**Framework Schedule 1 Specification (Annex 2)**

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

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

**Lot 2 Warehousing and Storage Solutions**

1. This Annex 2 - Specification for Lot 2 - Warehousing and Storage Solutions has been structured in the following way:
   1. **Mandatory Deliverables** - these are the requirements that are applicable to Lot 2 of the Framework Contract. Each Supplier must be able to provide the mandatory Deliverables;
   2. **Optional Deliverables** - these are the requirements that are associated with the respective Framework Contract Lot and the Supplier may choose to provide some or all of these optional Deliverables.
2. **Lot 2 Warehousing, Storage and Associated Services - Mandatory Deliverables** 
   1. The Supplier shall be required to store any size, weight or quantity of items. which may include, but will not be limited to:
      1. documents;
      2. cartons;
      3. cages;
      4. pallets;
      5. containers; and
      6. irregularly shaped items.
   2. The Supplier shall be able to provide a range of storage durations which may include, but will 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 will 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 any event 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 ensure they have adequate and appropriate procedures in place at any warehouse premises to 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 will 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 a regular schedule of 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 their own risk and expense all equipment and/or warehouse premises required to deliver the Buyers requirements and shall ensure that at all times equipment and/or warehouse premises are maintained in a 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, put in place and implement a plan to ensure compliance.
   11. The Supplier shall be required to provide flexible capacity that may increase or decrease as volume dictates. Parameters will be defined by the Buyer during the Call-Off Procedure.
   12. The Supplier shall be able to provide auditable inventory and asset management systems which will include key process stage asset traceability, quality management, and perpetual stock management.
   13. The Supplier shall be able to provide fulfilment services, order consolidation, merge in transit activities as requested by the Buyer during the Call-Off Procedure.
   14. The Supplier shall fulfil the full order consolidation including the provision of all necessary packaging and consumables defined by the Buyer during the Call-Off Procedure.
   15. The Supplier shall be able to securely store, put away and pick items within a timeframe set by the Buyer during the Call-Off Procedure.
   16. The Supplier shall separate, consolidate, package, and pack the items into appropriate packaging safely and in a watertight manner at all times. The Buyer will define their requirements during the Call-Off Procedure.
   17. The Supplier shall ensure that the items are packaged suitably for the applicable mode of transport for the onward delivery.
   18. The Supplier shall ensure that sufficient quantities of packaging are always available for the fulfilment of the Buyer's requirements.
   19. The Supplier shall provide all resources and material handling equipment necessary to fulfil the Service.
3. **Lot 2 Warehousing and Storage Solutions – Optional Deliverables**
   1. **Specialist Equipment**
      1. The Supplier shall provide specialist handling equipment to enable items to be collected and delivered. This may include, but will not be limited to:
         1. cranes;
         2. shipping container cranes;
         3. heavy lift forklift truck; and
         4. These services may be required both domestically and Internationally.
   2. **Dangerous Goods Storage**
      1. The Supplier will have the capability to securely store dangerous goods which may include, but will not limited to:
         1. flammable materials;
         2. explosive materials;
         3. radioactive material; and
         4. control of Major Accident Hazards (COMAH) regulated materials.
      2. All items should be stored in line with the standards set out by the Health and Safety Executive or relevant body for the geographical location of the storage facility. Further guidance can be found here:

<https://www.hse.gov.uk/pubns/books/hsg71.htm>

<https://www.hse.gov.uk/explosives/licensing/storage/index.htm>

* + 1. The Supplier shall be aware that they may only store explosives where a valid licence for their storage is in place and complies with the conditions of that licence.

