



BRITISH FORCES CYPRUS

Contract No:700676383

DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - BUSES, MINIBUSES, TAXIS

SCHEDULE 10 - STATEMENT OF REQUIREMENT (SOR)

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DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT (SOR)

Item No	Requirement	Requirement Details	Performance Standard
1	OVERVIEW	<p>a. To provide Driven Personnel Transport Support (DPTS) within the Republic of Cyprus (RoC) and Sovereign Base Areas (SBA) on behalf of British Forces Cyprus (BFC), visiting Units, exercising Units, other UK Government Departments and Authorised Service Organisations.</p> <p>b. Personnel transport shall be in the form of:</p> <p>(i) Buses and Minibuses (with or without driver) - Appendix 1</p> <p>(ii) Taxis (with driver) - Appendix 2</p> <p>c. The Contractor shall work together with the authority to ensure that DPTS are delivered in the most cost effective manner possible.</p> <p>d. The Contractor shall work together with the authority to maximise efficiency.</p>	<p>The Contractor shall be responsible for providing any service connected with the transportation of personnel if so instructed by the Authority.</p> <p>A holistic view of the services being provided shall be taken, to include taking into account all tasks being undertaken and co-ordinating service delivery where possible.</p> <p>The Contractor will suggest how they intend to maximise efficiency including any downtime.</p>
2	AUTHORISED CONTRACTORS	<p>a. Buses and Minibuses: The Contractor or all nominated Subcontractors shall have a registered Company in the RoC and be licensed by the RoC Department of Road Transport for the carriage of passengers (Road Transport Business Operation License).</p> <p>b. Taxis: The Contractor or all nominated Subcontractors shall have a registered Company in the RoC and be licensed by the RoC Department of Road Transport for the carriage of passengers (Road Transport Business Operation License).</p>	
3	AUTHORISED VEHICLES	<p>a. A full list of vehicles intended for use for the Contract shall be available throughout the Contract. Template of this Authorised Vehicles List (AVL) can be found at Appendix 3.</p> <p>b. The AVL shall be reviewed by the Contractor and submitted to the Designated Officer (DO) for approval every 6 months.</p> <p>c. Amendments to the AVL may be requested by the Contractor at any time during the life of the Contract. Requests for change to the AVL shall be submitted to the DO for approval.</p> <p>d. All vehicles provided under this Contract must be registered in the Republic of Cyprus and as such, shall carry a Republic Of Cyprus Registration Certificate.</p> <p>e. All vehicles provided under this Contract, which are over 2 years old, shall have a valid Republic of Cyprus MOT Certificate.</p>	<p>The Contractor shall only supply vehicles appearing on the AVL.</p>

DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT (SOR)

Item No	Requirement	Requirement Details	Performance Standard
		f. The Contractor shall ensure that all vehicles used comply with current roadworthiness regulations both within the Republic of Cyprus and the Sovereign Base Areas.	Contractor's failure of compliance to Republic of Cyprus and Sovereign Base Area Regulations will not be accepted by the Authority.
		g. All vehicles provided by the Contractor under this Contract must be fit for purpose.	The Contractor's failure to provide such vehicles will not be an excuse for failure to fulfil his obligations under this Contract.
		h. All vehicles used shall be subject to the approval of the Authority with regard to type and seating capacity. If at any time the Authority considers a vehicle should not be used under the Contract, the use of that vehicle shall be suspended and no payment shall be made in respect of that vehicle whilst its use under the Contract is so suspended.	All vehicles must be fitted with EU Approved functioning Seat Belts for all seats. All vehicles must be fitted or equipped with fully serviceable fire extinguishers, any other fire appliances and first aid kits, in accordance with current, extant & relevant applicable Laws and Regulations. All vehicles must be fitted or equipped with full working Heating, Air-Conditioning or Climate Control systems.
		i. The use of any such vehicle suspended under item no 3h shall only be resumed when the Authority agrees and accepts that any fault, omission or other defect leading to the suspension has been properly rectified.	
		j. The Contractor shall, if required by the Authority, replace any vehicle suspended under serial 3h by another properly licensed vehicle approved by the Authority at no additional expense to the Authority.	
		k. The Contractor shall present any vehicle for Technical Inspection at the Authority's premises at any such time that the Authority requests this. This inspection shall not in any way remove the responsibility from the Contractor to adhere to his obligations under this Contract.	The Contractor shall ensure that vehicles are presented for inspection if requested by the Authority. Failure to do so will result in the removal of the vehicle from the AVL until such time that the vehicle is inspected and approved by a competent Authority.
4	CONTRACTOR MANAGEMENT AND SUBCONTRACTING	a. The Contractor shall be responsible for:	The Contractor shall meet the requirements listed in the Key Performance Indicators (KPIs).
		(i) Receipt and confirmation of Demand Orders.	
		(ii) Provision of the requested vehicle/s at the specified location and time.	
		(iii) Ensuring that all drivers and vehicles have the necessary security clearances to complete their tasks within BFC Stations.	

