

**APPENDIX B**  
**SERVICE DESCRIPTION**

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## 1. INTRODUCTION

- 1.1 Her Majesty's Passport Office (HMPO) has four IT disposal requirements. These have originated in different areas of HMPO's organisation and have therefore been separated into separate Lots.
- 1.2 Suppliers can bid for one or more of the Lots at their discretion.
- 1.3 HMPO retains an option to place contracts for the different Lots with more than one Supplier, if in HMPO's view, best value for money would be achieved by doing so
- 1.4 **The Lots are as follows:**
  - 1.4.1 **Lot 1 – Secure Disposal of sensitive assets including SECRET CRYPTO ((HSMs, HDs, RAM etc) at a number of sites. HMPO requires that these are securely destroyed and removed from site. **HMPO's deadline for this element of the work is 31<sup>st</sup> March 2016.****
  - 1.4.2 Lot 2 - Disposal of 26 servers at HMPO's site at Southport. HMPO has wiped these of data so primarily seeks a nil cost solution whereby the provider would cover their costs by selling on / recycling the servers.
  - 1.4.3 Lot 3 – Disposal of assets at HMPO's site at Liverpool. Some of which is secure, requiring destruction of devices to HMG 5 standards (these being devices such as laptops, desktops, platters etc. that include HDDs) and some items which can be recycled / sold on. These being monitors and printers etc.
  - 1.4.4 Lot 4 - Disposal of assets at HMPO's site at Durham. Some of which is secure, requiring destruction of devices to HMG 5 standards (these being devices such as laptops, desktops, platters etc. that include HDDs) and some items which can be recycled / sold on. These being monitors and printers etc.

## 2. PURPOSE

- 2.1 HMPO has identified the need for the secure destruction / disposal of various of its assets. The assets are at Authority sites around the UK, including Northern Ireland.

## 3. BACKGROUND TO HMPO / THE AUTHORITY

- 3.1 Her Majesty's Passport Office is part of the Home Office. It is a customer focused organisation providing passports for British Citizens and passport verification services across the UK and the world. HMPO also provides the system of civil registration, including births, stillbirths, adoptions, civil partnerships, marriages and deaths in England and Wales. It does this in partnership with a range of government departments and authorities who provide the service directly to their local community.
  - 3.2 HM Passport Office Operations Directorate is responsible for the day to day delivery of services to customers and issues approximately 6 million passports per year to customers both in the UK and to British nationals living abroad.
  - 3.3 HMPO is referred to as the Authority hereafter.
  - 3.4 The Authority is the sole issuer of UK passports and responsible for civil registration services through the General Register Office.
  - 3.5 Established in 2006, the Authority provides accurate and secure records of key events and trusted passport operations. Further information about the Authority is available on its website at: <https://www.gov.uk/government/organisations/hm-passport-office>
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3.6 The Authority currently has several disposal requirements that have originated in differing areas of its organisation.

**4. SCOPE OF REQUIREMENT**

**4.1 LOT 1 – DISPOSAL OF SENSITIVE ASSETS INCLUDING SECRET CRYPTO (HSMs, HDs, RAM etc) AT A NUMBER OF SITES**

4.2 The Authority requires that the assets are securely destroyed and removed from site.

4.3 The Authority requests bidders provide a quotation for **either** Option 1 **or** Option 2 below, in both cases ensuring compliance with the security requirements detailed in the table at 5.2 of this document. Bidders are asked to quote of the basis of which option would provide best value for money for the Authority.

4.4 The Authority will take up the option which in its view offers best value for money:

- **Option 1 - On-site destruction:**

- Assets to be securely destroyed on site (per site).
- HMPO resources to witness secure destruction.
- Appointed Provider to provide destruction certificates for all assets securely destroyed.

- **Option 2 - Transit of assets to one or more Authority sites for destruction:**

- Belfast assets to be destroyed on site.
- Assets from all other sites to be moved as 'Cash in Transit' to one or more. HMPO site on the same day with no overnight storage.
- HMPO resources to witness secure destruction.
- Appointed Provider to provide destruction certificates for all assets securely destroyed.

