

SCHEDULE OF REQUIREMENTS TO TENDER NO DSACOMDD/5046

**SCHEDULE OF REQUIREMENTS**

<b>Contractor's name and address:</b> <b>Brightwells Auctions Ltd</b> <b>Easters Court</b> <b>Leominster</b> <b>HR6 0DE</b>	<b>MINISTRY OF DEFENCE</b> <b>Schedule of Requirements</b> <b>for</b> <b>SALE AND DISPOSAL OF</b> <b>SURPLUS VEHICLES, SPARE PARTS AND TYRES (SURPLUS ASSETS)</b>	<b>Contract no:</b>  DSACOMDD/5046
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Item No.	Description	Qty	Delivery Dates	Packaging Specification	Consignee	Firm Price £ (excluding VAT)
1	<p>Provision of a complete Service to manage the loading, collection, transportation, storage, refurbishment, marketing, sale and recycling/disposal of Surplus Assets that are declared surplus or beyond economic use by the Authority, in accordance with the Specification at Annex A to the Contract (Statement of Requirement (StOR)), resulting in:</p> <p>1.1 Sales of Surplus Assets</p> <p>1.2 Recycling or destruction of Surplus Assets (Goods for Destruction or Recycling (GDR))</p>	-	<p>Duration commencing on 11 June 2018 for a four year period plus up to three further one year periods as may be exercised in accordance with Condition 18 of the Contract, and as detailed below:</p> <p>Option Year 1 – Not exercised Option Year 2 – Not exercised Option Year 3 – Not exercised</p>	<p>Commercial Packaging in accordance with DEFCON 129 (Edn 07/08), where required</p>	<p>Authority's Designated Officer</p>	<p><u>1.1 Sales of Surplus Assets</u></p> <p>a. Percentage share of the Gross Selling Price of each Surplus Asset, in respect of all sales income <b>up to</b> an aggregate gross revenue of [REDACTED]:</p> <p style="text-align: center;"><b>Retained by / Paid to Contractor / Authority</b></p> <p><b>Vehicles:</b> [REDACTED] <b>Spares/Tyres:</b> [REDACTED]</p> <p>b. Percentage share of the Gross Selling Price of each Surplus Asset, in respect of all sales income <b>above</b> an aggregate gross revenue [REDACTED]</p> <p style="text-align: center;"><b>Retained by / Paid to</b></p>

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						<p style="text-align: right;"><b>Contractor / Authority</b></p> <p><b>Vehicles:</b> [REDACTED]</p> <p><b>Spares/Tyres:</b> [REDACTED]</p> <p>1.2 <u>Recycling/Disposal of GDR</u></p> <p>Spares: [REDACTED] per tonne/pro rata</p> <p>Tyres: [REDACTED] per tonne/pro rata</p>
2	<p>Provision of documentation in support of the services provided under Items 1 and 4 of the Schedule of Requirements, as follows:</p> <p>2.1 Stock Report in accordance with Section 4.1 b) of Annex A to the Contract</p> <p>2.2 Annual Stock Check Certificate of Completion in accordance with Section 2.1 d) of Annex A to the Contract</p>	<p>1x soft copy (each) in Microsoft Office compatible format:</p> <p>Monthly</p> <p>Annually</p>	<p>Required for the full duration of Item 1 (including any option years exercised) and Item 4 of the Schedule of Requirements unless otherwise stated below:</p> <p>No later than Fourth Business Day of each following month</p> <p>On anniversary of Date of Contract and 1 month prior to expiry of Contract</p>	Not applicable	Authority's Designated Officer	Included in Item 1.1 of the Schedule of Requirements

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2.3	Sales Report in accordance with Section 4.1 d) of Annex A to the Contract	Monthly	No later than First Business Day of each following month			
2.4	Goods Received Report in accordance with Section 4.1 c) of Annex A to the Contract	As required	Within 20 Business Days of each collection of Surplus Assets			
2.5	Waste Report in accordance with Section 4.1 c) of Annex A to the Contract	Monthly	No later than First Business Day of each following month			
2.6	Goods for Destruction or Recycling (GDR) Report and certification of completion in accordance with Section 6.1 h) of Annex A to the Contract	Quarterly	No later than 10 Business Days prior to each Progress Meeting			
2.7	Goods Received in Error (GRIE) Part 1 Extraordinary Task Forms in accordance with Section 1.1 n) of Annex A to the Contract	As required	Within 20 Business Days of each collection of Surplus Assets, as required			
2.8	Progress Report in					

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	accordance with Condition 31.1 of the Contract	Quarterly	No later than 5 Business Days prior to each Progress Meeting			
2.9	Key Performance Indicator (KPI) Performance Report in accordance with Condition 37.2 of the Contract	Monthly	No later than 10th Business Day of each following month and no later than 5 Business Days prior to each quarterly Progress Meeting			
2.10	Progress Meeting Agenda in accordance with Condition 31.4 of the Contract	Quarterly	No later than 5 Business Days prior to each Progress Meeting			
2.11	Progress Meeting Minutes in accordance with DEFCON 642 (Edn 06/14)	Quarterly	Within 5 Business Days of each Progress Meeting			
2.12	Duty of Care Audit Questionnaires in accordance with Condition 19.2 of the Contract	x2, Annually	Within 10 Business Days of receipt			
2.13	Part 2 Extraordinary Task Forms in accordance with Condition 23.3 of the Contract	As required	Within 10 Business Days of Part 1 issue, or 15 Business Days of Part 1 issue if a site visit required			
2.14	Contract Exit Strategy Plan					

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	in accordance with Condition 36 of the Contract	Once for the initial 4 year duration, updated annually in respect of each option year exercised	Proposed Draft for Authority agreement to be supplied no later than 12 months prior to expiration of the initial Service Period and each option year exercised under Item 1 of the Schedule of Requirements			
3	Delivery of Extraordinary Tasks in accordance with the requirements and Specification detailed in the Tasking Form, agreed in accordance with Condition 23 of the Contract and recorded at Annex D to the Contract.	As agreed for each Task, as detailed in the Tasking Form	As agreed for each Task, as detailed in the Tasking Form	Commercial Packaging in accordance with DEFCON 129 (Edn 07/08), where required	As agreed for each Task, as detailed in the Tasking Form	To be agreed for each Task in accordance with DEFCON 643 (Edn 12/14)
4	Provision of a reduced Drawdown Service to manage the transportation, refurbishment, marketing, sale and recycling/disposal of Surplus Assets that are declared surplus or beyond economic use by the Authority (Drawdown Period), in accordance with the Specification at Annex A to the Contract	-	Duration of 12 months, commencing on expiry of the Service Period (including any option years exercised) under Item 1 of the Schedule of Requirements	N/A	N/A	As per Items 1.1 and 1.2 of the Schedule of Requirements

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	(Statement of Requirement (StOR)), as amended by Condition 39 of the Contract and in accordance with any obligations agreed by the Authority under the Contract Exit Strategy Plan, as supplied under Item 2.14 of the Schedule of Requirements					