



**Border Force**

**AUTHORITY: The Secretary of State for the Home  
Department  
acting through Border Force**

## **STATEMENT OF REQUIREMENTS**

Wheelhouse Video Data Recorder

March 2021

C20637



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## Definitions

Phrase	Definition
Acceptance	The issuing of an acceptance document, signed by the Authority following the completion of an Annual Maintenance & Repair Period to the satisfaction of the Authority.
Additional Work	Unprogrammed work outside of the scope of planned or scheduled work.
Agreed Facility	A single phone number for the Supplier giving access to a point of contact able to give user friendly assistance to persons experiencing technical problems with any part or operation of the Cutters
Alongside Berth	A suitable quay/berth with at least 1m depth below LWS at all times Complete with access by gangway/brow
BFOO	Border Force Overseeing Officer
Cardinal Date Plan (CDP)	A plan provided by the Supplier mapping out the significant dates for a project
Cutter	Her Majesty's Cutter (HMC)
Defect Rectification	Work undertaken to resolve any kind of defect identified and listed in the work package.
Emergent work	Any work that emerges from the Planned Maintenance, which is notified to the Supplier in this Statement of Requirements. Any repairs which are required as a direct result of defects found with during this package of works.
Lloyds Register	Lloyd's Register's Rules and Regulations set standards for the design, construction and lifetime maintenance of ships, offshore units and land-based installations.
Major Defect	Any defect or fault which reduces the performance of the Cutter, so it is unable to perform its duties.
Minor Defect	Any defect or fault which reduces the performance of the Cutter while allowing it to be safely operated for its duties.
Original Equipment Manufacturer (OEM)	The original manufacturer of a piece of equipment.
Planned Maintenance	The package of works as detailed as detailed in the requirement.
Project Engineer	A member of the Authority's personnel who is responsible for the overall planning and execution of a project.
Project Manager	A member of the Supplier's personnel who is responsible for the overall planning and execution of a project.
Progress Report	A report giving details of progress against the agreed CDP
Rectification Plan	A plan to rectify a specified defect, giving dates and reasons for relevant actions to effect full rectification of the defect.
Safe Working Load (SWL)	The maximum load a piece of equipment can safely operate under.



Phrase	Definition
Slipway/Dry Dock	A Slipway or Dry Dock of suitable size, complete with dock blocks in accordance with the supplied docking plan and to the satisfaction of the Border Forcer Overseeing Officer Complete with safe permanent means of access to the Cutter
Spares	Unless specified as Border Force supplied All spare parts required to complete an overhaul/maintenance/service including paint/anodes are for the Supplier to provide and include in their Quotation
Vessel	Her Majesty's Cutter
Warranty	A guarantee, issued to the Authority by the Supplier, promising to repair or replace something if necessary, within a specified period.
WHO	World Health Organisation
Working Location	The area in which the Cutter is operational
Work in Wake	This is work involved due to preparation and after the repairs/maintenance works are done and must be included in duration and pricewise in the Quotation.
Yacht Designers & Surveyors Association (YDSA)	The UK's professional association for yacht surveyors and designers.



## Part 1: General

### 1.0 Background

- 1.1. The Authority currently operates a fleet of eleven sea going patrol craft operating in both UK National and International waters. The fleet consists of five Cutters and six Coastal Patrol Vessels (CPV).
- 1.2. The four (4) Damen 4207 and one (1) Telkka Class patrol vessels are built in accordance with Lloyds 100A+ (4207 only) and hold valid MCA International Load line certification.
- 1.3. The primary roles of the Cutters are:
  - 1.3.1. To provide a mobile, flexible, seaborne force capable of maintaining an effective deterrent against illegal immigration, smuggling and other breaches of the law administered by Border Force both within and outside the territorial waters of the UK.
  - 1.3.2. To increase maritime intelligence, undertake surveillance and improve international liaison in combating illegal immigration, the smuggling of drugs and movement of instruments of terrorism by sea;
  - 1.3.3. To intercept suspect vessels in territorial and international waters; and
  - 1.3.4. To provide mutual assistance to other EC countries, the Channel Isles, the Isle of Man and other partners on the UK border.
- 1.4. In addition to these primary responsibilities, Border Force also undertake tasks on behalf of the Ministry of Defence, Maritime and Coastguard Authority, National Crime Authority, Police and UK Fisheries Agencies.