4.5 Bidders must describe how their quotations are comprised. i.e. are they based on number of items being securely destroyed? based on the weight of the items being securely destroyed? or based on some other pricing mechanism?

**5. SCOPE OF REQUIREMENT**

5.1 The approximate number of assets across all the Authority's sites are as follows (the Authority retains an option to add / remove items at its discretion and the Appointed Supplier can adjust their final cost accordingly to reflect the final number of assets destroyed.

5.2 Site addresses will be provided to the appointed Supplier.

<b>1.</b>	<b>London</b>
	<ul style="list-style-type: none"> <li>– Data Cartridge <b>4</b></li> <li>– Hard Drive (various sizes) <b>31</b></li> </ul>

	<ul style="list-style-type: none"> <li>– RAM modules (various sizes) <b>23</b></li> <li>– Motherboard (various sizes) <b>13</b></li> <li>– PCB (various sizes) <b>47</b></li> <li>– Disc Drive <b>2</b></li> <li>– Network Interface Card <b>8</b></li> <li>– CPU <b>4</b></li> <li>– Network Switch (8 port) <b>1</b></li> <li>– PCI Card <b>3</b></li> <li>– SATA backplane <b>1</b></li> <li>5 HSM Laptops</li> <li>4 NPP PKI Central Servers</li> <li>1 large Kodak i620 scanner</li> <li>4 sets of RAM</li> <li>4 hard drives</li> <li>22 HSMs</li> </ul>
<b>2.</b>	<b>Durham</b>
	<ul style="list-style-type: none"> <li>1 large Kodak i620 scanner</li> <li>4 sets of RAM</li> <li>4 sets of hard drive</li> <li>3 HSMs</li> </ul>
<b>3.</b>	<b>Liverpool</b>
	<ul style="list-style-type: none"> <li>4 sets of RAM</li> <li>4 sets of hard drive</li> <li>2 HSMs</li> </ul>
<b>4.</b>	<b>Peterborough</b>
	<ul style="list-style-type: none"> <li>4 sets of RAM</li> <li>4 sets of hard drive</li> <li>4 HSMs</li> </ul>
<b>5.</b>	<b>Glasgow</b>
	<ul style="list-style-type: none"> <li>4 sets of RAM</li> <li>4 sets of hard drive</li> <li>3 HSMs</li> </ul>
<b>6.</b>	<b>Newport</b>
	<ul style="list-style-type: none"> <li>4 sets of RAM</li> <li>4 sets of hard drive</li> <li>3 HSMs</li> </ul>
<b>7.</b>	<b>Heywood</b>
	<ul style="list-style-type: none"> <li>4 sets of RAM</li> <li>4 sets of hard drive</li> <li>4 HSMs</li> </ul>
<b>8.</b>	<b>Aldershot</b>
	3 HSMs
<b>9.</b>	<b>Seven Oaks</b>

	4 HSMs
<b>10.</b>	<b>Aylesford</b>
	4 HSMs
<b>11.</b>	<b><u>Belfast</u> (to be destroyed on site)</b>
	4 sets of RAM 4 sets of hard drive 3 HSMs
<p><b>The Appointed Supplier must destroy the assets indicated above – particularly HSMs - in accordance with the following provisos:</b></p> <ul style="list-style-type: none"> <li>• Must be a CESG accredited 'crypto/ secret level' destruction supplier and needs to warrant they will adhere to the following requirements; <ul style="list-style-type: none"> <li><b>Secure transportation</b> <ul style="list-style-type: none"> <li>– Where assets are transported prior to destruction, the Service Provider must provide assurance that the transportation procedures that will be used are Cash-in-Transit.</li> </ul> </li> <li><b>Secure Storage of Media</b> <ul style="list-style-type: none"> <li>– Where assets are transported prior to destruction, the Service Provider must provide assurance of the storage facilities that will be used to hold the assets prior to destruction.</li> </ul> </li> <li><b>Staff are appropriately cleared</b> <ul style="list-style-type: none"> <li>– The Service Provide must provide assurance that any staff conducting the destruction process are cleared to SC level.</li> </ul> </li> <li><b>Auditing and Asset Management</b> <ul style="list-style-type: none"> <li>– The Service Provider must provide a full audit trail of each asset from taking receipt of an asset through to its final disposal.</li> <li>– The Service Provider must have a documented process for raising and investigating any discrepancies, and informing HM Passport Office of such occurrences.</li> </ul> </li> <li><b>Assured equipment and facilities are used</b> <ul style="list-style-type: none"> <li>– The Service Provider must provide assurance that the equipment to be used is of a commercial standard.</li> </ul> </li> <li><b>Destruction equipment is used correctly</b> <ul style="list-style-type: none"> <li>– The Service Provider must provide assurance that the operators of the equipment are suitably trained in the correct usage of the equipment.</li> </ul> </li> <li><b>Maintenance of equipment</b> <ul style="list-style-type: none"> <li>– The Service Provider must provide assurance that the destruction equipment is maintained in accordance with the manufacturer's recommendations.</li> </ul> </li> </ul> </li> </ul>	