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Item No	Requirement	Requirement Details	Performance Standard
		(iv) Ensuring that all Contactor drivers have the necessary licenses to carry out their tasks.	
		(v) Ensuring that all vehicles used for this Contract are fit for purpose and comply fully with the provisions of the current, extant & relevant Transport Licensing Laws.	
		(vi) Producing monthly invoicing.	
		(vii) Ensuring that all records regarding each Demand Order are duly maintained.	
		(viii) Attending Contract progress meetings as requested by the Authority.	
		b. Elements of the Contract may be subcontracted. Management of subcontractors shall be the responsibility of the Prime Contractor.	The Prime Contractor shall demonstrate effective subcontractor management.
5	VEHICLE AND DRIVER PASSES	a. All vehicles used under this Contract must have Military Camp Access Passes issued to them by the Authority to enable them to gain access to the Authority's premises. Passes will only be issued to vehicles which appear on the AVL.	All vehicles must have Military Camp Access Passes.
		b. All Contractor employee drivers driving vehicles for use under this Contract must have Military Camp Access Passes issued to them by the Authority to enable them to gain access to the Authority's premises. Pass Application Forms shall be provided by the Authority.	All drivers must have Military Camp Access Passes.
		c. Criminal Record Checks from the Republic of Cyprus Authorities (Police) shall be presented to the Authority with each pass application form. The cost of these checks shall be borne by the Contractor/applicant.	All Criminal Records checks are to be produced in English
		d. Passes/Access to Third Country Nationals (Not Greek/Turkish Cypriot and Not British) shall only be granted following an extensive scrutiny by the relevant BFC Security Unit.	
		e. The Authority reserves the right to deny access to any individual.	
6	PUBLIC HOLIDAY WORKING	a. The Contractor may be requested to provide vehicles during official Cypriot Public Holidays listed in Appendix 5 and during weekends. This shall be carried out by the Contractor at no additional cost.	

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Item No	Requirement	Requirement Details	Performance Standard
7	DATA CAPTURE	a. The Contractor shall have IT systems capable of accepting and confirming electronic demands, recording daily tasks, task amendments and production of invoices.	The acceptance and confirmation of the Demand Order service and any subsequent amendments shall be run on a 24 hour basis. An automated response shall be expected from the Contractor upon receipt of a Demand Order or any amendments not later than half an hour after placement, to confirm receipt and acceptance.
		b. A backup communication system, not IT based (fax and telephone), shall be readily available in case of IT system failure.	
8	COMPLAINTS PROCEDURES	a. The Contractor shall acknowledge all complaints made by the Authority within 24 hours of receipt and shall provide a full written explanation to the Demanding Officer (DemO) within three (3) working days from the time of complaint receipt.	Complaints shall be acknowledged by the Contractor within 24 hours and full written explanations shall be provided within three (3) working days.
		b. All complaints correspondence shall be copied to the Authorising Officer (AO) and the DO.	
9	GOVERNMENT FURNISHED ASSETS	a. Contractor employees may be embedded within the MoD establishment to work collaboratively with Authority personnel. In this case, and if approved by the Authority, a desk and chair shall be provided by the Authority. Arrangements for telephone, IT infrastructure and consumables shall be the responsibility of the Contractor.	
		b. The Contractor shall have sole responsibility to ensure that its employees are fully conversant and compliant with all rules and regulations applicable to working from the Authority's premises.	Failure to comply with the rules and regulations applicable to working from the Authority's premises may result in the expulsion of Contractor's employees from the MoD Establishment.
		c. The Authority may permit the Contractors to park authorised vehicles on its premises. Permission shall only be granted to park vehicles that appear on the AVL. Parking space shall be limited in numbers and restricted to the areas indicated by the Authority. The Contractor shall comply fully with all local regulations and Standing Orders for the operation of vehicles on the Authority's premises. Vehicles shall be parked at the Contractor's risk.	Contractor vehicles shall only be parked in designated parking areas.

DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT (SOR)

Item No	Requirement	Requirement Details	Performance Standard
10	QUALITY MANAGEMENT & ACCREDITATIONS	a. The Contractor shall have in place formal Quality Assurance Accreditations (ISO9001 or equivalent), to ensure that he has effective processes in place to to meet the Authority's requirements, in terms of vehicles and their management.	
		b. The Authority shall have access to all quality assurance and quality control documentation to monitor the quality standards being maintained by the Contractor or his subcontractors	The Contractor shall ensure that all information is up-to-date and available for review by the Authority.
11	CONTRACTOR PREMISES & MANPOWER	a. The Contractor shall have in place the necessary infrastructure, including offices at strategic locations across Cyprus, IT infrastructure, storage and manning to meet the demands placed by the Authority.	
		b. A Single Point Of Contact shall be provided by the Contractor and shall be used throughout the duration of the Contract.	
		c. All premises, including offices and storage facilities of the Contractor and any nominated sub-Contractor shall be open to inspection by the Authority or its agent at all reasonable times, without prior notification of such an inspection.	
12	SUSTAINABILITY	a. The Contractor shall work together with the Authority to provide services with a commitment to operate in a sustainable manner. The environmental performance shall be improved through more efficient use of resources and reduction of waste. This Environmental Management System shall encompass three elements:	The Contractor shall work together with the Authority to provide services with a commitment to operate in a sustainable manner.
		(i) Reduction of environmental footprint	
		- Transport personnel in a manner that minimises community and environmental impact	
		- Reduce fuel, energy, water and other resources needed to move personnel	
		- Increase recycling and reuse efforts through waste minimisation	
		- Strive to manage the supply chain in consideration of environmental effects and good governance	
		(ii) Open engagement on sustainability issues	
		- Communicate regularly with the Authority, employees, sub-contractors and suppliers on sustainability issues, goals and efforts	
		- Provide opportunities to the Authority, employees, sub-contractors and suppliers to actively participate in sustainability programs	
		- Increase transparency and disclosure of sustainability performance through the Contracts' Key Performance Indicators (KPIs)	

