**Framework Schedule 1 Specification (Annex 7)**

**Logistics, Warehousing, and Supply Chain Solutions (RM6329)**

***This document must be read in conjunction with Framework Schedule 1 (Specification – Core Requirements)***

**Lot 7 Events, Shows and Exhibition Logistic Solutions**

1. This Annex 7 - Specification for Lot 7 Events and Exhibition Logistic Solutions has been structured in the following way:
   1. **Mandatory Deliverables** - these are the requirements that are applicable to this Lot 7 of the Framework Contract. Each Supplier must be able to provide the Mandatory;
   2. **Optional Deliverables** - these are the requirements that are associated with the respective Framework Contract Lot, the Supplier may choose to provide some or all of these optional Deliverables.

# **Lot 7 Events, Shows and Exhibition Logistic Solutions - Mandatory Deliverables**

# This section provides details of the Mandatory Deliverables that the Supplier appointed to this Lot 7 shall be expected to fulfil in their entirety.

# The Supplier shall provide the Deliverables to Buyers wishing to procure a wide range of events and exhibition logistics solutions.

* 1. **Transport**
     1. The Supplier shall collect, transport and deliver any size, weight or quantity of items via shared or dedicated resources. Items may include but not be limited to:
        1. stands;
        2. audiovisual equipment;
        3. stages;
        4. gantries;
        5. rigging;
        6. cables;
        7. clothes;
        8. fluids;
        9. foodstuff;
        10. portable toilets;
        11. refreshment points;
        12. water stations;
        13. baggage and personal effect storage and management;
        14. crowd control equipment;
        15. temporary seating; and
        16. art, and artefacts.
     2. The Supplier shall provide specialist vehicles that may include, but not be limited to:
        1. skeletal trailers;
        2. fork lift trucks;
        3. lorry mounted cranes; and
        4. Special Types General Order (STGO) Cat1, Cat 2, and Cat 3 ensuring full compliance with the The Road Vehicles (Authorisation of Special Types) (General) Order 2003 as detailed here:

<https://www.legislation.gov.uk/uksi/2003/1998/contents/made>

* + 1. The Supplier shall be required to ensure vehicles used in the delivery of this Framework Contract comply with the relevant transport regulations, including but not limited to:
       1. Vehicle Excise and Registration Act 1994 (VERA);
       2. Standard international operator’s licence (this applies to all vehicles with a gross vehicle weight rating above 3.5 tonnes;
       3. Certificate of Professional Competence (CPC);
       4. Obtain the correct operating licences for transporting goods;
       5. International road haulage, [gov.uk guidance](https://www.gov.uk/guidance/carry-out-international-road-haulage-after-brexit); and
       6. Commercial vehicle safety and maintenance, [guide](http://www.gov.uk/government/collections/vehicle-safety-and-maintenance-guides).
    2. The Supplier shall provide flexible capacity that may increase or decrease as volume dictates. Parameters will be defined by the Buyer during the Call-Off Procedure.
    3. The Supplier shall provide a range of delivery speeds, including time and/or day definite collection and delivery services as stipulated by the Buyer during the Call-Off Procedure.
    4. The Buyer will define all collection and delivery instructions including any additional requirements, restrictions or limitations during the Call-Off Procedure.
    5. The Supplier shall provide scheduled and/or ad-hoc deliveries and collections. This will be defined by the Buyer during the Call-Off Procedure.
    6. The Supplier shall be able to offer low emission vehicles and/or other methods of reducing emissions across all operational services
    7. The Supplier shall provide the resources and handling equipment required to effect both collection and delivery.
    8. The Supplier shall provide auditable item, asset and/or vehicle tracking capabilities which as a minimum would require reporting mechanisms during transportation, and any transfer or storage of items, assets or vehicles in transit.
    9. The Supplier shall provide proof of collection and delivery. The Buyer will define their requirements during the Call-Off Procedure.
  1. **Storage**