**Destruction to IAS5**

- The Service Provider must provide assurance that destruction of assets is in accordance with In IAS5. HM Passport Office requires shredding of hard disk drives to the following standards:
  - a. CPNI Approved company to carry out destruction to the required standards which is 2mm Plus incineration this must be witnessed by two crypto authorised personnel
  - b. Crypto Custodian or Crypto Authorised personnel from HMPO to oversee the destruction.
  - c. Destruction certificates supplied to HMPO.

### 5.3 LOT 2 – DISPOSAL OF 26 SERVERS

Severs are at the Authority's site at Smedley Hydro,  
Trafalgar Road  
Birkdale  
Southport  
PR8 2HH

#### 5.3.1 Details of the servers are as follows:

MODEL	PROCESSORS	RAM	SERIAL	ASSET No.	HDD STORAGE
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730ES		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730C5		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730CV		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730D5		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730CL		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730E4		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730DF		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730CY		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730DA		5x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730AV		2x146GB
HP DL380 G5	4 x 2.50 Ghz Intel	8GB	GB893730CP		5x146GB
HP DL320 G5	2	3 GB	CZJ73003PJ	ONS13361	
HP DL320 G5	2	3 GB	CZJ73003NZ	ONS13362	
HP DL380 G4	4		GB8535HL6K		5 x 72.8 GB
HP DL380 G5	8	32 GB	CZC8506L9Y	GRO1022	
HP DL380 G5	8	32 GB	CZC93304HM	GRO1682	
HP DL380 G5	2 x dual Xeon	8 GB	CZC90400S2	GRO1020	4 x 146GB
HP DL380 G4	2 x 3.5 GHz	5 GB	GB8643SRW9	GRO1634	4 x 72.8 GB
HP DL365 G1	2 x 2.6 GHz	4 GB	CZJ708058C	ONS13229	3 x 146 GB
HP DL385 G1	4 x 2.4 GHz	4 GB	GB8643SREC	GRO1673	4 x 72.8
HP DL360 G5	4 x 1.8 GHz	5 GB	GB8711939J	ONS13022	2 x 146 GB
HP DL360 G5	2 x 3.3 GHz	4 GB	CZJ907A1CS	GRO1018	3 X 146 GB
HP DL380 G4	4 x 3.6 GHz		GB8535HL5Y	ONS5236	5 x 72.8 GB
HP DL365 G1	2 x 2.6 GHz	4 GB	CZJ70705H9	ONS13230	4 x 146 GB
HP DL380 G5			GB8921RS25	GRO1647	2 x 72GB + 3 x 146GB
HP DL380 G4			GB8641RA8D		



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- 5.3.2 As the Authority will undertake secure wiping of the servers in-house it would primarily be interested in a “nil – cost” disposal option whereby the appointed provider’s costs would be covered by monies it obtained from recycle / resale of the Authority’s items.
- 5.3.3 The Authority may make minor additions / removals from the list at its discretion.