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Item No	Requirement	Requirement Details	Performance Standard
		(iii) Support sustainable development	
		- Collaborate with the Authority and suppliers to grow sustainably, considering social, economic and environmental effects	
		- Build innovative infrastructure to support operations and minimise recourse use.	
13	PASSENGER SECURITY	a. In situations where there is an assessed increase in threat levels to BFC personnel then the Contractor shall assist BFC with the implementation of suitable measures to increase the security of the BFC passengers. Threat levels can change at short notice and the Contractor shall respond to the Authority's instructions accordingly.	
14	MEETINGS	a. A Contract Start Up meeting will be held four (4) weeks prior to Contract commencement.	
		b. The Contractor shall provide an update on the preparations made to allow smooth Contract commencement at least one (1) week prior to the Contract Start Up meeting.	
		c. The Contractor shall provide details of the currently held fleet of vehicles and employees at least one (1) week prior to the Contract Start Up meeting.	
		d. The Contractor shall provide information on any anticipated additional vehicles or employee resources required at least two (2) weeks prior to the Contract Start Up meeting.	
		e. Contract Review meetings shall be held monthly for the first three (2) months of the Contract and quarterly thereafter. The Authority reserves the right to amend these depending on the outcome of the Contractor's performance.	
		f. The Contractor shall provide to the Designed Officer or his Authorised Representative a report of all the vehicles demanded/hired during the preceeding three month in an electronic format (Microsoft Excel Spreadsheet) at least two (2) weeks prior to the Contract Review meeting. The following data shall be included in this report: - Demand order number - Supplied vehicle type - Supplier vehicle registration - Delivery/Pick-up/Drop-off/Collection locations - Dates and times - Journey extension/amendment details	
		g. The Contractor shall provide information on any proposed/approved amendments to the AVL at least two (2) weeks prior to the Contract Review meeting.	
		h. The Contractor shall be responsible for the issuing of the agreed meeting agenda one (1) week prior to each meeting, liaising with the Contractor for agenda items.	

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Item No	Requirement	Requirement Details	Performance Standard
		i. The Designated Officer of his Authorised Representative shall be responsible for ensuring maximum attendance for each meeting. As a minimum, attendance/representations is required from the following: the Contractor, BFC Commercial Branch, the Designated Officer and the Authorised Commander.	
		j. The Contractor, notwithstanding DEFCON 642 shall be responsible for producing the records of meetings for distribution no later than one (1) week after the date of the meeting.	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF BUSES AND MINIBUSES**

Item No	Requirement	Requirement Details	Performance Standard
1	OVERVIEW (BUSES & MINIBUSES)	a. Provision of a driven pan-island bus and minibus service for the transportation of personnel on an ad-hoc basis.	The Contractor shall be responsible for providing buses and minibuses with drivers for the transportation of personnel if so instructed by the Authority.
		b. Provision of a driven pan-island bus and minibus service for the transportation of service school children.	The Contractor shall be responsible for providing buses and minibuses with drivers for the transportation of service school children if so instructed by the Authority.
		c. Not used	
		d. All buses and minibuses shall be of:	The Contractor shall provide the correct size bus and minibus, in terms of seating capacity, as requested by the Authority.
		(i) 9 to 17 seat capacity (Including driver)	
		(ii) 20 to 30 seat capacity (Including driver)	
		(iii) 52 to 55 seat capacity (Including driver)	
2	PROVISION OF BUSES AND MINIBUSES	a. Ad-Hoc Transport: Provide pan-island transport with specified commencement and return (if applicable) time. This service shall be provided with drivers.	The correct size buses and minibuses shall arrive on time at the designated pick up points.
		b. School Children Transport: Provide regular transportation of school children to/from school and transportation support for other school activities. This service shall be provided with drivers.	The correct size buses and minibuses shall arrive on time at the designated pick up points.
		(i) Attachment 1 and 2 list all current daily scheduled transportation requirements for WSBA and ESBA school children respectively.	
		(ii) Based on the <u>current</u> school children transportation requirements (Attachments 1 and 2), the following vehicles are currently required:	
		WSBA (All School Days - Monday to Friday):	
		52 to 55 seat - Qty 1 - EPI 1 - 0710 & 1400 (Reverse route)	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF BUSES AND MINIBUSES**

Item No	Requirement	Requirement Details	Performance Standard
		52 to 55 seat - Qty 3 - AKR 1,2,3 - 0705 & 1400 (Reverse route)	
		52 to 55 seat - Qty 1 - SUB - 0730 until 1600 (Unlimited number of journeys)	
		ESBA (All School Days - Monday to Friday):	
		52 to 55 seat - Qty 1 - KRS 1 - 0720 & 1400 (Reverse route)	
		ESBA (All School Days - Monday to Friday - June, July, September):	
		52 to 55 seat - Qty 3 - DPS 1,2,3 - 1320 (PM only)	
		(iii) Depending on school children numbers, the Authority reserves the right to amend, cancel or add to the proposed school bus routes at no additional cost. A 7 day notice shall be given.	
		(iv) A Demand Order shall be submitted 7 days before commencement of each school term, confirming the routes, numbers of buses/minibuses required and number of passengers.	
		c. Not used.	
		d. Not used.	
		e. Not used.	
		f. The Contractor shall provide the most appropriate vehicle for the requested task to the specifications listed in item no 6.	The Contractor shall notify the DemO immediately of any breakdown or accident occurring or proposed industrial action that may prevent the completion of a task detailed in a Demand Order.
3	TRANSPORT DEMAND NOTICE PERIOD	a. Demand Orders will be raised electronically by the Authority. This may be done directly on Contractor provided software or may be in the form of an email. The layout of the Demand Order and its contents shall be agreed between the AO and the Contractor.	
		b. The Contractor shall respond to any Demand Order supplied by the Authority to the Contractor.	All Demand Orders placed on the Contractor shall be executed within the required timeframes as directed by the DemO.
		c. For Ad-Hoc requirements, the Authority will issue to the Contractor a Demand Order providing the following notice:	The DemO shall be informed immediately of any delay in providing the requested transport within the required time-scale or in the commencement, continuation or completion of any journey.
		(i) Routine Demands: a minimum of 24 hours notice.	If in the opinion of the Authority, any delay was
		(ii) Urgent / Operational Demands: a minimum of 2 hours notice.	
		(iii) Compassionate Demands: a minimum of 30 minutes notice.	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF BUSES AND MINIBUSES**

