**Statement of Requirement**

**The Provision of Cinema Seating for RAF St Mawgan**

| Ref | Requirement |
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| **A** | **General Requirements** |
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| **A.1** | **Scope of Requirement** |
| A.1.a | The Stn Briefing facility doubles as a Stn Cinema and currently requires replacement seats due to the aging and deteriorating states of the existing seats which are over 20 years old. There is a need to replace all of the seats in the cinema with new seats, comfortable and suitable for use for both purposes. The new seats should be comfortable and be of a high standard as the facility is frequently used to brief external visitors. A poor standard of seating reflects badly on the Stn image. |
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| **A.2** | **Definitions** |
| A.2.a | In addition to the definitions detailed in the Terms and Conditions of the Contract the following definitions shall also apply. Where the definitions below contrast to those detailed in the Terms and Conditions of the Contract then the definitions within the Terms and Conditions of the Contract shall take precedence. |
|  | Definition | Interpretation |
|  | Contractor’s Personal Use | Any use of MOD furnished property, facilities or equipment intended for the primary benefit of the Contractor or the Contractor’s Personnel which is contrary to the MOD’s interests is considered personal use. |
|  | Contractor’s Personnel | Any employees, including sub-contractors or other agents working on behalf of the Contractor, shall be deemed the Contractor’s Personnel. |
|  | Designated Officer | The Designated Officer is the MOD representative responsible for the Requirement and is as defined at Box 2 of DEFFORM 111 of this Contract. |
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| **A.3** | **Abbreviations and Acronyms** |
| A.3.a | In addition to the abbreviations and acronyms detailed in the Terms and Conditions of the Contract the following abbreviations and acronyms will be used. |
|  | Abbreviation or Acronym | Interpretation |
|  | AOC | Air Officer Commanding |
|  | DII | Defence Information Infrastructure |
|  | DII(F) | Defence Information Infrastructure (Future) |
|  | DO | Designated Officer |
|  | MOD | Ministry of Defence |
|  | OC | Officer Commanding |
|  | RAF | Royal Air Force |
|  | SC | Security Check |
|  | SoR | Statement of Requirement |
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| **A.4** | **References** |
| A.4.a | In addition to the references detailed in the Terms and Conditions of the Contract the following references shall also apply as well as any subsequent revisions and amendments to the references. This list does not absolve the Contractor from conforming to any other relevant publications. |
|  | Reference | Version | Source |
|  | Data Protection Act 2018 | 2018 c. 12 | http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted |
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| **A.5** | **Processes and Related Taskings** |
| A.5.a | The existing seating will be removed before the new seating is installed. The site will be providing a cleaning service for the hard floor before the new seats are laid, as well as replacement carpet in the aisles. This work should be coordinated with site once the contract is let to ensure deconfliction. |
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| **A.6** | **Site** |
| A.6.a | The Site for the delivery of all services is RAF St Mawgan. RAF St Mawgan is sited near Newquay in Cornwall. TR8 4HP. The building number for installation is 302, Stn Briefing Facility. |
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| **A.7** | **Security** |
| A.7.a | The Contractor does not require any security clearance but will be escorted at all times whilst on site. Contractor personnel who are able to prove that they hold a minimum of BPSS or SC will be given unescorted access. |
| A.7.b | All information related to or generated by this Contract is to be treated in the appropriate manner in accordance with Government Security Classifications. The classification of the material to be handled shall not exceed OFFICIAL-SENSITIVE in nature. |
| A.7.c | All personal data processed under this Contract is to be treated in accordance with the Data Protection Act 2018. |
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| **A.8** | **Site Access** |
| A.8.a | All contractors will require photo ID to gain access to the site and should notify the site POC prior to arrival so that contractors can be booked in. Names and vehicle details will be required. |
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| **A.9** | **Safety and Environmental Provisions** |
| A.9.a | When on the Site the Contractor is to comply with all MOD Safety, Health and Environmental Protection regulations and policy. |
|  | Disposal of the old seating will be provided by site. The contractor will be required to place the old chairs in a walk in skip. |
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| **A.10** | **Hours of Operation and Times of Delivery** |
| A.10.a | All services to the Site shall be delivered between the hours of 07:00 - 17:00 on weekdays with exception of recognised UK Bank Holidays and Public Holidays. |
|  | If deliveries need to be made outside of working hours or at weekends, this can be arranged but must be done in advance to ensure escorts can be arranged. |
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| **A.11** | **Quality Assurance** |
| A.11.a | The contractor must comply with the quality assurance standards as defined by industry standards. |
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| **A.12** | **Contract Monitoring** |
| A.12.a | For the purposes of contract monitoring, representatives of the Contractor will routinely report to the Designated Officer on the performance of the Contract. |
| A.12.b | The Contractor is responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Contractor. The Contractor is to deal with any issues relating to any sub-contractors or other agents working on behalf of the Contractor, this however does not exclude sub-contractors or other agents working on behalf of the Contractor from attending any Contract Monitoring meeting or contributing to any report where it is appropriate for such sub-contractors or other agents to do so. |
| A.12.c | If any sub-contractors or other agents working on behalf of the Contractor are found unsuitable, for whatever reason, the Contractor is to engage with the relevant sub-contractors or other agents to broker a resolution. |
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| **B** | **Deliverable Requirements** |

| Ref | Requirement | Additional Information | Quantity | Standard of Performance |
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| B.1 | Removal of existing seating | Removal of old seating to a location nominated by the Stn for disposal. No obligation on contractor to dispose of redundant equipment. | 159 seats | All existing seating and fixings removed with any holes in the floor made good or hidden prior to installation of the new seating. |
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| B.2 | Installation of new seating | New seating to be reduced in quantity to allow for a larger, more comfortable seat. | As per the design specification but no less than 100. | All seats to be professionally installed and secured, ensuring that any holes from the previous seating have been made good or hidden by the new installation. |
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