

Service Requirement Document



MINISTRY OF DEFENCE

Provision of Scrap Cars to DEMS Training Regiment

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PURPOSE

1. There is a requirement to provide and collect used cars, in sufficient quantities and standard, for training to DEMS Training Regiment at each of the two locations, Kineton and Bicester.

BACKGROUND TO REQUIREMENT

2. DEMS Trg Regt delivers Improvised Explosive Device Disposal (IEDD) and Search training to all three services in support of current operations. In any given month up to 40 used cars are required for training purposes. On a typical training day this involves 15-20 vehicles being transported out to different locations around the Felix Training Area (FTA) Kineton and locations around Bicester via off road telehandler. These vehicles are rotated through various scenarios, sustaining damage, until they can no longer be used and then stored awaiting disposal. The vehicles are primarily used for Defence EOD Operator Course (DEOC) and Advance EOD Operator Course (AEOC) each training IEDD Operators.

THE REQUIREMENT

3. The requirement is for the supply, delivery and subsequent removal of used cars for training purposes. With the capacity to provide up to 40 vehicles any given month, the average requirement will be roughly 16 vehicles per month (which could be higher or lower depending on courses being run in each month.) The requirement is for mainly cars – with roughly 5 vans over one year based on courses being run.

4. Projected vehicle location requirements 200 vehicles;
20 vehicles per year for Bicester.
180 vehicles per year for Kineton.

NB: Cars must be cars, vans must be vans, car/van preference is cars but either will suffice. No preference on size or model.

5. Vehicles will be requested on demand, by telephone with a minimum 48 hours' notice.

6. The drop off location at Kineton is on a tarmac road, there are two drop off locations at Bicester, one on tarmac, one is a hard standing (solid with minor debris.)

7. Delivery and collection could be 0900 - 1500 Monday - Friday. Historically, 8 vehicles have been collected with 8 replacements dropped off at once. Drivers are not required to obtain checks or clearances to access to drop off locations, however they will be required to Sign In and be escorted to the drop off point.

8. Vehicles are to be provided in a visually serviceable condition:

- a) Must include all doors, boot, bonnet, windows and internal fittings.
- b) Must be capable of moving on own wheels and include ignition key.
- c) Must have no major mechanical or electrical components missing (i.e. engine, ignition, gearbox)
- d) Batteries are to be in position as they form an important aspect of training, charge level is irrelevant as power is not required.
- e) Vehicles are to be environmentally cleaned free from fuel, coolant, brake, steering and hydraulic fluids and oils.

9. Once the vehicles have no further use for training the contractor is to remove from site within 7 days of being notified. It should be noted that due to the nature of the training, these vehicles will likely have panels and windows smashed with severe interior damage. Some will be returned with roof or other parts removed from the main structure. All separated components will be returned with the vehicle.

ASSURANCE REQUIRMENTS

10. All vehicles delivered to site are to be inspected for visual serviceability and attention needs to be given to the catalytic converter clearly stating on the delivery note if fitted, as set out above, by a nominated officer for the Authority. If a vehicle fails to meet the criteria above it is to be replaced within 24 hours.

11. The nominated officer will record requests and deliveries and inform their chain of command of any irregularities.

AUTHORITY'S RESPONSIBILITIES

12. The Authority shall ask for vehicles to be delivered no sooner than 48 hours in advance.

13. The Authority shall provide a liaison point of contact.

PAYMENT

14. The Supplier shall use the EXOSTAR platform for invoicing which links with the Authority's Contracting, Finance and Purchasing (CP&F) tool.

15. Monthly invoices will be provided by the Supplier to the Authority with a breakdown of vehicles. Once the Authority has confirmed the vehicles received the invoice will be receipted and enabled for payment.

DELIVERY LOCATION

16. Kineton - CV47 2UL

17. Bicester - OX25 1PP