6. LOT 3 – COLLECTION AND SECURE DISPOSALS OF THE FOLLOWING ITEMS FROM LIVERPOOL PASSPORT OFFICE

	Asset Type	Serial Number	Manufacturer	Model Name
1	MONITOR	YEGB126234	Fujitsu Siemens	P17-1
2	MONITOR	YEGB243291	Fujitsu Siemens	P17-1
3	MONITOR	KR306FA545	Compaq	TFT1701
4	MONITOR	VN652995	Lenovo	
5	MONITOR	ETLBR0807195001F40421 3	ACER	
6	MONITOR	YEGB156117	Fujitsu Siemens	P17-1
7	MONITOR	YEGB156073	Fujitsu Siemens	P17-1
8	MONITOR	YB3C051899	Fujitsu Siemens	E5905
9	MONITOR	CCLMTF141553	Asus	VB178TL
10	MONITOR	CNT62035C2	Hewlett Packard	L1706
11	MONITOR	YEGB126819	Fujitsu Siemens	P17-1
12	MONITOR	YEGB156271	Fujitsu Siemens	P17-1
13	MONITOR	YEGB126077	Fujitsu Siemens	P17-1
14	MONITOR	3CQ1010G12	Hewlett Packard	LE1711
15	MONITOR	CN403PC031	Hewlett Packard	HP2025
16	DESKTOP	YBBD011037	Fujitsu Siemens	Esprimo 5905
17	DESKTOP	YBHC030112	Fujitsu Siemens	SCENIC C610
18	DESKTOP	YBNH054829	Fujitsu Siemens	E620
19	DESKTOP	YBNH054788	Fujitsu Siemens	E620
20	DESKTOP	YBHC051705	Fujitsu Siemens	C610
21	DESKTOP	YBHC051825	Fujitsu Siemens	C610
22	DESKTOP	YBHC051882	Fujitsu Siemens	C610
23	DESKTOP	YBHC051904	Fujitsu Siemens	C610
24	DESKTOP	YBHC051715	Fujitsu Siemens	C610
25	DESKTOP	YBHC051893	Fujitsu Siemens	C610

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26	DESKTOP	YBHC051887	Fujitsu Siemens	C610
27	DESKTOP	YEGB045966	Fujitsu Siemens	5905
28	DESKTOP	CZC5030CTS	Hewlett Packard	7100
29	DESKTOP	HUB8071LL50	Hewlett Packard	7800P
30	DESKTOP	YBHC030334	Fujitsu Siemens	DTN2- D1644
31	DESKTOP	HUB6290SPC	Hewlett Packard	DC7600
32	DESKTOP	CZC8473POC	Hewlett Packard	DC7900
33	DESKTOP	CZC83821CD	Hewlett Packard	DC7600 S
34	DESKTOP	HUB8071L55	Hewlett Packard	DC7800 P
35	DESKTOP	CZC3024RC9	Hewlett Packard	8300
36	DESKTOP	CZC1135DZ6	Hewlett Packard	8000
37	DESKTOP	CZC8473PCJ	Hewlett Packard	DC7900
38	OTHER	45008C00360	Seiko Instruments	SL450
39	OTHER	4502AC00066	Seiko Instruments	SL450
40	OTHER	45008C00380	Seiko Instruments	SL450
41	OTHER	4502AC00061	Seiko Instruments	SL450
42	OTHER	4502AC00187	Seiko Instruments	SL450
43	OTHER	4502AC00064	Seiko Instruments	SL450
44	OTHER	4502AC00058	Seiko Instruments	SL450
45	OTHER	4502AC00127	Seiko Instruments	SL450
46	OTHER	4502AC00185	Seiko Instruments	SL450
47	OTHER	4502AC00020	Seiko Instruments	SL450
48	OTHER	45017C01013	Seiko Instruments	SL450
49	OTHER	4502AC00125	Seiko Instruments	SL450
50	OTHER	4500CC00247	Seiko Instruments	SL450
51	OTHER	45017C01106	Seiko Instruments	SL450