Item No	Requirement	Requirement Details	Performance Standard
		d. For scheduled school bus requirements, the DemO will issue a Demand Order 7 days before the commencement of each school term.	caused or occasioned by any act or omission of the Contractor, the Contractor shall be liable for any additional costs incurred by the Authority as a result of the said delay.
		e. Not used.	
		f. Demand Orders raised out of the Authority's Working Hours will be supported by a telephone call by the Authority to the Contractor.	
		g. The Authority shall not be responsible for any vehicles supplied on the verbal or written order of any person, other than the those personnel authorised to do so by the AO.	The AO is responsible for providing the Contractor with a list of authorised personnel and updating when required.
		h. The Authority's responsibility for demanded vehicles commences at the time of journey commencement as specified on the Demand and ceases when the demanded journey is terminated.	
		i. The Authority shall not be liable nor shall be charged for the Empty Running of the demanded vehicles.	
4	DEMAND AMENDMENTS	a. Amendments to Demand Orders shall be accepted free of charge if these are requested as follows:	
		(i) Routine Demands: a minimum of 12 hours notice.	
		(ii) Urgent / Operational Demands: a minimum of 1 hours notice.	
		(iii) Compassionate Demands: a minimum of 30 minutes notice.	
		(iv) Buses for unrestricted use by the Authority using Military drivers: a minimum of 12 hours notice	
		b. Amendments may be in the form of timing changes and/or journey commencement/end location changes.	
		c. Demand Orders amended out of the Authority's Working Hours shall be supported by a telephone call by the Authority to the Contractor.	
		d. Late amendments may attract an "amendment charge".	

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PROVISION OF BUSES AND MINIBUSES**

Item No	Requirement	Requirement Details	Performance Standard
5	DEMAND CANCELLATIONS	a. Cancellations of Demand Orders shall be accepted free of charge if these are requested as follows:	
		(i) Routine demands: a minimum of 12 hours notice.	
		(ii) Urgent / Operational demands: a minimum of 1 hours notice.	
		(iii) Compassionate Demands: a minimum of 30 minutes notice.	
		(iv) Buses for unrestricted use by the Authority using Military drivers: a minimum of 6 hours notice.	
		b. Demand Orders cancelled out of the Authority's Working Hours shall be supported by a telephone call by the Authority to the Contractor.	
		c. Late notifications of cancellations without the service being dispatched to the specified pick-up point and, for what ever reason may attract a "cancellation charge".	
		d. Any service that has been dispatched to the specified pick-up point and, for what ever reason, is subsequently not used or no longer required (Returned Not Used) may attract the full single or return journey charge. Return Not Used claims shall be supported by the appropriate vehicle GPS data to justify the claim.	
6	CONTRACTOR VEHICLES	a. The Contractor shall provide all necessary vehicles to meet any Demand Orders raised by the Authority.	
		b. The vehicles shall remain at the Contractor's risk throughout the period of the Contract and the Authority shall not be liable to the Contractor by virtue of these Conditions for any damage occasioned by fire, collision or otherwise, unless such damage is due to the neglect or default of the Authority or any servant of the Crown acting under his authority.	
		c. All buses and minibuses provided under this Contract shall have a EU Certificate of Conformity to prove conformance to EU Specifications.	
		d. Buses and minibuses used for transportation of personnel through the Happy Valley Tunnel should be able to go through a gauge height of 3.0 metres.	
		e. All minibuses up to 30 seats shall be less than 11 years old from the date of first registration at the time of the demanded journey.	All minibuses up to 30 seats shall be less than 11 years old from the date of first registration at the time of the demanded journey.

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF BUSES AND MINIBUSES**

Item No	Requirement	Requirement Details	Performance Standard
		f. All 52 to 55 seat capacity buses shall be less than 13 years old from the date of first registration at the time of the demanded journey.	All 52 to 55 seat buses shall be less than 13 years old from the date of first registration at the time of the demanded journey.
		g. In cases where the Contractor cannot provide a vehicle of the demanded size the Authority will accept a larger vehicle at no additional cost.	No additional charges shall apply in cases where the Contractor provides a larger size vehicle than the one requested.
		h. All buses and minibuses shall have an operational GPS tracking system installed. The system shall be able to pinpoint the location of the vehicle at any time during the journey, from the demanded journey commencement time to the actual journey completion time. This data shall be freely available to the Authority upon request.	GPS tracking shall be fitted in all buses and minibuses at no extra charge.
7	CONTRACTOR'S DRIVERS	a. The Contractor shall provide correctly qualified/trained drivers suitable for driving their designated vehicle/s and to carry the passengers allocated to those vehicle/s.	
		b. A full list of Contractor employed drivers intended for use for the Contract shall be available throughout the Contract. Template of this Authorised Drivers List (ADL) can be found at Appendix 4.	
		c. The ADL shall be reviewed by the Contractor and submitted to the DO for approval every 6 months.	
		d. Amendments to the ADL may be requested by the Contractor at any time during the life of the Contract. Requests for change to the ADL shall be submitted to the DO for approval.	
		e. All Contractor employed drivers shall be fully qualified and in possession of a current RoC professional driving license. They shall at all times, strictly adhere to all current, extant & relevant Road Traffic Regulations. In particular, but not limited to, driving with due care and attention, not exceeding any posted speed limits, not smoking in any vehicle at any time and not using hand held mobile phone devices whilst driving.	The Contractor shall ensure that Contractor employed drivers comply with all current, extant & relevant transport regulations and laws both within the Republic of Cyprus and Sovereign Base Areas.
		f. All Contractor employed drivers shall be able to communicate in English.	
		g. All Contractor employed drivers shall wear their seat belt whilst driving in any MoD controlled area.	
		h. All Contractor employed drivers shall, throughout the period of the Contract, be the servants or agents of the Contractor and in no circumstances be deemed to be the servants or agents of the Authority.	
		i. All Contractor employed drivers shall be clean and tidy in appearance and must be rested and alert during the journey.	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF BUSES AND MINIBUSES**

