

APPENDIX B
STATEMENT OF REQUIREMENTS
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1. BACKGROUND TO THE AUTHORITY

- 1.1 Border Force is a law enforcement command within the Home Office. It secures the UK border by carrying out immigration and customs controls for people and goods entering the UK.
- 1.2 Border Force operates the National Deep Rummage Team and the Commercial Vessel Deep Rummage Team (NDRT and CVDRT). Both teams are responsible for searching for drugs on ships that enter UK ports.

2. PURPOSE

- 2.1 This requirement is for the Rental of Medical Standard Cylinders of O2, for inclusion in each NDRT/CVDRT team's first aid kit.

3. SCOPE OF REQUIREMENT

- 3.1 The Customer requires a Contract to be put in place with a Supplier who will provide 5x Cylinders, of Medical Grade O2, on a rental basis for 5x years.
 - 3.1.1 The Cylinder size required is 'CD'.
 - 3.1.2 The Cylinders must have integral valves.
 - 3.1.3 The successful Supplier is to deliver and set up the Cylinders, and explain the safety/storage to the Customer.
 - 3.1.4 The Cylinders will be returned to the Supplier at the end of the 5x year Contract.
 - 3.1.5 As Medical O2 has a shelf life, the Customer stipulates that each Cylinder must be refreshed annually, if not used. This means that the Customer requires the Supplier to deliver the new Cylinders, and collect the old ones from the site.
 - 3.1.6 The successful Supplier will be responsible for carrying out the annual maintenance of the integral valves and the annual hydrostatic testing, in line with The Carriage of Dangerous Goods (Classification, Packaging and Labeling) and Use of Transportable Pressure Receptacles Regulations 1996, SI No.2092. The maintenance and the testing is to include the following:
 - 3.1.6.1 An Engineer to check the contents and expiry dates of the Cylinders.
 - 3.1.6.2 An Engineer to check the test date of the Cylinder.
 - 3.1.6.3 An Engineer to test for the flow rate and leaks, as well as the general condition of the Cylinders.
 - 3.1.6.4 An Engineer to provide a certificate after each annual visit.
 - 3.1.7 Border Force, Home Office, reserves the right to not award to the successful Supplier based on the results of an Experian credit check.

4. SERVICE LEVELS AND PERFORMANCE

- 4.1 The Customer will measure the quality of the Supplier's delivery by:
- 4.1.1 Supplier's ability to contact the Customer's Contract Manager before each anniversary to arrange the annual refreshment of the Cylinders.
 - 4.1.2 Supplier's ability to provide any new Cylinder(s) required outside of the annual refreshment, within 48 hours of receipt of the Customer contacting the Supplier.
 - 4.1.3 Supplier's ability to provide a certificate after each annual visit.

5. PAYMENT PROCESS

- 5.1 A Purchase Order will be raised of which the Supplier will be required to submit an invoice upon receipt of the Contract.
- 5.2 All invoices need to be sent to Home Office Shared Service Centre, HO Box 5015, Newport, NP20 9BB.

6. LOCATION

- 6.1 The location of the Services will be carried out at Border Force, S2 Station, Royal Seaforth Dock, Port of Liverpool, Liverpool, L21 1JD.