### 2.0 Insurance

- 2.1 The Supplier is to be able to provide, if asked, a current and in-date insurance certificate that clearly states the limit of liability to be in excess of £5,000,000.00.
- 2.2 The limit of liability, as expressed in 2.1, is to be for each and every accident or series of accidents arising from the same event.
- 2.3 The insurance policy is to include all employees and any individuals sub-contracted to conduct works on behalf of your organisation in the undertaking of this requirement.
- 2.4 The insurance policy is to cover all specified and implied risks involved in the conduct of this requirements.
- 2.5 The insurance certificate is to be submitted to the Authority in .pdf format.



## Part 3: Objectives, Location and Constraints

### 3.0 Objectives

- 3.1 The objective of this specification is to provide the requirements for;
  - 3.1.1 the supply of five (5) AMI Marine X2 VDR System. Each system is to be comprised of the following;
    - 3.1.1.1 AMI S-VDR System
    - 3.1.1.2 Main Electronics Unit
    - 3.1.1.3 Touch Screen Console - 8"
    - 3.1.1.4 Uninterrupted Power Supply
    - 3.1.1.5 External and Internal Microphones
    - 3.1.1.6 2 x Video Capture Cards
- 3.2 The installation of one (1) AMI X2 VDR System onto each vessel in the Cutter fleet.
  - 3.2.1 At least three (3) of the five (5) installations must be complete by 26 March 2021.
- 3.3 The Authority does not require the inclusion of a '*fixed*' or '*float-free*' capsule. This should be omitted from the quotation.

### 4.0 Location

- 4.1 Due to the operational Working Location of the Cutters, this requirement is to be undertaken at a location determined by BF in the following geographical region;
  - 4.1.1 Southampton to Lowestoft, United Kingdom.

### 5.0 Constraints

- 5.1 All specified work must be completed.
- 5.2 All quotations are to be submitted in currency GBP.
- 5.3 All work must be completed in accordance with this Specification of Requirements and must be compliant to all applicable standards or Flag State regulations and in accordance with best industry standards.
- 5.4 All new parts and equipment fitted are to be supportable for a period of five years following installation.
- 5.5 All new equipment shall be provided with relevant operator & maintenance documentation, and any applicable certification.



- 5.6 For the purposes of this requirement, the working week is Monday to Friday and consists of five (5) working days.
- 5.7 The start date for this requirement is to be no later than 11 March 2021.
- 5.8 The expiry date for this requirement is as follows;
- 5.8.1 All five AMI X2 VDR Systems to be delivered no later than 26 March 2021 and in accordance with any agreed delivery special instructions.
- 5.8.2 No fewer than three (3) AMI X2 VDR Systems must be installed no later than 26 March 2021.
- 5.8.3 The remaining two (2) AMI X2 VDR Systems must be installed no later than 30 April 2021.