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52	OTHER	4502AC00190	Seiko Instruments	SL450
53	OTHER	4502AC00150	Seiko Instruments	SL450
54	OTHER	45008C00340	Seiko Instruments	SL450
55	OTHER	4502AC00062	Seiko Instruments	SL450
56	OTHER	45018C00056	Seiko Instruments	SL450
57	OTHER	45008C00285	Seiko Instruments	SL450
58	OTHER	4500CC00174	Seiko Instruments	SL450
59	OTHER	4502AC00023	Seiko Instruments	SL450
60	OTHER	4502AC00186	Seiko Instruments	SL450
61	OTHER	45008C00378	Seiko Instruments	SL450
62	OTHER	45019C00305	Seiko Instruments	SL450
63	OTHER	4502AC00132	Seiko Instruments	SL450
64	OTHER	4502AC00077	Seiko Instruments	SL450
65	OTHER	4502AC00189	Seiko Instruments	SL450
66	OTHER	45017C01037	Seiko Instruments	SL450
67	OTHER	45017C01380	Seiko Instruments	SL450
68	OTHER	45019C00307	Seiko Instruments	SL450
69	OTHER	4500CC00172	Seiko Instruments	SL450
70	OTHER	4502AC00124	Seiko Instruments	SL450
71	OTHER	4502AC00151	Seiko Instruments	SL450
72	OTHER	4502AC00191	Seiko Instruments	SL450
73	OTHER	4502AC00010	Seiko Instruments	SL450
74	OTHER	4500CC00175	Seiko Instruments	SL450
75	OTHER	45008C00339	Seiko Instruments	SL450
76	OTHER	45019C00308	Seiko Instruments	SL450
77	OTHER	4502AC00076	Seiko Instruments	SL450

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78	OTHER	4502AC00119	Seiko Instruments	SL450
79	OTHER	4502AC00056	Seiko Instruments	SL450
80	OTHER	4502AC00003	Seiko Instruments	SL450
81	OTHER	4502AC00044	Seiko Instruments	SL450
82	OTHER	45008C00483	Seiko Instruments	SL450
83	OTHER	45008C00310	Seiko Instruments	SL450
84	OTHER	45017C01173	Seiko Instruments	SL450
85	OTHER	45008C00343	Seiko Instruments	SL450
86	OTHER	45008C00336	Seiko Instruments	SL450
87	OTHER	4502AC00178	Seiko Instruments	SL450
88	OTHER	45019C00306	Seiko Instruments	SL450
89	OTHER	45008C00406	Seiko Instruments	SL450
90			<b><u>SL450 Power packs</u></b>	
91			(2 x full boxes)	
92	OTHER	Not tagged	Seiko Instruments	SL450
93			<b><u>Hard Drives</u></b>	
94	OTHER	W3TE4N1X	500GB	
95	OTHER	JP027OHH37JV5M	500GB	
96	OTHER	Z3TFTJ6A	500GB	
97	OTHER	JP1570FN2R8W9K	500GB	
98	OTHER	WCC2E6KDLAFU	500GB	
99			<b><u>ID Card Printer</u></b>	
100	OTHER	14047197	NBS Technologies	
101			<b><u>Printer</u></b>	
102	OTHER	SCN8B11S3P3	Hewlett Packard	
103				
104			<b><u>Laptops</u></b>	
105	LAPTOP CPU	10028283J	Toshiba	
106	LAPTOP CPU	41738444G S5460-0	Toshiba	
107	LAPTOP CPU	89211617E PCN0285	Toshiba	
108	LAPTOP CPU	204970964G s5428-0	Toshiba	
109	LAPTOP CPU	7J2BKT8ZJOCM	Compaq	



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- 6.1.1 You must undertake secure destruction of all data storage devices on the above list that contain hard disc drives to HMG 5 standards.
- 6.1.2 Other devices such as printers and monitors may be sold on. The Authority would be interested in a profit-share arrangement whereby the costs obtained for reselling monitors / printers would be used to offset the secure destruction costs.
- 6.1.3 Appointed Provider to provide destruction certificates for all assets securely destroyed.