* + 1. The Supplier shall be required to store any size, weight or quantity of items. Items may include but not be limited to:
       1. documents,
       2. cartons;
       3. cages;
       4. pallets;
       5. containers; and
       6. and irregularly shaped items.
    2. The Supplier shall be able to provide a range of storage durations which may include but not be limited to:
       1. daily;
       2. weekly;
       3. monthly; and
       4. yearly.
    3. The Supplier shall be able to provide a range of storage solutions which may include but not be limited to:
       1. internal storage:
       2. racked storage;
       3. stacked storage;
       4. external storage;
       5. container storage; and
       6. self-serve storage.
    4. The Supplier shall ensure that they have adequate flood defence and water ingress prevention procedures, systems and equipment in place at any warehouse premises, and in accordance with Good Industry Practice.
    5. The Supplier shall ensure that they have adequate provisions in place to protect against rodent infestation.
    6. The Supplier shall provide adequate and appropriate procedures in place at any warehouse premises and ensure that the items are properly secured against risk of theft. This will be defined by the Buyer during the Call-Off Procedure and may include but not be limited to:
       1. qualified Security Personnel;
       2. CCTV;
       3. secure locked Facilities; and
       4. cages.
    7. The Supplier shall be able to take regular deliveries of items into storage, which may include but not be limited to a schedule of regular deliveries. This will be defined by the Buyer during the Call-Off Procedure.
    8. The Supplier shall ensure that any warehouse premises meet all necessary legal requirements.
    9. The Supplier shall provide and maintain at its own risk and expense all warehouse premises and/or equipment required to deliver the Buyers requirements and shall ensure that at all times equipment and/or warehouse premises are maintained in good condition and suitable for the type of items to be stored.
    10. The Supplier shall ensure that prior to commencing the services, reasonable inspections and all necessary due diligence has been undertaken to ensure that warehouse premises comply with the requirements of the Buyer. Where compliance with the Buyer's requirements is not met, the Supplier will be required, at its own cost, to put in place and implement a plan to ensure compliance.

# **Lot 7 Events and Exhibition Logistic Solutions - Optional Deliverables**

* 1. **International Transport**
     1. The Supplier shall be able to provide international multimodal solutions that may include, but not be limited to:
        1. road;
        2. rail;
        3. river;
        4. maritime;
        5. air freight and
        6. air charter services.
  2. **International Groupage Services**
     1. The Supplier shall provide international Groupage Services.
  3. **International Freight Forwarding services**
     1. The Supplier shall provide of international Freight Forwarding services which may include but not be limited to:
        1. chartering aircraft;
        2. marine vessels; and
        3. rail freight capacity.
  4. **Customs clearance services**
     1. The Supplier shall provide customs clearance services in connection to the service/solutions in this lot. This may include, but not be limited to:
        1. prepare, maintain and submit all relevant returns, entries, declarations, import or export documentation, applications and records with the relevant tax or customs authorities for each shipment on behalf of the Buyer;
        2. perform all customs and export related services in a timely and accurate manner, with all reasonable, care skill and diligence and applying Good Industry Practice; and
        3. preserve and maintain copies of all records, returns, applications, certifications and declarations it makes on behalf of the Buyer and shall provide copies of all documentation, and proof of export or customers clearance on the reasonable request of the Buyer.
     2. The Supplier shall be aware that a Buyer may arrange its own deferment account with HMRC and where applicable, other relevant authorities for the payment of duty or value added tax and the Buyer will provide the Supplier with either standing or specific authorisation to use its deferment account in connection with the provision of the Services under this Framework Contract. This will be agreed between the Buyer and the Supplier during the Call-Off Procedure.
  5. **Warehousing and storage solutions (International)**
     1. The Supplier shall provide warehousing and storage solutions (International) which may include but not be limited to:
        1. internal storage;
        2. external storage; and
        3. container storage.
  6. **Temperature controlled and monitored services**
     1. The Supplier shall provide temperature controlled and monitored services which will include but is not limited to:
        1. temperature and/or environment controlled and/or monitored vehicles;
        2. temperature controlled and/or monitored packaging; and
        3. temperature and/or environment controlled and/or monitored storage.
  7. **Stand installation and dismantling services**
     1. The Supplier shall provide stand installation and dismantling services. This may include but is not limited to the provision of qualified engineers and fitters.