## Part 4: Provision of Services

### 6.0 Warranty

- 6.1 The Supplier shall provide warranty repairs in the event that any of the supplied or repaired parts develops a fault during the parts warranty period as detailed in § 6.3.
- 6.2 All Work carried out by the Supplier during the period of this contract shall be covered by a one-year Warranty commencing from the date of completion of the final Vessel.
- 6.3 All new parts supplied or fitted during the period of this contract shall be covered by a one-year warranty or such other provided warranty if it is longer than the minimum one year commencing from the date of completion of the final Vessel.
- 6.4 In the event that a Warranty Major Defect is notified to the Supplier that will render the Cutter non-operational. The Supplier shall provide services to ensure the Cutter is restored to full working condition within forty-eight hours, calculated from the date and time on which the Authority agrees the Supplier personnel can gain access to the Cutter. In the event a Major Defect cannot be rectified within the assigned period, a Rectification Plan must be agreed with the Authority within forty-eight hours of identification of the potential failure.
- 6.5 In the event that a Warranty Minor Defect is notified to the Supplier, other than those that will render the Cutter non-operational, the Supplier shall provide services to ensure the Cutter is restored to full working condition, as quickly as possible, and in any event, within ten working days, calculated from the date and time on which the Authority agrees the Supplier personnel can gain access to the Cutter. In the event a Minor Defect cannot be rectified within the assigned period, a Rectification Plan must be agreed with the Authority within forty-eight hours of identification of the potential failure.



## Part 5: Emergent Work

### 7.0 Emergent Work

- 7.1 Only the Project Engineer can authorise EW.
- 7.2 The Supplier is to inform the Project Engineer if authorisation to engage on an EW task is made by any member of the vessel's crew or a member of Border Force.
- 7.3 All identified EW proposals are to be submitted to the Project Engineer on the attached Emergent Work Individual Item Proforma (Annex A) prior to the commencement of any work for authorisation.
- 7.4 All costs and any time delays to the completion date are to be articulated to the Project Engineer with the EW proposal.
- 7.5 If deemed appropriate, the Project Engineer will authorise the EW on behalf of the Authority and provide formal acknowledgement of acceptance of the proposal to the Supplier.
- 7.6 If, prior to invoice submission, any proposals or work that has been undertaken by the Supplier, is found to have not been authorised by the Project Engineer in accordance with § 7.0, any resultant costs will be at the expense of the Supplier and will not be remunerated by the Authority.
- 7.7 The Project Engineer and the Supplier are to record the cumulative Emergent Work costs on the attached spreadsheet (Annex B), or in a similar format, which will be cross checked and analysed at the Weekly progress meeting.

**NB: The Supplier must, therefore, liaise with the Project Engineer for every item of EW that requires consideration before the Supplier commences work.**

## Part 6: Trials, Certification and Acceptance

### 8.0 Trials

- 8.1 Any trials required shall be to prove that the executed work has been carried out satisfactorily and that the various systems can be checked and confirmed as fully and effectively re-commissioned. Other than fuel, all costs related to the operations of test and trials will be the responsibility of the Supplier.

### 9.0 Certification

- 9.1 All certification required for regulatory compliance or requested by the Authority shall be supplied enclosed in clear envelopes within a four-ring ring binder, complete with an index. A scanned, electronic copy shall be forwarded by e-mail to the Authority in an accessible Microsoft Word format.
- 9.2 All certificates and reports, specified as required, are to be provided before acceptance.





## 10.0 Acceptance

- 10.1 Final acceptance will be the issuing of an Acceptance Certificate (as at Annex C), signed by the Authority.
- 10.2 The Final Acceptance document will only be issued after:
  - 10.2.1 completion of all specified items of this requirement;
  - 10.2.2 the Supplier has formally presented all certificates to the Project Engineer during a Conclusion Meeting; and
  - 10.2.3 upon successful completion of any trials required for the work undertaken.

## Part 7: Charges and Payment

### 11.0 Charges and Payment

- 11.1 All invoices are to be submitted in currency GBP.
- 11.2 All invoice correspondence is to be as per instructions on the Authority-issued PO document only.
- 11.3 The Supplier will receive one (1) Purchase Order (PO) number for this requirement;
- 11.4 Upon issue of a PO by the Authority, the Supplier can begin to submit invoices to the email address provided in accordance with the line-items on the PO document ensuring that all mandatory data is on the Invoice.
- 11.5 On completion the Supplier shall provide the Authority with a completed schedule confirming the individual cost breakdown for each item of specified work and emerging work for approval. Following Project Engineer approval and agreement of this schedule the Supplier will invoice the Authority for 100% of the total amount.
- 11.6 All travel and subsistence costs related to warranty defect repairs shall be recharged at the Home Office reimbursable T&S rates as stipulated in Annex D. Any additional costs outside those in Annex D are to be strictly at the expense of the Supplier.
- 11.7 The Supplier is to ensure that every item of specified work has been completed in line with this Specification of Requirements or they have an official acknowledgement from the Project Engineer allowing for non-completion.
- 11.8 The Supplier is to ensure that all EW tasks are approved by the Project Engineer, signed off by the Project Engineer and serialised appropriately and recorded in the EW spreadsheet (Annex B).




