

Annex A to Schedule 2 - SCHEDULE OF REQUIREMENT

Delivery of Petrol & Diesel Fuels to British Forces Gibraltar

Definitions

TERM	DEFINITION
Accident / Incident	Any event which causes, or has the potential to cause injury, loss or damage to people or infrastructure.
Authorised Demander	Person that can submit a request to the Contractor, to receive a fuel delivery.
Authority	BFG command HQ fuel manager.
BFCV / Bowser	A goods vehicle which has a tank which is attached to the frame of the vehicle (whether structurally or otherwise) and (except when empty) is not intended to be removed from the vehicle, or an internal part of the vehicle.
Defence Estate	All infrastructure, fuel tanks, generators, vehicles & GSE owned by the MOD.
Fuel Agency Card	A card that is allocated to a vehicle and used to pay after fuel is drawn from a garage forecourt.
Fuel Testing	Assurance tests conducted on a fuel sample to confirm quality of the fuel itself.
JSP 317	Joint Service Safety Policy for the Storage & Handling of Fuels, Lubricants & Associated Products.
JSP 375	Management of Health & Safety in Defence.
JSP 418	Management of Environmental Protection in Defence.
JSP 892	Risk Management.
Out of Hours	Any period outside of the 0800 till 1700 hours. Monday – Friday.
Spillage	An uncontrolled release of product from pipeline, tank, road tanker, refuelling vessel or any other container in which it's held.
Tanker	A mobile road vehicle equipped with a tank containing two compartments (or more) for the purpose of transporting fuel.

Abbreviations

AGO	Automotive Gas Oil
AGSU	Aircraft Ground Support Unit
ATC	Air Traffic Control
BFCV	Bulk Fuel Carrying Vehicle
BS	British Standard
CUSRP	Command Unit Spillage Response Plan
DFS	Defence Fire Service
DTC	Devil's Tower Camp
EP	Environmental Protection
GDP	Gibraltar Defence Police
GoG	Government of Gibraltar
GSE	Ground Support Equipment
H&S	Health and Safety
HMNB	Her Majesty's Naval Base
JPDU	Joint Personal Development Unit
JSP	Joint Service Publication
KLOFD	Kings Lines Oil & Fuel Depot
OOH	Out of Hours
PCE	Pollution Control Equipment
PPE	Personal Pollution Equipment
SOW	

PPPT	Practical Pollution Prevention Training
PRMC	Princess Royal Medical Centre
RN	Royal Navy
RNGS	Royal Navy Gibraltar Squadron
SDO	Senior Duty Officer
SLA	Single Living Accommodation
SOR	Schedule of Requirement
SRS	Spillage Response Service
USRP	Unit Spillage Response Plan

1. Specification

1.1 British Forces Gibraltar requires petrol and diesel fuel to be delivered to on-site bulk fuel installations, motorised transport provision, generators and the Royal Navy Gibraltar Squadron (RNGS). The fuel required shall be delivered to multiple sites around Gibraltar. Due to limited infrastructure to store fuel in bulk, the supplier will be required to make regular deliveries, and provide garage forecourt services for land and marine vessels within Gibraltar. The Contract shall maintain these requirements for 5 years, with the Authority able to exercise a year extension option (up to two years) at its sole discretion. The Contract shall be an enabling agreement and therefore the Authority shall not be bound to obtain/order any deliverables, referred to in the Schedule of Requirements (SOR), nor to accept or pay for any supply other than those demanded through the procedures described in this Contract.

1.2 The requirements specified in Table A to Schedule 2 Annex A, covers the supply and delivery of fuel, listed at Table B, as required by the Authority for the period 1 Aug 2022 until 31 Jul 2027. Item 1a, 1b, 2a & 2b, within Table A to Schedule 2 Annex A, covers the issuing of fuel from a garage and marine forecourt whilst using a fuel card as payment. Item 3 covers the receipt of fuel to all tanks, generators, specialist vehicles and ground equipment across the MoD estate. Paragraph 8 of this Schedule 2 Annex A details the requirement for the Contractor to provide a spillage response capability across the MOD estate, in the event that the Contractor themselves should have a fuel spillage whilst issuing fuel. **The Authority shall not be bound to obtain/order any fuel referred to in the SOR, nor to accept or pay for any supply other than that authorised.**

