**Schedule 2 – Specification**

Contract Reference: PS/23/127

Supply of photo frames and prints

**Date: 25/08/2023**

**Version: 1.0**

[1. Introduction 3](#_Toc141961272)

[2. Background to the Requirement 3](#_Toc141961273)

[3. Procurement Timetable 3](#_Toc141961274)

[4. Scope 3](#_Toc141961275)

[5. Implementation and Deliverables 3](#_Toc141961276)

[6. Specifying Goods and / or Services 3](#_Toc141961277)

[7. Quality Assurance Requirements 4](#_Toc141961278)

[8. Other Requirements 4](#_Toc141961279)

[9. Management and Contract Administration 10](#_Toc141961280)

[10. Training / Skills / Knowledge Transfer 10](#_Toc141961281)

[11. Documentation 10](#_Toc141961282)

[12. Arrangement for End of Contract 10](#_Toc141961283)

[13. Tender Evaluation 10](#_Toc141961284)

## 1. Introduction

The Driver and Vehicle Licensing Agency (DVLA) is looking to award a contract to facilitate the supply of framed photographs and unframed prints.

## 2. Background to the Requirement

The DVLAis an Executive Agency of the Department for Transport (DfT), based in Swansea. The DVLA’s primary aims are to facilitate road safety and general law enforcement by maintaining accurate registers of drivers and vehicle keepers and to collect Vehicle Excise Duty (VED).

DVLA is running a monthly photography competition to increase engagement across its 6,200 employees. The detail of this requirement is set out within section 6 of this specification.

## 3. Procurement Timetable

Not applicable – there is no procurement exercise, the [RM6237 - LVPS Framework](https://www.crowncommercial.gov.uk/agreements/RM6237) will be utilised to Direct Award the contract to a local SME.

## 4. Scope

DVLA requires a service provider to facilitate its photo frame and prints requirement to ensure it can facilitate its employee photography competition on a monthly basis.

DVLA and the successful supplier will review the pricing of the goods, this is due to fluctuating raw material prices. On review of these prices, if DVLA are not content that value for money is being achieved, they have the right to terminate the contract.

## 5. Implementation and Deliverables

The contract will commence on 1 September 2023. The contract will be for a period of 1-year with an option to extend for a further 1-year, taking this contract up to 2 years overall.

## 6. Specifying Goods and / or Services

DVLA requires up to 5 frames per month, due to the size they will be bespoke, made to measure frames. The frame specification is:

* Black, wooden frames (textured grain effect) – 100% Forest Stewardship Council (FSC) certified and fully compliant with the Timber Procurement Policy.
* Frame chassis: width: 38mm – depth: 20mm.
* Finished external frame size: width 26 inches x height 20 inches.
* All frames will be required to be produced with:
	+ Non-reflective glass.
	+ Mount – textured (off white in colour). Produced from managed forest estates in Europe and manufactured in the UK, certified by the Fine Art Trade Guild. All paper must comply with the Government Buying Standards for Paper and Paper Products.
	+ Prints (winning pictures of photography competition). Dry mounted (pressed onto self-adhesive backboard before framing to avoid any chance of cockling).
	+ Wall fixings.

The above-mentioned frames will be displayed across all DVLA sites.

DVLA also requires for the successful supplier to produce and deliver up to 5 unframed A3 mounted print(s) to be presented to the winner(s), on their request. These will need to meet the above specification, excluding the frame and non-reflective glass.

The successful supplier will be required to safely deliver the finished photo frames to XXXXXX redacted under FOIA section 40, on a monthly basis, once the work is finalised.

**6.1 Service Level Agreement (SLA) and Key Performance Indicators (KPIs)**

DVLA expects the successful supplier to provide timely updates on orders, deliveries, and invoices. DVLA and the successful supplier will review contract performance within supplier review meetings as and when needed.

## 7. Quality Assurance Requirements

Upon delivery, the business area will assess the goods received to ensure it meets the specification as outlined within section 6. The goods will need to be of a high quality without any damage.

## 8. Other Requirements

**8.1 Information Assurance**

**Removable Media**

Tenderers should note that removable media is not permitted in the delivery of this Contract. Where there is a requirement for Supplier Staff to take data off site in electronic format, the DVLA will consider if it is appropriate to supply an encrypted hard drive.