Item No	Requirement	Requirement Details	Performance Standard
		j. Should a Contractor employed driver be considered by the Authority to be unsuitable for any reason, the Contractor shall replace him immediately with one deemed acceptable by the Authority. The Authority's decision in instances of this kind is final.	
8	ESCORTS	a. The Authority may on some vehicles especially on buses used for transporting school children require an Escort. b. Provision of bus escorts shall be at the discretion of the Authority.	Escorts shall be employed and controlled by the Authority.
		c. Escorts shall be provided by the Authority and will travel in the Contractor's vehicle when deemed necessary by the Authority.	
		d. The Contractor shall be required to pick up/drop off the Escort from the departure/completion point of each journey. Location and time are subject to change. The Contractor will be notified of any such requirement or change.	
9	LUGGAGE	a. Passengers shall be permitted to carry luggage and/or hand luggage onto the Contractor's vehicles.	
		b. The carrying of personal weapons as hand luggage on Contractor's buses and minibuses shall be allowed. Weapons shall not be handled whilst in the vehicle. Ammunition shall not be carried in Contracted Vehicles.	The Contractor shall report cases of non conformity to the DemO in writing. Correspondence shall be copied to the AO and the DO.
		c. Additional luggage space shall be provided by the Contractor, if requested, free of charge.	
10	VEHICLE DAMAGE	a. The Contractor shall be responsible for reporting damage caused to the vehicles by Service Personnel and their dependants.	
		b. If the damage is caused by Service Personnel or their dependants, the damage shall be reported to the DemO within 24 hours providing sufficient evidence of the damage, including photographic evidence. If the Authority accepts responsibility for the damage the Contractor will be asked to raise a separate invoice for the damage to be submitted to the DemO for approval. In cases where the Authority accepts responsibility for the damage, culpability and any subsequent recovery action will be a matter for the Authority to pursue.	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF BUSES AND MINIBUSES**

Item No	Requirement	Requirement Details	Performance Standard
		c. If the damage is caused by School children, the damage shall be reported to the Bus Escort following journey completion. The vehicle shall be inspected by the Escort to confirm the extent of the damage. The Contractor shall then report the damage to the DemO within 24 hours for further investigation. If the Authority accepts responsibility for the damage the Contractor will be asked to raise a separate invoice for the damage to be submitted to the DemO for approval. In cases where the Authority accepts responsibility for the damage, culpability and any subsequent recovery action will be a matter for the Authority to pursue.	
		d. Following investigation, if the Authority decides that the damage cannot be directly attributed to the MoD the claim will be rejected. If the Contractor wishes to appeal, then he can do so by writing to the DemO.	
		e. Accidental soiling of vehicles, cleaning up/disposing of any mess or bodily fluids, faecal matter, vomit and associated sanitisation of the affected area shall be classed as "vehicle damage" in terms of claiming and payment. Items 10a to 10d refer.	
		e. Not used.	
		f. All correspondence regarding vehicle damages shall be copied to the AO and the DO.	
11	REPLACEMENT VEHICLES	a. For vehicles hired with Contractor's drivers, in case of vehicle breakdown or accident, it shall be the responsibility of the Contractor to provide a replacement vehicle to allow journey continuation within 45 minutes of the breakdown.	Replacement vehicle of the same size shall be provided within 45 minutes of notification of a breakdown to enable continuation/completion of the journey.
		(i) The DemO shall be informed by the Contractor of any breakdowns or accidents during a demanded journey, immediately following a breakdown or accident.	
		(ii) The DemO shall be informed by the Contractor following the provision of a replacement vehicle.	
		(iii) It shall be the responsibility of the Contractor to recover any broken down or accident damaged vehicles and conduct the required repairs at his own cost.	
		(iv) The Contractor shall submit to the DemO a written record of the incident, detailing the cause of the breakdown and remedial action taken in terms of response times. This record shall be submitted to the DemO within 48 hours of the incident.	
		b. Not used.	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF BUSES AND MINIBUSES**

Item No	Requirement	Requirement Details	Performance Standard
		(i) Not used.	
		(ii) Not used.	
		(iii) Not used.	
		(iv) Not used.	
		g. Not used.	

DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
WSBA SCHOOL BUS ROUTES

EPISKOPI SCHOOL BUSES - SAINT JOHN AND PRIMARY SCHOOL (MONDAY TO FRIDAY) - ALL SCHOOL DAYS									
Route No: EPI 1 - Bus Capacity 52 to 55 Seat				Pax	Route No: EPI 2 - Bus Capacity 52 to 55 Seat (SUB)				Pax
AM	Escort Pick Up	St John School	0710 hrs	40	PM	Escort Pick Up	St John School	0710 hrs	40
SJS & EPS	Children Pick Up	Paramali North	0725 hrs		SJS	Children Pick Up	St John School	0725 hrs	
		Paramali South				Children Drop Off	Paramali North		
	Children Drop Off	St John School					Paramali South		
	Escort Drop Off	St John School				Escort Drop Off	St John School		
PM	Escort Pick Up	St John School	1345 hrs	40	Use Episkopi Schools' Utility Bus (SUB) to carry out this journey . May be combined with After School Activities Transport to Happy Valley. No additional cost.				
EPS	Children Pick Up	St John School	1400 hrs						
	Children Drop Off	Paramali South							
		Paramali North							
	Escort Drop Off	St John School							
AKROTIRI SCHOOL BUSES - SAINT JOHN SCHOOL (MONDAY TO FRIDAY) - ALL SCHOOL DAYS									
Route No: AKR 1 - Bus Capacity 55 Seat				Pax	Route No: AKR 2 - Bus Capacity 55 Seat				Pax
AM	Escort Pick Up	Phassouri Junction	0705 hrs	54	AM	Escort Pick Up	Phassouri Junction	0705 hrs	53
SJS	Children Pick Up	Akrotiri FMQS Watering Hole	0720 hrs		SJS	Children Pick Up	Akrotiri FMQS Watering Hole	0720 hrs	
	Children Drop Off	St John School				Children Drop Off	St John School		
	Escort Drop Off	St John School (See Note 1)				Escort Drop Off	St John School (See Note 1)		
PM	Escort Pick Up	St John School (See Note 2)	1345 hrs	54	PM	Escort Pick Up	St John School (See Note 2)	1345 hrs	53
SJS	Children Pick Up	St John School	1400 hrs		SJS	Children Pick Up	St John School	1400 hrs	
	Children Drop Off	Akrotiri FMQS Watering Hole				Children Drop Off	Akrotiri FMQS Watering Hole		
	Escort Drop Off	Phassouri Junction				Escort Drop Off	Phassouri Junction		
Route No: AKR 3 - Bus Capacity 55 Seat				Pax	All Pax numbers as at Aug 20 (Bus Escort included)				
AM	Escort Pick Up	Phassouri Junction	0705 hrs	50	Note 1: COSU MT Provide Transport for Bus Escorts back To Phassouri Junction From St John School				
SJS	Children Pick Up	Akrotiri Chaplaincy Centre	0720 hrs						
	Children Drop Off	St John School			Note 2: COSU MT Provide Transport for Bus Escorts From Phassouri Junction to St John School				
	Escort Drop Off	St John School (See Note 1)							
PM	Escort Pick Up	St John School (See Note 2)	1345 hrs	50					
SJS	Children Pick Up	St John School	1400 hrs						
	Children Drop Off	Akrotiri Chaplaincy Centre							
	Escort Drop Off	Phassouri Junction							

DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
WSBA SCHOOL BUS ROUTES

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**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
WSBA SCHOOL BUS ROUTES**

EPISKOPI SCHOOLS' UTILITY BUS (MONDAY TO FRIDAY) - ALL SCHOOL DAYS									
Route No: SUB - Bus Capacity 52 to 55 Seat									
Schools' Utility Bus - For Unlimited Use within 30kms Radius From School									
From 0730 hrs up to 1600 hrs									
Report at St John School at 0730 hrs									
May be used for any school activities including After School Activities									
The Authority reserves the right to amend the bus routes to accommodate increases/decreases in children numbers and changes in transport policy. A 7 day notice will be given.									
					LEGEND:				
					SJS: Saint John School Episkopi				
					EPS: Episkopi Primary School				

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
ESBA SCHOOL BUS ROUTES**

KING RICHARD SCHOOL BUSES (MONDAY TO FRIDAY) - ALL SCHOOL DAYS									
Route No: KRS 1 - Bus Capacity 52 to 55 Seat				Pax					
AM	Escort Pick Up	Ayios Nikolaos FMQs (Forum)	0720 hrs	40					
KRS	Children Pick Up	Ayios Nikolaos FMQs (Forum)	0725 hrs						
	Children Drop Off	King Richard School							
	Escort Drop Off	King Richard School							
PM	Escort Pick Up	King Richard School	1350 hrs						
KRS	Children Pick Up	King Richard School	1400 hrs						
	Children Drop Off	Ayios Nikolaos FMQs (Forum)							
	Escort Drop Off	Ayios Nikolaos FMQs (Forum)							
DHEKELIA PRIMARY SCHOOL BUSES (MONDAY TO FRIDAY) - PM ONLY - JUNE, JULY AND SEPTEMBER SCHOOL DAYS ONLY									
Route No: DPS 1 - Bus Capacity 52 to 55 Seat				Pax	Route No: DPS 2 - Bus Capacity 52 to 55 Seat				Pax
PM	Escort Pick Up	Dhekelia Primary School	1320 hrs	49	PM	Escort Pick Up	Dhekelia Primary School	1320 hrs	21
DPS	Children Pick Up	Dhekelia Primary School	1335 - 1345		DPS	Children Pick Up	Dhekelia Primary School	1335 - 1345	
	Children Drop Off	Byron Heights	hrs		Children Drop Off	Perth Village	hrs		
		Salamis Court			Escort Drop Off	Dhekelia Primary School			
		Famagusta Court							
		Mercer Close			All Pax numbers as at Aug 20 (Bus Escort/s included)				
		Minden Road							
		Blenheim Village			Perth Village Includes: Cambrai Crescent, Ypres Lane, Mons Road, Gaza Crescent				
		The Rectory			Aisne Street, Rhine Lane				
	Escort Drop Off	Dhekelia Primary School							
Route No: DPS 3 - Bus Capacity 52 to 55 Seat				Pax	The Authority reserves the right to amend the bus routes to accommodate increases/decreases in children numbers and changes in transport policy. A 7 day notice will be given.				
PM	Escort Pick Up	Dhekelia Primary School	1320 hrs	42					
DPS	Children Pick Up	Dhekelia Primary School	1335 - 1345						
	Children Drop Off	Larnaca Court	hrs						
		Nicosia Court							
	Escort Drop Off	Dhekelia Primary School							
LEGEND:									
KRS: King Richard School Dhekelia									
DPS: Dhekelia Primary School									