2. BFG Fuel Requirement - Table A to Schedule 2 Annex A

Schedule 2 Item no's	Requirement	Deliverable	Acceptance Criteria	Contractors Comments
1a & 2a	Delivery of Unleaded Automotive Fuel – at Depots (road and marine depot).	Approx. 31,000ltr annually	Delivery of unleaded Petrol (95) - Automotive fuel, Unleaded Petrol (95 RON) to EN228 latest issue on garage forecourt to motor transport (MT) vehicles and boats at the marine depot, via fuel card.	<i>See offer within Schedule 2 (pages 39 and 40)</i>
1b & 2b	Delivery of MT Diesel – at Depots (road and marine depot).	Approx. 100,000ltr annually.	Delivery of diesel on garage forecourt to motor transport (MT) vehicles and boats at the marine depot, via fuel card.	<i>See offer within Schedule 2 (pages 39 and 40)</i>
3	Delivery to MOD Estate – by BFCV (remote sites as directed).	Approx. 460m ³ annually.	Delivery, by Contractor's BFCV, to multiple storage tank sites, generators, specialist vehicles and ground equipment as outlined within the Ordering & Operating Procedure.	<i>See offer within Schedule 2 (pages 39 and 40)</i>

3. Quality & Standards

3.1 Suppliers are to ensure that delivery drivers hold all relevant driving competencies (ADR etc.) and must comply with the JSP 317. Unleaded petrol-automotive fuel must comply to BS EN228. Diesel fuel must comply to BS EN590. The Contractor must comply to ISO 9001 (Quality Management System), ISO 14001 (Environmental) & ISO 18001 (Health & Safety).

4. Health & Safety

4.1 Suppliers are to comply with JSP 375, in addition to local and UK H&S policies. Suppliers must accept the risk and comply with all MOD, COSHH and DSEAR risk assessments and the JSP 892. The Supplier will have access to these documents if/when required.

5. Security

5.1 Delivery drivers must hold local citizenship and must conform to the Criminal Records Bureau (CRB) and Baseline Personnel Security Standard (BPSS) personal security assurance (the Authority shall sponsor applications, if required). A full 'authorised drivers' list must be passed to the Authority, with no acceptance of any deviation from the list, unless prior notification is given.

6. Environmental

6.1 Suppliers are to comply with JSP 418 and the CUSRP, in addition to local and UK EP policies. Suppliers shall conform to local hazardous waste disposal regulations. Where a fuel spillage has occurred (during a delivery) the Supplier shall remove and dispose of all hazardous waste (fuel soaked PCE) at no cost to the MoD. The Supplier shall provide the Authority with a copy of the disposal certificate, for audit and compliance purposes.

7. Ordering & Operating Procedures

Line Items 1a, 1b, 2a & 2b

7.1 The fuelling point (garage/marine forecourt) must abide to all local H&S and EP standards. Fuel is to be available at a licensed vehicle refuelling station during the Contractor's normal business hours. There is no requirement for out of hours support.

7.2 The Authority requires the Contractor to operate a Fuel Agency Card scheme (or equivalent), whereby an unassigned fuel card (general use) will be allocated to a vehicle/vessel/equipment. Upon each fuel purchase made, the presentation of the fuel card by the Authorised Demander is necessary, and the consumption data and card will be automatically collected by the Contractor. On issue of fuel, the Contractor will provide two receipts:

- 7.2.1 Detailing: Product uplift, retail site used, quantity delivered, date of delivery, receipt number, pump price (firm price), rebate applicable, registration number of vehicles.
- 7.2.2 The Authorised Demander must also include the following details on the two receipts:
- 7.2.3 Name (in block capitals), signature of Authorised Demander and name of Authorised Demanders' section/department/unit.

7.3 One of the receipts must be retained by the Contractor for their records and the other is to be submitted by the Authorised Demander to the Authority's nominated representative, for scrutiny against the monthly invoices.

7.4 If the Contractor is unable to supply the fuel as stated in Table A to Schedule 2 Annex A, either wholly or in part, they are to notify the Authority's nominated representative, giving reason for the non-compliance.

7.5 Claims for payment are to be submitted monthly in arrears iaw Contract Condition 45.3. The documentation will be submitted on CP&F and include:

7.5.1 Date and Time of Supply, Amount of Fuel supplied, Type of Fuel, Total Firm Price, Identities of the Delivery Tanker and Receiving Tank, Name (block capitals) and signature of the Authorised Demander and their associated Section Name.

- 7.5.1.1 For supply to Marine Vessels, the following additional tests are to be carried out:
- 7.5.1.2 Lovibond Colour Comparator.
- 7.5.1.3 Seta-flash (flashpoint test).
- 7.5.1.4 Water reaction test.
- 7.5.1.5 Cloud point test.