- 11.9 Failure, by the Supplier, to include EW that is compliant with the instructions set out at § 7.0, will result in the Authority being unable to accept them for remuneration. If non-compliant tasks, either specified or emergent, are invoiced for payment, these costs will be rejected by the Authority and they will be at the expense of the Supplier.

**NB: The Authority reserves the right to withhold payment from the Supplier, in part or in full, should any, specified or otherwise, condition as expressed in this Specification of requirements, not be successfully met by the Supplier.**



## Annex A: Emergent Work Individual Item Proforma

<b>Emergent Work (EW) Individual Item Proforma</b>		 <b>Border Force</b>	
<b>EMERGENT WORK ITEM No: C20637/</b>			
<b>Description</b>			
<b>Signed, PROJECT ENGINEER:</b>		<b>Date:</b>	
<b>PART I: By Supplier</b>			
The above item is accepted as a genuine Emergent work item.			
Our Firm Price is*		£	
Our Realistic Estimate is*			
<b>Signed:</b>		<b>Position:</b>	
		<b>Dated:</b>	
TIME PENALTY (if any) ..... The completion date of the contract* will/will not be affected by this item.			
<b>PART II: By Border Force Overseeing Officer</b>			
It is agreed that this is a genuine emergent work item and authority is given for the work to be undertaken.			
The Above Firm Price/Realistic Estimate* of £		<b>ACCEPTED</b>	<b>REJECTED</b>
<b>Signed:</b>		<b>Date:</b>	
<b>Notes:</b> *- Delete as required  All interactions pertaining to Emergent Work are to be carried out strictly in accordance with Section 10, Sub-sections, 10.1- 10.5, inclusive.			



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## Annex C: Acceptance Certificate

### Acceptance Certificate



Border Force

#### PART I: to be completed by Supplier

**HMC** [INSERT NAME]

HMC [INSERT NAME] having completed contract C20637 to the satisfaction of the Authority and having successfully completed all trials and provided all documentation required under the Authority's Contract No C20637 is this day offered for acceptance by the Border Force.

**Signed:**

For and on Behalf of the Supplier:

**Print Name:**

Date:

#### PART II: to be completed by The Authority

By Vessel Commander:

I attended the trials of HMC [INSERT NAME] and have satisfied myself that all systems, machinery and equipment are working satisfactorily. I have inspected the CPV and consider she is in a condition suitable for return to operational service. Outstanding items are noted as attached.

**Signed:**

Print Name / Post:

By Border Force Overseeing Officer:

HMC [INSERT NAME] having completed contract C20637 to the satisfaction of the Authority and having completed all trials and documentation required under the Contract is hereby accepted at..... hours.

**Signed:**

Border Force Overseeing Officer

**Print Name:**

Date:

#### PART III: Outstanding Items

Any outstanding items are to be noted, appended to this form and signed by both the Supplier and the Authority. Dates when these outstanding items are to be "completed by" are to be agreed and shown.

Distribution

Original - Retained by the Supplier  
Copies to - Border Force Overseeing Officer



## Annex D: Reimbursable Expenses

The Supplier may claim the following Reimbursable Expenses at the rates set out below:

### 1. Travel

Standard rate of allowance for private cars

Initial 10,000 miles	40p per mile
Additional miles over the initial 10,000	25p per mile
Public transport rate	23.8p per mile

### 2. Hotel rates

London	£125 per night
All other locations other than London	£90 per night



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