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF TAXIS**

Item No	Requirement	Requirement Details	Performance Standard
1	OVERVIEW (TAXIS)	a. Provision of a pan-island taxi service for the transportation of personnel on an ad-hoc basis.	The Contractor shall be responsible for providing taxis for the transportation of personnel if so instructed by the Authority.
		b. Provision of a pan-island taxi service for the transportation of personnel for medical reasons between BFC Stations and the Secondary Health Care facility located in Lemesos town centre outside of normal working hours.	Taxis used for medical reasons shall be prepared to report at the designated pick-up point within thirty (30) minutes from the transport request time if so instructed by the Authority.
		c. Taxis shall be of:	The Contractor shall provide the correct size taxi, in terms of seating capacity, as requested by the Authority.
		(i) 4 passenger seat capacity	
		(ii) 6 passenger seat capacity	
2	PROVISION OF AD-HOC TAXIS	a. Ad-hoc Transport: Provision of pan-island transport with specified commencement and return (if applicable) time.	The correct size taxis shall arrive on time at the designated pick up points.
		b. Medical ad-hoc Transport: Provision of transportation between BFC Medical facilities and the Secondary Health Care Facility in Lemesos outside of normal working hours.	The correct size taxis shall arrive on time at the designated pick up points.
		d. The Authority does not have an obligation to meet the number of demands or required vehicles stated.	
		e. The Contractor shall provide the most appropriate vehicle for the requested task to the specifications listed in item no 6.	The Contractor shall notify the DemO immediately of any breakdown or accident occurring or proposed industrial action that may prevent the completion of a task detailed in a Demand Order.

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF TAXIS**

Item No	Requirement	Requirement Details	Performance Standard
3	TRANSPORT DEMAND NOTICE PERIOD	a. Demand Orders will be raised electronically by the Authority. This may be done directly on Contractor provided software or may be in the form of an email. The layout of the Demand Order and its contents shall be agreed between the AO and the Contractor.	
		b. The Contractor shall respond to any Demand Order supplied by the Authority to the Contractor.	All Demand Orders placed on the Contractor shall be executed within the required timeframes as directed by the DemO.
		c. For Ad-Hoc requirements, the Authority will issue to the Contractor a Demand Order providing the following notice:	The DemO shall be informed immediately of any delay in providing the requested transport within the required time-scale or in the commencement, continuation or completion of any journey. If in the opinion of the Authority, any delay was caused or occasioned by any act or omission of the Contractor, the Contractor shall be liable for any additional costs incurred by the Authority as a result of the said delay.
		(i) Routine Demands: a minimum of 24 hours notice.	
		(ii) Urgent / Operational Demands: a minimum of 2 hours notice.	
		(iii) Compassionate Demands: a minimum of 30 minutes notice.	
		d. For Ad-Hoc Medical transport requirements, the Authority will issue a Demand with a minimum of 30 minutes notice.	
		e. Demand Orders raised out of the Authority's Working Hours will be supported by a telephone call by the Authority to the Contractor.	
		f. The Authority shall not be responsible for any vehicles supplied on the verbal or written order of any person, other than those personnel authorised by the AO.	The AO is responsible for providing the Contractor with a list of authorised personnel and updating when required.
		g. The Authority's responsibility for demanded vehicles commences at the time of journey commencement as specified on the Demand and ceases when the demanded journey is terminated.	
		h. The Authority shall not be liable nor shall be charged for the Empty Running of the demanded vehicles.	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF TAXIS**

Item No	Requirement	Requirement Details	Performance Standard
4	DEMAND AMENDMENTS	a. Amendments to Demand Orders shall be accepted free of charge if these are requested as follows:	
		(i) Routine Demands: a minimum of 12 hours notice.	
		(ii) Urgent / Operational Demands: a minimum of 1 hours notice.	
		(iii) Compassionate Demands: a minimum of 30 minutes notice.	
		(iv) Ad-Hoc Medical Demands: a minimum of 30 minutes notice.	
		b. Amendments may be in the form of timing changes and/or journey commencement/end location changes .	
		c. Demand Orders amended out of Authority's Working Hours shall be supported by a telephone call by the Authority to the Contractor.	
		d. Late amendments may attract an "amendment charge".	
5	DEMAND CANCELLATIONS	a. Cancellations of Demand Orders shall be accepted free of charge if these are requested as follows:	
		(i) Routine demands: a minimum of 12 hours notice.	
		(ii) Urgent / Operational demands: a minimum of 1 hours notice.	
		(iii) Compassionate Demands: a minimum of 30 minutes notice.	
		(iv) Medical Demands: a minimum of 30 minutes notice.	
		b. Demand Orders cancelled out of Authority's Working Hours shall be supported by a telephone call by the Authority to the Contractor.	
		c. Late notifications of cancellations may attract a "cancellation charge".	
		d. Any service that has been dispatched to the specified pick-up point and, for what ever reason, is subsequently not used or no longer required (Returned Not Used) may attract the full single or return journey charge.	
6	CONTRACTOR VEHICLES	a. The Contractor shall provide all necessary vehicles to meet any Demand Orders raised by the Authority.	
		b. The vehicles shall remain at the Contractor's risk throughout the period of the Contract and the Authority shall not be liable to the Contractor by virtue of these Conditions for any damage occasioned by fire, collision or otherwise, unless such damage is due to the neglect or default of the Authority or any servant of the Crown acting under his authority.	
		c. All taxis provided under this Contract shall have a EU Certificate of Conformity to prove conformance to EU Specifications.	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF TAXIS**