7.6 Delivery Procedure for Forecourts; MoD Drivers/Captains will arrive at the garage forecourts with their vehicles/vessels/equipment iaw Table A to Schedule 2 Annex. Official MoD identification by staff will be provided by the MoD Driver/Captain to the garage forecourt staff to confirm the requestors details.

7.7 The Contractor must have flexibility to support should there be a surge/increase in fuel requirement.

Line Item 3

7.8 Diesel must be available during the Contractor's normal working business hours (at 24 hours' notice). Additionally, fuel must be available out of hours, including weekends and Bank Holidays (at 24 hours' notice) for operations or emergency requirements. Fuel must be stored and maintained iaw industry standards as detailed in paragraphs 3 & 4, to ensure the quality of fuel.

7.9 Documentation supporting fuel testing should be made available to the Authorised Demander on request, and additional ad-hoc testing may be conducted by the Authorised Demander, when required.

7.10 Claims for payment are to be submitted monthly in arrears iaw Contract Condition 45.3. The documentation will be submitted on CP&F and include:

- 7.10.1 Date and time of supply, amount of fuel supplied, type of fuel, total firm price, identities of the delivery tanker and receiving tank, name (block capitals) and signature of the Authorised Demander and their associated section name.
- 7.10.2 For supply to marine vessels, the following additional tests are to be carried out:
 - 7.10.2.1 Lovibond Colour Comparator.
 - 7.10.2.2 Seta-flash (flashpoint test).

7.10.2.3 Water Reaction Test.

7.10.2.4 Cloud Point Test.

7.11 The flashpoint for Diesel delivered to marine vessels should be >61 degrees centigrade.

7.12 If the Contractor is unable to provide the fuel as stated in Schedule 2, either wholly or part of, they shall notify the Authority's nominated representative giving reasons for the non-compliance.

7.13 For delivery to a MoD designated site by road tanker or BFCV, the Contractor shall be responsible to ensure the safe delivery of product; including earthing and bonding of vehicle and correct PPE is used by operators. The Contractor shall be responsible to take environmental precautions, including protection of drainage in the vicinity and clean-up of any/all products spilt or used during the receipt/extraction of fuel. Delivery vehicles should carry suitable Pollution Control Equipment (PCE), including drainage covers and pollution absorbents. Delivery vehicles should conduct a dynamic risk assessment to the terrain when issuing/receipting fuel in order to mitigate slips/trips or falls. Additionally, vehicles shall comply with the rules and regulations of transporting fuel throughout the carriage for fuel on Defence Estate.

7.14 Delivery Procedure for BFCV; delivery is by the Contractor's BFCV to multiple storage tank sites, generators and specialist vehicles/equipment as outlined in Table C to Schedule 2 Annex A. Site risk assessments shall be required for each location before contract activation iaw JSP 317, Pt 5, Chap 3. All BFCV shall be fitted with a pump and Avery Hardoll quick-release connection.

7.15 Scheduled BFCV (est. 5,000 litre capacity) deliveries will be required up to 3 times a week (Mon, Wed & Fri) at RAF Gibraltar to refuel the specialist vehicles and Ground Support Equipment (GSE) as outlined at Table C to Schedule 2 Annex A, site 05. RNGS (site 34) will require a minimum of fuel resupply provisions twice a week (Mon & Fri). The remainder of the MoD estate/Unit should be assessed and reviewed on consumption usage to the frequency of resupply. Regardless, all sites should have a fuel check 6-monthly, as a minimum.

7.16 Unscheduled requests for refuelling of tanks, generators, vehicles or equipment at HMNB, DTC and Foss Way as required, but with no less than 24 hrs notice given weekdays as outlined at Table B to Schedule 2 Annex A, sites 06, 07, 10, & 34. However, the Contractor will provide an over watch to consumption usage in HMNB, DTC and Foss Way and assist with reorders where high usage activities dictate. The Contractor is to retain a capacity for out of hours on-call system to provide emergency refuelling within 24 hours' notice for Operational requirements.

7.17 During the contract period the MoD will require delivery of fuel to various locations for standby generators and the potential drainage of fuel related products, as and when required. A smaller BFCV with off-road capability will be in order to access the sites 15, 37, 67 & 103. The remaining sites, within Table B to Schedule 2 Annex A, can be facilitated using a standard BFCV (there are no restricted limitations).

7.18 The Contractor must have flexibility to support should there be a surge/increase in fuel requirement. Specifically, Table B to Schedule 2 Annex A, site 43, 106, 107 & 108 (not exhaustive).

