**Framework Schedule 1 Specification (Annex 4)**

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

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

**Lot 4 3rd Party, 4th Party, and 5th Party Logistics Solutions**

1. The Specification for this Lot 4 3rd Party, 4th Party, and 5th Party Logistics Solutions has been structured in the following way:
   1. **Mandatory Deliverables** - these are the requirements that are applicable to this Lot 4 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 4 3rd Party and 4th Party - Mandatory Deliverables**
   1. This section provides details of the mandatory Deliverables that The Supplier appointed to this Lot shall be expected to fulfil in their entirety.
   2. Supplier shall provide the resources, handling equipment, packaging, and consumables required to deliver the service.
   3. The Supplier shall be able to offer low emission vehicles and/or other methods of reducing emissions across all operational services.
   4. 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. **3rd Party Logistics Services**
   1. **Transport**
      1. The Supplier shall be required to perform or manage the transportation of any size, weight or quantity of items via shared or dedicated resources. Items may include but will not be limited to:
         1. documents,
         2. cartons;
         3. pallets and
         4. irregularly shaped items.
      2. The Supplier shall provide the Deliverables using a wide range of road transportation, which may include, but will not be limited to:
         1. The provision of lorries, vans and other appropriate means of transportation, which will be defined by the Buyer during the Call-Off Procedure.
      3. The Supplier shall be required to ensure vehicles used in the delivery of this Framework Contract complies with the relevant transport regulations, which may include 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).
      4. The Supplier shall provide a range of time and/or day definite collection and delivery services. The precise service times required to fulfil the Deliverables will be defined by the Buyer during the Call-Off Procedure. This may include, but will not be limited too:
         1. ad-hoc collections - potentially at short notice or an urgent requirement;
         2. pre-defined/scheduled collections - regular collections from a pre-agreed collection point or location(s) at a pre-agreed time;
         3. time critical collections;
         4. out of hours collection - to be available 24 hours, 365 days a year; and
         5. a range of overnight delivery services.
      5. The Supplier shall be required to undertake collections and deliveries from any location across the UK and Northern Ireland, which will be defined by the Buyer during the Call-Off Procedure. This may include, but will not be limited to:
         1. business addresses;
         2. field locations;
         3. satellite locations;
         4. hospitals;
         5. military;
         6. wholesalers; and
         7. manufacturers.
      6. The Supplier shall meet all collection and delivery instructions including any additional requirements, restrictions or limitations as defined by the Buyer during the Call-Off Procedure.
      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, where required by the Buyer, provide proof of delivery and collection. The exact details will be determined by the Buyer during the Call-Off Procedure.
      10. The Supplier shall be able to provide a full comprehensive range of enhanced indemnity levels where this is required to ensure that high value and sensitive items can be protected from loss or damage in transit. The Buyer shall be responsible for selecting the appropriate level of indemnity during the Call-Off Procedure for each item they issue, recognising that this may vary from item to item.
   2. **Warehousing/Storage**
      1. The Supplier shall be required to perform or manage the warehousing or storage of any size, weight or quantity of items via shared or dedicated resources.
      2. The Supplier shall be required to store any size, weight or quantity of items. Items may include but will not be limited to:
         1. documents;
         2. cartons;
         3. cages;
         4. pallets;
         5. containers; and
         6. irregularly shaped items.
      3. 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.
      4. 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;
      5. 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.
      6. The Supplier shall ensure that they have adequate provisions in place to protect against rodent infestation.
      7. 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 not be limited to:
         1. qualified security personnel;
         2. CCTV;
         3. secure locked facilities; and
         4. cages.
      8. The Supplier shall also 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.
      9. The Supplier shall ensure that any warehouse premises meet all necessary legal requirements.
      10. The Supplier shall provide and maintain at its 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 good condition and suitable for the type of items to be stored.
      11. 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.
      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.
   3. **Fulfilment Services**
      1. Where the Supplier is undertaking fulfilment services the Supplier shall be able to fulfil the full order consolidation. All the necessary packaging and consumables must be provided to fulfil the Buyers requirements. This will be defined by the Buyer during the Call-Off Procedure.
      2. 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.
      3. 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.
      4. The Supplier shall ensure that the items are packaged suitably for the applicable mode of transport for the onward delivery.
      5. The Supplier shall ensure that sufficient quantities of packaging are always available for the fulfilment of the Buyer's requirements.
4. **4th Party Logistics Services**
   1. The Supplier shall be expected to provide all the services detailed in Section 3 and this Section 4 in relation to the provision of 4th party logistics services.
   2. Where the services detailed in Section 4 are provided in whole or partly by a network of approved Key-Subcontractors, the Supplier shall ensure that all governance standards that are required in this Framework are met by all Key-Subcontractors.
   3. The Supplier shall provide a full suite of management tools in order to manage the process and supply chain, this may include but is not limited to:
