service provider to the Authority shall be itemised detailing all applicable charges with respect to hire/repair/servicing of the vehicle as applicable.

**RECOVERY**

1. Vehicles which require recovery from the Authority’s facility shall be the responsibility of the service provider; all vehicle transfers will occur at AMAB Gate 1 or 2.
2. If a vehicle requires recovery outside of AMAB the contractor will provide recovery services within 2 hours of receiving the call from the Authority’s nominated representative.

**TRAFFIC FINES**

1. Any traffic fines incurred by the Authority are to be billed by the service provider to the Authority, who shall be responsible for identifying the respective individuals and settling the fine with the local Police.

**FLEET MANAGEMENT**

1. The successful service provider shall provide an English-speaking Fleet Manager who shall manage the vehicles on behalf of the Authority. The Fleet Manager shall undertake the following duties:
	1. Instigate and mange a vehicle fleet servicing programme.
	2. Manage the vehicle fleet on behalf of the Authority.
	3. Call forward the vehicle fleet for servicing.
	4. Attend Authority/Service Provider meetings as required.
	5. Maintain all vehicle records and service history.
	6. Maintain all original vehicle registration documents and number plates.
	7. Undertake the production of any reports requested by the Contracts Manager.
	8. Ensure compliance of service provider invoices with Authority billing requirements.
	9. Manage the requirements for ‘spot hire’ vehicles as and when required.
	10. Manage the provision of free consumables as per contract agreement.
	11. Manage the replacement of vehicles as and when required.
	12. Rotate vehicle fleet vehicles as applicable.
	13. Instigate vehicle recovery services.
	14. Assist with obtaining Omani Police Reports

**DEPRECIATION**

1. The Authority requires the service provider to provide a depreciation scaling within their tender with respect to the replacement cost of vehicles. This scaling shall take into account the age and mileage of the vehicle prior to replacement and provide a reflection of the value that a vehicle of that particular age or mileage would accrue on the second-hand market. This scaling should advise the depreciation value as a percentage on the initial purchase price of the vehicle.
2. Where vehicles are deemed to be beyond economic repair the service provider is to make a contractual claim against the Authority. This claim should take into account the agreed depreciation on the vehicle and be less than the residual salvage value of the vehicle.
3. This may not be required if the supplier proposes to insure the Fleet against damage. This cost will be included in the overall hire charges and will not appear as a separate line item.

**SPOT HIRES**

1. The Authority shall be able to hire vehicles on a temporary basis (‘Spot-Hire’). The firm prices for these spot-hires are to be defined and provided by the contractor. The contractor should be able to supply all vehicle types within 24 hours of request or at a time / date agreed between the Authority and the contractor.

**INSURANCE**

1. It will remain the responsibility of the Contractor to renew insurance as required and provide the Authority with updated insurance certificates. All vehicles shall be provided with Fully Comprehensive Insurance cover that is valid throughout Oman, especially on AMAB, for the Contract duration.
2. In the event of an accident, the Authority (with assistance from the Service Provider) shall obtain an official Omani Police report and submit this alongside a copy of the Driver’s licence to make a claim on the Insurance.
3. The Authority shall be liable to pay the first 1,000 OMR in each of the following situations:
	1. Where it is determined by the Omani Police that the accident is the fault of the Authority’s Driver.
	2. In the event of an accident where the third party cannot be traced
1. Personnel may be required to wear full CPE and continue their normal daily work. [↑](#footnote-ref-1)