**7. LOT 4 - COLLECTION AND SECURE DISPOSALS OF THE FOLLOWING ITEMS FROM THE AUTHORITY'S SITE AT DURHAM**

No.	Asset Type	Serial Number	Manufacturer	If other Manf state here	Model Name
1	DESKTOP CPU	YBBD011455	FUJITSU/SIEMENS		ESPRIMO
2	DESKTOP CPU	YBFC403796	FUJITSU/SIEMENS		DT4-D1534
3	DESKTOP CPU	YBNH155426	FUJITSU/SIEMENS		DT5-D1844
4	DESKTOP CPU	YBBD011288	FUJITSU/SIEMENS		DT7-D2164
5	DESKTOP CPU	YBBD010664	FUJITSU/SIEMENS		DT7-D2164
6	DESKTOP CPU	YBBD011436	FUJITSU/SIEMENS		DT7-D2164
7	DESKTOP CPU	YBBD011524	FUJITSU/SIEMENS		DT7-D2164
8	DESKTOP CPU	YBBD011343	FUJITSU/SIEMENS		DT7-D2164
9	DESKTOP CPU	YBBD011692	FUJITSU/SIEMENS		DT7-D2164
10	DESKTOP CPU	YBBD010582	FUJITSU/SIEMENS		DT7-D2164
11	DESKTOP CPU	YBHC051962	FUJITSU/SIEMENS		DTN2-D1644
12	DESKTOP CPU	YBBD011366	FUJITSU/SIEMENS		ESPRIMO
13	DESKTOP CPU	YBBD011426	FUJITSU/SIEMENS		ESPRIMO
14	DESKTOP CPU	YBBD010696	FUJITSU/SIEMENS		ESPRIMO
15	DESKTOP CPU	YBBD010673	FUJITSU/SIEMENS		ESPRIMO
16	DESKTOP CPU	YBBD010692	FUJITSU/SIEMENS		ESPRIMO
17	DESKTOP CPU	YBBD011701	FUJITSU/SIEMENS		ESPRIMO
18	DESKTOP CPU	YBFC383823	FUJITSU/SIEMENS		ESPRIMO
19	DESKTOP CPU	YBBD011270	FUJITSU/SIEMENS		ESPRIMO
20	DESKTOP CPU	YBBD010528	FUJITSU/SIEMENS		ESPRIMO
21	DESKTOP CPU	YBBD011569	FUJITSU/SIEMENS		ESPRIMO
22	DESKTOP CPU	YBBD010836	FUJITSU/SIEMENS		ESPRIMO
23	DESKTOP CPU	YBBD010671	FUJITSU/SIEMENS		ESPRIMO
24	DESKTOP CPU	YBBD010628	FUJITSU/SIEMENS		ESPRIMO
25	DESKTOP CPU	YBBD011618	FUJITSU/SIEMENS		ESPRIMO

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26	DESKTOP CPU	YBBD010471	FUJITSU/SIEMENS		ESPRIMO
27	DESKTOP CPU	YBBD010538	FUJITSU/SIEMENS		ESPRIMO
28	DESKTOP CPU	YBBD011575	FUJITSU/SIEMENS		ESPRIMO
29	DESKTOP CPU	YBBD011234	FUJITSU/SIEMENS		ESPRIMO
30	DESKTOP CPU	YBBD011676	FUJITSU/SIEMENS		ESPRIMO
31	DESKTOP CPU	YBBD010469	FUJITSU/SIEMENS		ESPRIMO
32	DESKTOP CPU	YBBD011586	FUJITSU/SIEMENS		ESPRIMO
33	DESKTOP CPU	YBNH054941	FUJITSU/SIEMENS		E620
34	DESKTOP CPU	YBHC051911	FUJITSU/SIEMENS		C610
35	DESKTOP CPU	YBHC051921	FUJITSU/SIEMENS		C610
36	DESKTOP CPU	3962660240	FUJITSU/SIEMENS		SCALEO T GA
36	DESKTOP CPU	YBBD010529	FUJITSU/SIEMENS		ESPRIMO
37	MONITOR	YEHH075043	FUJITSU		P17-2
38	MONITOR	YEHH074424	FUJITSU		P17-2
39	MONITOR	YEHH072268	FUJITSU		P17-2
40	MONITOR	YEHH072340	FUJITSU		P17-2
41	MONITOR	YEHH072226	FUJITSU		P17-2
42	MONITOR	YEGB243395	FUJITSU		P17-2
43	MONITOR	YEHH074427	FUJITSU		P17-2
44	MONITOR	YEHH074066	FUJITSU		P17-2
45	MONITOR	YEHH072168	FUJITSU		P17-2
46	MONITOR	YEHH072417	FUJITSU		P17-2
47	MONITOR	YEHH072211	FUJITSU		P17-2
48	MONITOR	YEHH072155	FUJITSU		P17-2
49	MONITOR	YEHH074408	FUJITSU		P17-2
50	MONITOR	YEHH074408	FUJITSU		P17-2
51	MONITOR	YEHH074188	FUJITSU		P17-2
52	MONITOR	YEHH072277	FUJITSU		P17-2
53	MONITOR	YEHH072267	FUJITSU		P17-2
54	MONITOR	YEHH039393	FUJITSU		P17-2
55	MONITOR	YEHH075156	FUJITSU		P17-2
56	MONITOR	YEHH072978	FUJITSU		P17-2
57	MONITOR	YEHH074453	FUJITSU		P17-2
58	MONITOR	YEHH074447	FUJITSU		P17-2
59	MONITOR	YEGB156292	FUJITSU		P17-1