      1. end to end item, vehicle, and/or product traceability;
      2. auditable inventory and asset management systems;
      3. key process stage asset traceability;
      4. quality management; and
      5. perpetual stock management.
   4. The Supplier shall have access to a wide range of different service solutions which may include but not be limited to:
      1. a range of services speeds including same day and economy services;
      2. a range of specialist services including compliance with the most up to date ADR 2023 (or the most up to date version of the Regulations) amendments for the lifetime of this Framework Contract and any Call-Off Contract(s).
   5. The Supplier shall have the mechanisms in place to be able to demonstrate robust market capabilities to ensure that Buyers are offered the best value service which may include but not be limited to:
      1. supply chain resilience;
      2. price benchmarking;
      3. effective and efficient transport and storage planning;
      4. service benchmarking; and
      5. continuous improvement.
5. **Lot 4 3rd Party, 4th Party, and 5th Party Logistics Solutions - Optional Deliverables**
   1. **Specialist and Alternative Vehicles**
      1. The Supplier shall provide specialist vehicles that may include, but will 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. **Transportation and Storage of Dangerous Goods**
     1. The Supplier is required to provide a range of services for the transportation and storage of dangerous goods. This will include, but will not be limited to:
        1. flammable materials;
        2. explosive materials;
        3. radioactive material;
        4. biological hazards;
        5. bulk liquids;
        6. gases;
        7. fuels;
        8. firearms;
        9. ammunition;
        10. weapons;
        11. illegal drugs.
  2. **Licences and Legislations for Transportation and Storage of Dangerous Goods** 
     1. The Supplier shall ensure that they hold all the relevant licence(s) to be able to provide these services.
     2. The Supplier shall comply with the current and any future amendments, regulations and legislation of ADR 2023 (or the most up to date version of the Regulations)
     3. The Supplier shall ensure that all personnel engaged in the carriage of Dangerous Goods by road shall comply with the safety and security requirements set ADR 2023 (or the most up to date version of the Regulations)commensurate with their responsibilities. This also includes any future updates and/or amendments to the regulations and legislation.
     4. The Supplier shall ensure that they have a documented security plan in place (that shall adopt, implement and comply with a security plan that addresses at least the element set out in ADR 2023 (or the most up to date version of the Regulations) in compliance with current regulations and any future ADR 2023 (or the most up to date version of the Regulations) amendments for the lifetime of this Framework Contract and any Call-Off Contract(s).
     5. The Supplier shall have a Dangerous Goods Safety Adviser (DGSA) who are employed in their organisation or have access to a qualified professional DGSA and can confirm that they have access to a qualified DGSA professional as part of their solution.
     6. The Supplier shall ensure that all vehicle crew employed have undergone the appropriate training and awareness (or are trained and qualified) in the transportation and Carriage of Dangerous Goods (or the most up to date version of the Regulations).
     7. The Supplier shall all ensure that any initial training completed by personnel shall be periodically supplemented with refresher training. This is to ensure personnel are up to date with all current ADR 2023 (or the most up to date version of the Regulations)and Health & Safety legislative requirements.
     8. The Supplier shall ensure that they can provide a variety of roadworthy vehicles types and sizes to provide the security and safety requirements in this Lot using its own resources or those of a partner organisation(s). Examples of vehicles that may be required, will include but not be limited to:
        1. vehicles fitted with Global Positioning Systems (GPS);
        2. vehicles fitted with fitted with security boxes/cages;
        3. lockable Steel Cages–secured through padlocks/chains and straps;
        4. secure gun crates, which are sealed to form an evidence chain;
        5. vehicle fitted with immobiliser and alarm; and
        6. temperature controlled vehicles.
     9. Where a scheduled collection is required, the Supplier will work with the Buyer to agree a suitable collection time.
     10. The Supplier will be required to maintain this collection time during the lifetime of the Call-Off Contract, unless a formal amendment is made in writing and mutually agreed between Buyer and the Supplier.
     11. The Supplier shall ensure that all goods collected are visibly packaged correctly by the Buyer before they accept for carriage and that the packaging is compliant with all regulatory requirements depending on the mode of transport e.g. by road ADR 2023 (or the most up to date version of the Regulations).
     12. The Supplier shall have a process in place that is capable of notifying the Buyer immediately, should there be any change to the delivery route of the item due to unforeseen circumstances and should be able to articulate what impact, if any, this re-routing will have on the delivery time of the item.
     13. The Supplier shall be aware that there may be a requirement for packaging to be provided for the transportation of items and this will be defined by the Buyer during the Call-Off Procedure.
     14. The Supplier shall ensure that if the item is to be stored overnight, the Supplier must provide:
         1. Licenced storage facility;
         2. Suitable security for the goods and/or load in a secure compound, warehouse or facility including CCTV and which complies with all regulatory requirements.
     15. The Supplier shall be aware that storage areas used during carriage of Dangerous and Hazardous Goods shall be appropriately secured, well-lit and not accessible to the general public as detailed in ADR 2023 (or the most up to date version of the Regulations)) and also refers. ‘Security Guidance on the Carriage of Dangerous Goods by Road and Rail’, which is available on the Department for Transport website. This document contains security guidance and measures for the transport of all other classes of dangerous goods.