**Security Clearance**

**Level 1**

Tenderers are required to acknowledge in their response that any Supplier Staff that will have access to the DVLA site for meetings and similar (but have no access to the DVLA systems), must be supervised at all times by DVLA staff.

**Processing Personal Data and Data**

Please note that the successful tenderer as part of the contract agrees to comply with all applicable requirements of UK Data Protection Legislation (including UK GDPR) and all applicable Law about the processing of personal data and privacy.

The supplier will not be required to process any Personal Data on behalf of the DVLA

**Information Supply Chain**

Tenderers are required to confirm how DVLA Data will be securely managed at each stage of the Information Supply Chain. This applies to both Suppliers and Subcontractors. Retention schedules will need to be defined and agreed prior to award of contract.

**8.2 Cyber Security**

Not applicable

**8.3 Sustainability**

DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns to the Greening Government Commitments which state we must: “Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society.”

DVLA is certified to ISO 14001:2015 and more information is available in our Environmental Policy at:<https://www.gov.uk/government/publications/dvlas-environmental-policy> The Supplier must comply with this Policy.

The Supplier must be able to meet and evidence conforming to the relevant Government Buying Standards, as detailed on https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products.

The Supplier must be able to meet and evidence conforming with the Timber Procurement Policy, as detailed on [Timber Procurement Policy (TPP): prove legality and sustainability - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/timber-procurement-policy-tpp-prove-legality-and-sustainablity).

Where appropriate, the Supplier shall assist DVLA in achieving its Greening Government Commitments as detailed on [Greening Government Commitments 2021 to 2025 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025) i.e. Reduce CO₂ emissions through energy consumption and travel, reduce water consumption and waste produced.

The Supplier shall be committed to continual environmental improvement in their own organisation.

If available, the Supplier shall provide a copy of their sustainability or environmental policy.

The Supplier shall ensure that its own supply chain does not have negative environmental or social impact.

If requested, the Supplier shall provide data on carbon emissions related to the products being supplied, to aid with scope 3 emission calculations and other reporting requirements.

The Supplier shall be committed to reducing their carbon emissions in line with per year.

The Supplier shall provide the specified goods without the use of single use plastic in line with Government commitments. This includes packaging.

The Supplier shall promote resource efficiency and waste avoidance, to reduce waste arising and consumption of natural resources. Waste shall be disposed of correctly and in accordance with the waste hierarchy and duty of care, and any applicable legislation.

**8.4 Health and Safety**

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Further information on our Health & Safety Policy can be located within Annex D.

**8.5 Estates**

Not applicable

**8.6 Diversity and Inclusion**

The Public sector equality duty (PSED) is a legal requirement under the Equality Act 2010. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day-to-day work – in shaping policy, in delivering services, and in relation to their own employees. DVLA is committed to encouraging equality, diversity and inclusion within our workforce and against unlawful discrimination of employees, customers and the public. We promote dignity and respect for all and will not tolerate bullying, harassment or discrimination by staff, customers or partners we work with. Everyone working for us and with us, as partners in delivering our services, has a personal responsibility for implementing and promoting these policy principles in their day- to-day transactions with customers and our staff.

A full copy of our Equality, Diversity and Inclusion Policy can be located within Annex C.

**8.7 Business Continuity**

Not applicable

**8.8 Procurement Fraud**

Not applicable

**8.9 Use of DVLA Brands, Logos and Trademarks**

The DVLA does not grant the successful Supplier licence to use any of the DVLA’s brands, logos or trademarks except for use in communications or official contract documentation, which is exchanged between the DVLA and the successful Supplier as part of their fulfilment of the Contract.

Approval for any further specific use of the DVLA’s brands, logos or trademarks must be requested and obtained in writing from the DVLA.

**8.10 Welsh Language Scheme Requirements**

Not Applicable

**8.11 Delivery Instructions – Goods Inward**

**8.11.1 Advance Delivery Booking Process**

All deliveries **must** be pre-booked and confirmed **48hours** in advance. Please contact the Logistic and Storage Team Leads, XXXXXX redacted under FOIA section 40 or email XXXXXX redacted under FOIA section 40 ensuring the following information is included.

1. Driver’s Name
2. Vehicle Make and Model
3. Vehicle Registration Number
4. Number/Volume of items to be delivered

You will be sent a notification email confirming the booking reference number and the time and date delivery is required.