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60	MONITOR	YEHH074406	FUJITSU		P17-2
61	MONITOR	YEHH072330	FUJITSU		P17-2
62	MONITOR	YEHH072636	FUJITSU		P17-2
63	MONITOR	YEHH039407	FUJITSU		P17-2
64	OTHER				
65	OTHER				
66	HUB	0801/KZBS4D8 E5D7	3 COM		DUAL SPEED HUB 500
67	NETWORK PRINTER	21187591	MINOLTA		MSP3000 - Large item - 2 person lift
68	NETWORK PRINTER	CNBVD3H2C1	HEWLETT-PACKARD		Laserjet 600 M601
69	NETWORK PRINTER	NLEQ050051	HEWLETT-PACKARD		Laserjet 4000TN
70	OTHER	24014901	OTHERS (PLS SPECIFY)	Kodak	Z400DSV-E - Large item - 2 person lift
71	NETWORK PRINTER	NL7Y187627	HEWLETT-PACKARD		Laserjet 4050TN
72	NETWORK PRINTER	NIC0C14485	HEWLETT-PACKARD		Laserjet 4100TN
73	NETWORK PRINTER	NL7V111838	HEWLETT-PACKARD		Laserjet 4050TN
74	MONITOR		OTHERS (PLS SPECIFY)	Proview	EM175
75	DESKTOP CPU	YBBD010458	FUJITSU		Esprimo
76	MONITOR	YEHH072307	FUJITSU		Scenicview P17-2
77	MONITOR	YEHH072307	FUJITSU		Scenicview P17-2
78	MONITOR	YEHH072223	FUJITSU		Scenicview P17-2
79	MONITOR	YEHH072228	FUJITSU		Scenicview P17-2
80	MONITOR	YEHH186294	FUJITSU		Scenicview P17-2
81	MONITOR	YEHH072427	FUJITSU		Scenicview P17-2
82	MONITOR	YEHH072445	FUJITSU		Scenicview P17-2
83	MONITOR	YEHH074451	FUJITSU		Scenicview P17-2
84	MONITOR	YEHH072188	FUJITSU		Scenicview P17-2
85	MONITOR	YEHH073002	FUJITSU		Scenicview P17-2
86	MONITOR	HD0004100082 2	PHILIPS		170B4
87	MONITOR	HD0004090003 18	PHILIPS		170B4
88	MONITOR	HD0004100082 31	PHILIPS		170B4
89	MONITOR	541179041NB	NEC		LCD72VN