[www.legislation.gov.uk/uksi/2016/315/contents/made](http://www.legislation.gov.uk/uksi/2016/315/contents/made)

* 1. **Securely store bulk liquids, gases and solids (including flammables).**
     1. The Supplier shall have the capability to securely store bulk liquids, gases and solids (including flammables):
        1. All items should be stored in line with the standards set out by the Health and Safety Executive or relevant body for the geographical location of the storage facility. Further guidance can be found here: <https://www.hse.gov.uk/pubns/books/hsg71.htm>
     2. The Supplier shall ensure that their storage facility has the appropriate licence for the dangerous goods they are storing.
  2. **High Risk/High Value (HR/HV) Items Storage.** 
     1. The Supplier shall have the capability to securely store High Risk/Hi Value (HR/HV) items which may include, but will not limited to:
        1. electronics;
        2. gems;
        3. bullion;
        4. fine art;
        5. cash;
        6. tobacco;
        7. alcohol;
        8. counterfeit items and seized goods;
        9. firearms;
        10. weapons;
        11. illegal drugs; and
        12. WEEE regulated assets.

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* + 1. The Supplier shall ensure that suitable security is provided for goods and/or load in a secure compound, warehouse or facility which includes CCTV and complies with all regulatory requirements.
  1. **Dispose of assets such as High Risk/High Value items**
     1. Capability to dispose of assets such as High Risk/High Value items which may include, but will not limited to:
        1. electronics;
        2. gems;
        3. bullion;
        4. fine art;
        5. cash;
        6. tobacco;
        7. alcohol,
        8. counterfeit items and seized goods;
        9. firearms;
        10. ammunition;
        11. weapons; and
        12. illegal drugs.
  2. **Temperature Controlled and Temperature Monitored Storage**
     1. The Supplier shall be able to provide temperature controlled and temperature monitored storage. This will be defined by the Buyer during the Call-Off Procedure.
     2. The Supplier shall have the capability to securely store the following items which may include but not limited to:
        1. foodstuffs;
        2. perishables; and
        3. products of animal origin.

* 1. **International Warehousing, Storage and Associated Services** 
     1. The Supplier shall provide warehousing and storage solutions (International) that may include but will not be limited to:
        1. internal storage;
        2. racked storage;
        3. stacked storage;
        4. external storage;
        5. container storage; and
        6. self-serve storage.
     2. The Supplier shall be aware that where the Buyer requires these services delivered in international destinations, the same standards apply as set out in paragraphs 2.1 to 2.19.
     3. The Supplier shall provide associated services (International) which may include but will not limited to:
        1. receipt;
        2. indexing;
        3. pick, pack;
        4. dispatch; and
        5. inventory Management.
     4. The Supplier shall be able to fulfil the full order consolidation,including the provision of all necessary packaging and consumables to meet the Buyers requirements. This will be defined by the Buyer during the Call-Off Procedure.
     5. The Supplier shall ensure that sufficient quantities of packaging are always available for the fulfilment of the Buyer's requirements.
     6. The Supplier shall be aware that where the Buyer has a requirement for items to be securely stored and put away and picked within a set timeframe. The Supplier shall be able to fulfil these timescales and this will be defined by the Buyer during the Call-Off Procedure.
     7. The Supplier shall separate, consolidate, package, and pack the items into the appropriate packaging safely and in a watertight manner at all times. The Buyer will define their requirements during the Call-Off Procedure.
     8. The Supplier shall ensure that the items are packaged suitably for the applicable mode of transport for the onward delivery.
  2. **Customs clearance and ground handling services**
     1. The Supplier shall provide customs clearance and ground handling services which may include but not limited to:
        1. provision of services relating to the clearance and shipments entering through customs;
        2. provision of other services relating to customs procedures including the deferment, payment and calculation of duty, VAT (or other sales tax) and other customs charges on the items;
        3. preparation, maintenance and submission of 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;
        4. 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
        5. 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 HM Revenue and Customs (HMRC) and where applicable, other relevant authorities for the payment of duty or value added tax.The Buyer will provide the Supplier with either standing or specific authorisation to use its deferment account in connection with the provision of the Deliverables under this Framework Contract. This will be agreed between the Buyer and the Supplier during the Call-Off Procedure.