8. Fuel Spill Response

8.1 Fuel Spill Response; the Contractor should be liable for any spillages occurred during a receipt/transfer of fuel. The spill should be cleaned immediately using the Contractor's PCE and the hazardous waste accrued should be disposed of at a cost to the Contractor. The Contractor should be aware of/adhere to all site risk assessments and should conduct their own dynamic risk assessment upon arrival at the location. All fuel spills are to be reported to the Authority within 12-hours, IAW JSP 317.

Table B to Schedule 2 Annex A – Fuel Delivery Points & Estimated Frequency

SITE	BLDG . NO	CUSTOMER	LOCATION (See ANNEX C to Schedule 2 Annex A)	FUEL TYPE	PURPOSE	CAPACITY (Litres)	FUEL ISSUED 2021/22 (in litres)	FREQUENCY
05	0373	ATC	RAF	Diesel F54 (AGO)	Standby Generator	1 x 1,200	240	On demand Rarely used
05	0018	DFS	RAF	Diesel F54 (AGO)	Standby Generator	1 x 650	130	On demand Rarely used
67	0006	Windmill Hill	BTC (Buffadero)	Diesel F54 (AGO)	Standby Generator	1 x 3,300	660	On demand Rarely used
15	0577	Rock Gun	Upper Rock	Diesel F54 (AGO)	Standby Generator	1 x 5,750	1,150	On demand Rarely used
07	0727	PRMC	DTC	Diesel F54 (AGO)	Standby Generator	1 x 600	405 (Tank due upgrade to 5000 litres)	On demand Rarely used
07	0126	Sgt's Mess	DTC	Diesel F54 (AGO)	Kitchens / Boilers	2 x 1,100	8,072	1 or 2 per week
07	0112	SLA	DTC	Diesel F54 (AGO)	Accommodation	2 x 6,819	40,881	1 or 2 per week
07	0724	Gym	DTC	Diesel F54 (AGO)	Boilers	1 x 5,000	5,650	1 per month
07	0725	Armoury	DTC	Diesel F54 (AGO)	Standby Generator	1 250	684	On demand Rarely used
34	1037	Royal Navy Gibraltar Sqn (RNGS)	Gun Wharf	Diesel F54 (AGO)	Launch / Boats	1 x 5,000	78,515 (New 20m3 tank due 22. Consumption is est. 196,288ltrs (annually))	1 or 2 per week
10	5054	Kings Lines	Kings Lines	Diesel F54 (AGO)	CMD Customers	1 x 20,000	407	On demand
06	0736	DII Generators	RAF (Exchange)	Diesel F54 (AGO)	Standby Generator	2 x 8,000	1,600	On demand Rarely used
37	638A	Spy Glass	Upper Rock	Diesel F54 (AGO)	Standby Generator	1 x 1,000	200	On demand

								Rarely used
07	00802	Officers Mess	DTC	Diesel F54 (AGO)	Kitchens	1 x 2,500	6,100	1 or 2 per week
43	0724	Naval Berth (including Z Berth)	South Mole	Diesel F54 (AGO)	Vessel Power Supply	1 x 25,000	113,069	On demand As and when – 64,000 litres per day when boat in situ.
100		AGSU	RAF	Diesel F54 (AGO)	Container	1 x 600ltr container	14,720	Mon, Wed & Fri
101		MOD Generator at the Tower	Gun Wharf	Diesel F54 (AGO)	Generator	Multiple portable generator	15,886	1 per week
102		GDP MOD	Gun Wharf	Diesel F54 (AGO)	Container		973	On demand 1 per year (refuelling at Yacht Club)
103		ADG Fossway (Portable Tank)	Tunnels	Diesel F54 (AGO)	Container		1,380 (Tank due upgrade to 3000 litres)	On demand
104		RAF Air CARGO	RAF	Diesel F54 (AGO)	Equipment		800	Mon, Wed & Fri
105		RAF GES	RAF	Diesel F54 (AGO)	Equipment		2,200	Mon, Wed & Fri
106		HMNB Divers	South Mole	Diesel F54 (AGO)	Container		3,200	On demand
107		HMNB Forks / Cranes	South Mole	Diesel F54 (AGO)	Equipment		5,000	On demand
108		HMNB Riggers	South Mole	Diesel F54 (AGO)	Equipment		200	On demand
		SUB TOTAL (Total Delivery TANK/BFCV litres usage)					306,793	
		SUB TOTAL (Total Depot litres usage)					98,548	
		TOTAL Litres per annum					405,341 litres	

- No's 100 to 108 internally generated site numbers for contract purposes only.