OFFICIAL  
Appendix B – Statement of Requirements  
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90	MONITOR	205107984	NEC		LCD1550X
91	MONITOR	98R09116NB	NEC		LCD195NX
92	MONITOR	YEGB192882	FUJITSU		Scenicview P17-1
93	OTHER	6KBN042586V	SAMSUNG	VCR	SV-630B
94	ROUTER	350919039121R	OTHERS (PLS SPECIFY)	BT	2700HGV
95	ROUTER	911019059965R	OTHERS (PLS SPECIFY)	BT	2700HGV
96	OTHER	NNTMDF0609C T	NORTEL		1120E
97	OTHER	NNTMDF0609D Y	NORTEL		1120E
98	OTHER	NNTMDF06081 F	NORTEL		1120E
99	OTHER	NNTMDF06099 V	NORTEL		1120E
100	OTHER	NNTMDF0609F C	NORTEL		1120E
101	OTHER	NNTMDF0609V F	NORTEL		1120E
102	OTHER	NNTMDF060CF M	NORTEL		1120E
103	OTHER	NNTMDF0609F 7	NORTEL		1120E
104	OTHER	NNTMDF060C3 P	NORTEL		1120E
105	OTHER	NNTMDF0607N A	NORTEL		1120E
106	OTHER	NNTMDF0609D R	NORTEL		1120E
107	OTHER	NNTMDF05M9Y G	OTHERS (PLS SPECIFY)	Avaya	1120E
108	OTHER	14WZ032702M U	OTHERS (PLS SPECIFY)	Avaya	1120E
109	OTHER	13WZ415702AR	OTHERS (PLS SPECIFY)	Avaya	1120E
110	OTHER	NNTMDF067W XL	OTHERS (PLS SPECIFY)	Avaya	1120E
111	OTHER	NNTMDF0609W H	NORTEL		1120E
112	OTHER	NNTMDF0609D K	NORTEL		1120E
113	OTHER	NNTMDF0609D T	OTHERS (PLS SPECIFY)	Avaya	1120E
114	OTHER	NNTMDF05M8V 3	OTHERS (PLS SPECIFY)	Avaya	1120E
115	OTHER	21013244	OTHERS (PLS SPECIFY)	Bell & Howell	ADR2300/AR23 - Large item - 2 person lift
116	OTHER	21013241	OTHERS (PLS SPECIFY)	Bell & Howell	ADR2300/AR23 - Large item - 2 person lift

117	OTHER	21013256		Bell & Howell	ADR2300/AR23 - Large item - 2 person lift
			OTHERS (PLS SPECIFY)		
118	OTHER	21013338		Bell & Howell	ADR2300/AR23 - Large item - 2 person lift
			OTHERS (PLS SPECIFY)		
119	OTHER	21013246		Bell & Howell	ADR2300/AR23 - Large item - 2 person lift
			OTHERS (PLS SPECIFY)		
120	SWITCH		3 COM		Superstack 3 RPS
121	SWITCH		3 COM		SuperStack 2 24 port switch
122	OTHER				
123	MONITOR	YEHH074085	FUJITSU		Scenicview P17-2
124	MONITOR	YEHH072229	FUJITSU		Scenicview P17-2
125	MONITOR	YEHH074464	FUJITSU		Scenicview P17-2
126	MONITOR	YEHH072424	FUJITSU		Scenicview P17-2
127	MONITOR	YEHH074051	FUJITSU		Scenicview P17-2
128	OTHER	CN6BSGCONH	HEWLETT-PACKARD		OFFICEJET 4315

- 7.1.1 You must undertake secure destruction of all data storage devices on the above list that contain hard disc drives to HMG 5 standards.
- 7.1.2 Other devices such as printers and monitors may be sold on. The Authority would be interested in a profit-share arrangement whereby the costs obtained for reselling monitors / printers would be used to offset the secure destruction costs.
- 7.1.3 Appointed Provider to provide destruction certificates for all assets securely destroyed.



**8. SERVICE LEVELS AND PERFORMANCE**

- 8.1 For Lot 1 Confirmation of disposal will be a disposal certificate sent to the Authority by the Supplier. The Supplier will conclude all actions by 31<sup>st</sup> March 2016.
- 8.2 For Lot 2, the Supplier is expected to provide a nil cost solution and will cover its costs by resale of the items.
- 8.3 For Lots 3 and 4, the Supplier(s) is expected to resell the monitors / printers and use the monies obtained to offset the secure destruction costs in part or in full.