Item No	Requirement	Requirement Details	Performance Standard
		d. All taxis shall be less than 8 years old from the date of first registration at Contract commencement and no older than 10 years old at any time during the life of the Contract.	All taxis shall be less than 8 years old from the date of first registration at Contract commencement and no older than 10 years old at any time during the life of the Contract.
		e. In cases where the Contractor cannot provide a vehicle of the demanded size the Authority shall accept a larger vehicle (in terms of seating capacity) at no additional cost.	No additional charges shall apply in cases where the Contractor provides a larger size vehicle than the one requested.
7	CONTRACTOR'S DRIVERS	a. The Contractor shall provide correctly qualified/trained drivers suitable for driving their designated vehicle/s and to carry the passengers allocated to those vehicle/s.	
		b. A full list of Contractor employed drivers intended for use for the Contract shall be available throughout the Contract. Template of this Authorised Drivers List (ADL) can be found at Appendix 4.	
		c. The ADL shall be reviewed by the Contractor and submitted to the DO for approval every 6 months.	
		d. Amendments to the ADL may be requested by the Contractor at any time during the life of the Contract. Requests for change to the ADL shall be submitted to the DO for approval.	
		e. All Contractor employed drivers shall be fully qualified and in possession of a current professional RoC driving license. They shall, at all times, strictly adhere to all current, extant & relevant Road Traffic Regulations. In particular, but not limited to, driving with due care and attention, not exceeding any posted speed limits, not smoking in any vehicle at any time and not using hand held mobile phone devices whilst driving.	The Contractor shall ensure that Contractor employed drivers comply with all current, extant & relevant transport regulations and laws both within the Republic of Cyprus and Sovereign Base Areas.
		f. All Contractor employed drivers shall be able to communicate in English.	
		g. All Contractor employed drivers shall wear their seat belt whilst driving in any MoD controlled area.	
		h. All Contractor employed drivers shall, throughout the period of the Contract, be the servants or agents of the Contractor and in no circumstances be deemed to be the servants or agents of the Authority.	
		i. All Contractor employed drivers shall be clean and tidy in appearance and must be rested and alert at commencement of the journey.	
		j. Should a Contractor employed driver be considered by the Authority to be unsuitable for any reason, the Contractor shall replace him immediately with one deemed acceptable by the Authority. The Authority's decision in instances of this kind is final.	

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF TAXIS**

Item No	Requirement	Requirement Details	Performance Standard
8	LUGGAGE	a. Passengers may carry luggage and/or hand luggage onto the Contractor's vehicles. b. The carrying of personal weapons and/or ammunition as hand luggage on Contractor's taxis shall not be allowed.	The Contractor shall report cases of non conformity to the DemO in writing. Correspondence shall be copied to the AO and the DO.
9	VEHICLE DAMAGE	a. The Contractor shall be responsible to report damage caused to the vehicles by Service Personnel and their dependants. b. The damage shall be reported to the DemO within 24 hours providing sufficient evidence of the damage, including photographic evidence. If the Authority accepts responsibility for the damage the Contractor will be asked to raise a separate invoice for the damage to be submitted to the DemO for approval. In cases where the Authority accepts responsibility for the damage, culpability and any subsequent recovery action will be a matter for the Authority to pursue. c. Following investigation, if the Authority decides that the damage cannot be directly attributed to the MoD the claim will be rejected. If the Contractor wishes to appeal, then he can do so by writing to the DemO. d. Accidental soiling of vehicles, cleaning up/disposing of any mess or bodily fluids, faecal matter, vomit and associated sanitisation of the affected area shall be classed as "vehicle damage" in terms of claiming and payment. Items 10a to 10c refer. e. All correspondence regarding vehicle damages shall be copied to the AO and the DO.	
10	REPLACEMENT VEHICLES	a. In case of vehicle breakdown, it shall be the responsibility of the Contractor to provide a replacement vehicle to allow journey continuation within 30 minutes of the breakdown. b. The DemO shall be informed by the Contractor of any breakdowns during a demanded journey, immediately following a breakdown. c. The DemO shall be informed by the Contractor following the provision of a replacement vehicle. d. It shall be the responsibility of the Contractor to recover any broken down vehicles and conduct the required repairs at his own cost.	Replacement vehicle of the same size shall be provided within 30 minutes of notification of a breakdown to enable continuation/completion of the journey.

**DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - STATEMENT OF REQUIREMENT
PROVISION OF TAXIS**

Item No	Requirement	Requirement Details	Performance Standard
		e. The Contractor shall submit to the DemO a written record of the incident, detailing the cause of the breakdown and remedial action taken in terms of response times. This record shall be submitted to the DemO within 48 hours of the incident.	
		f. All correspondence regarding incidents where a replacement vehicle was provided shall be copied to the AO and the DO.	

DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - AUTHORISED VEHICLES LIST (AVL)

SER	REGISTRATION NUMBER	VEHICLE MAKE	MODEL	VEHICLE SIZE RANGE	SEATING CAPACITY	YEAR OF FIRST REGISTRATION (FROM RoC REG. CERTIFICATE)	AGE ON 01 Sep 21 (Years)
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
10	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
11	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
12	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
13	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
14	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
15	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
16	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
17	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
18	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
19	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
20	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
21	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
23	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
24	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
25	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
26	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
27	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
28	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
29	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
30	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
31	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
32	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
33	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
34	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
35	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

36	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
37	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
38	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
39	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

* These vehicles have been purchased but not registered due to the Covid-19 downturn. AVL to be updated following vehicle registration.

DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS) - AUTHORISED DRIVERS LIST (ADL)

SER	DRIVER'S SURNAME	DRIVER'S NAME	NATIONALITY	IDENTITY CARD / PASSPORT NUMBER	DRIVER LICENSE EXPIRY DATE	DRIVER LICENSE VEHICLE CATEGORIES	PROFESSIONAL LICENSE EXPIRY DATE	PROFESSIONAL LICENSE VEHICLE CATEGORIES
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
10	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
11	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
12	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
13	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
14	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
15	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
16	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
17	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
18	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
19	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
20	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
21	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
23	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
24	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
25	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
26	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
27	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
28	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
29	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
30	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
31	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
32	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
33	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
34	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

35	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
36	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

DRIVEN PERSONNEL TRANSPORT SUPPORT (DPTS)

LIST OF OFFICIAL CYPRIOT PUBLIC HOLIDAYS

1	01 January
2	06 January
3	Green Monday
4	25 March
5	Greek Cypriot Easter Friday
6	Greek Cypriot Easter Monday
7	01 May
8	Holy Spirit Day (Whitson)
9	15 August
10	01 October
11	28 October
12	25 December
13	26 December