Large volume deliveries will normally be allocated a morning delivery time. This helps ensure that the vehicle can be offloaded with minimum impact to the delivery driver and their onward transmission of additional deliveries.

If a scheduled delivery is delayed in transit (e.g. vehicle break down, significant traffic or tacho restrictions) please contact XXXXXX redacted under FOIA section 40 immediately to provide information updates on progress and a revised estimated time of arrival.

**NOTE:** Failure to notify a delay will result in an impact to the official acceptance of the delivery and the vehicle could be prevented from accessing the site by the DVLA Security team.

**8.11.2 Packaging Requirements for DVLA Forms, Envelopes and Continuous Stationery**

All deliveries should comply with the packaging requirements, below. If your goods fall outside the parameters set out in this document then please contact the stores team above.

**8.11.3 Delivery Address/Locations**

DVLA has three delivery locations as follows: -

|  |  |  |
| --- | --- | --- |
| **D – Basement Morriston** | **C – Basement Morriston** | **Ty – Felin Stores & Output Areas** |
| XXXXXX redacted under FOIA section 40 | XXXXXX redacted under FOIA section 40 | XXXXXX redacted under FOIA section 40 |

The delivery address will be included in the formal DVLA Purchase Order. It is your responsibility to ensure that the designated delivery vehicle is dispatched to the correct location.

**8.11.4 Onsite equipment**

All three locations have a combination of reach, counterbalance, and clamp forklift trucks along with electric powered pallet trucks and hand pallet trucks. The maximum loaded weight that can be safely managed using the existing equipment is 1.6 metric tonnes.

**8.11.5 Site Etiquette**

On arrival delivery drivers must make themselves known to the DVLA Security Team at the security sentry post/gatehouse. The DVLA Security Team will request details from the driver (i.e. driver’s name, vehicle make/model, vehicle registration number etc.) to ensure a match with the information already provided to DVLA when the delivery was pre-booked. The DVLA Security team will process the vehicle and enable access to site accordingly.

On accessing the site the driver must make themselves known to the DVLA Stores and Logistics staff.

A ‘goods in’ notification bell is located at the loading bay entrances. Drivers are requested to ring the bell and await the arrival of the stores loading bay supervisor.

Assistance to offload the delivery will be arranged by the stores supervisor.

Drivers must not reverse onto the loading bay without expressed permission. The stores supervisor will aid the driver when backing onto the loading bay. Stores and Logistics staff safety protocols must always be observed.

Drivers must not leave any items unattended or unsigned for at any loading bay entrances. This will trigger a security breach and items being quarantined until deemed safe to accept. This will delay the goods in process.

When the delivery has been offloaded, checked and approved the Stores Supervisor will sign and provide the relevant remittance slip to the driver (usually the delivery carrier’s official delivery note).

**8.11.6 Unsafe Load or Non-Compliant Delivery**

If the loading bay supervisor deems the delivery unsafe or non-compliant the delivery will be rejected back to the Supplier to resolve and re-deliver.

**8.11.7 Consignment Labelling**

Labelling must conform to the standards outlined in the Packaging Requirements. Non-compliance will result in the delivery being rejected back to the Supplier to resolve and re-deliver.

**8.11.8 Exceptional Circumstances**

It is important that oversized or heavier goods are highlighted to DVLA in your tender so that an alternative delivery plan can be provided.

**8.12 Accessibility**

Not applicable

## 9. Management and Contract Administration

The Contract Owner will be XXXXXX redacted under FOIA section 40, who will manage the day-to-day operation of the contract.

## 10. Training / Skills / Knowledge Transfer

Not Applicable

## 11. Documentation

DVLA requires an invoice and delivery note for each delivery.

## 12. Arrangement for End of Contract

The Supplier shall fully cooperate with the DVLA to ensure a fair and transparent re-tendering process for this contract. This may require the Supplier to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

## 13. Tender Evaluation

No Invitation to Tender (ITT) is to be issued, meaning there will be no tender evaluation however, DVLA will conduct a value for money due diligence exercise internally.

## Annexes

## Annex A – DVLA’s Environmental Policy

## Annex B - DfT Counter Fraud Bribery Corruption and Ethical Procurement Statement

## Annex C – DVLA’s Equality, Diversity and Inclusion Policy

## Annex D – DVLA’s Health & Safety Policy