<https://www.gov.uk/government/publications/security-requirements-for-moving-dangerous-goods-by-road-and-rail>

* 1. **Licences and legislation requirements for the transportation and storage of firearms, ammunition and explosives**
     1. The Supplier shall fully comply at all times with all current legislation and regulations governing the packaging, handling and transportation of UN Class 1 Explosive Substances and articles division.
     2. The Supplier shall comply with all vehicle requirements as described in ADR 2023 (or the most up to date version of the Regulations)for the Carriage on UN Class 1.
     3. The Supplier shall be aware that if they are carrying ammunition or firearms that they will require to have:
        1. Explosive certificate;
        2. Section 5 Firearm Licence issued by the Home Office. This is a legal requirement for the transportation, storage and handling of Firearms under the Firearms Act 1968.
     4. The quantities of Explosive Substances and articles shall not exceed the limits specified in ADR 2023 (or the most up to date version of the Regulations) and any subsequent amendments of legislative changes throughout the lifetime of this Framework Contract and any Call-Off Contracts**.**
     5. The Supplier shall be aware that all vehicle crew shall be issued with comprehensive instructions to deal with routine and emergency situations as that occur during and in transit.
     6. The Supplier shall be aware that any person who acquires possession of, keeps, loads, unloads or transports any relevant explosive or is the occupier of a place where it is loaded or unloaded while on a journey must ensure that the reporting of any loss of any relevant explosive is reported immediately to:
        1. To the chief officer of police for the police area in which the loss occurs; or
        2. If it is not known where the loss occurred, to the chief officer of police for the police area in which the loss is discovered; or
        3. If the loss occurs or is discovered outside Great Britain, to any chief officer of police.
     7. The Supplier shall be aware that when carrying ammunition that the vehicle is accompanied by an escort vehicle.
     8. The Supplier shall also ensure uniform and consistent packaging that is fully compliant with the regulations and legislation governing the packaging, handling and transportation of Explosive Substances and articles as defined in ADR 2023 (or the most up to date version of the Regulations).
     9. The Supplier is required to hold an explosive licence if any explosives are to be stored.
     10. 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.
  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. COMAH regulated materials
        5. 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. The Supplier shall have the capability to securely store bulk liquids, gases and solids (including flammables).
    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>

* + 1. The Supplier shall ensure that their storage facility has the appropriate licence for the dangerous goods they are storing.
  1. **International Transportation** 
     1. The Supplier is required to provide a range of international services which may include, but will not be limited to:
        1. multimodal distribution via:
        2. road;
        3. rail;
        4. river;
        5. maritime;
        6. air freight; and
        7. air charter services.
     2. The Supplier shall be required to collect and transport any size, weight or quantity of items via shared or dedicated resources. Items may include, but will not be limited to:
        1. documents,
        2. cartons;
        3. pallets;
        4. shipping containers of all standard sizes; and
        5. irregularly shaped items.
     3. The Supplier is required to provide a range of freight forwarding and/or groupage services. This shall include, but will not be limited to:
        1. chartering aircraft;
        2. marine vessels; and
        3. rail freight capacity.
     4. The Supplier may be required to provide customs clearance and ground handling 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. The clearing and entering of shipments through customs or other services relating to customs procedures or the deferment, payment and calculation of duty, VAT (or other sales tax) and other customs charges on the items;
        3. 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
        4. 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.
     5. 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 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 Contract. This will be agreed between the Buyer and the Supplier during the Call-Off Procedure.
     6. The Supplier shall maintain a comprehensive list of International destinations that are not accessible due to political unrest, pandemic, war or other events, which are outside of the control of the Supplier or defined by Government guidance. This list shall be available on request by the Authority and be maintained over the lifetime of the Framework Contract and updated regularly as events change..
     7. The Supplier shall provide the Buyer with proof of delivery of the items being delivered to their end destination and at any point throughout the supply chain. The Buyer will define their requirements during the Call-Off Procedure.
     8. The Supplier shall work in collaboration with the Buyer’s appointed air freight and ground handling services supplier and the Buyers quality control Supplier. The Buyer will define their requirements during the Call-Off Procedure.
     9. The Supplier shall work with the Buyer, manufacturer, 3rd party or any other supply chain provider to ensure that the items for delivery are collected, transported and ready for loading in accordance with the appropriate operating instructions and within the time and date specified and all other transport requirements to ensure that the items are delivered to the Buyers final destination in line with requirements.
  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.
  3. **5th Party Logistics Services**
     1. The Supplier shall have the capability to provide end to end product procurement and inventory management which may include, but not be limited to:
        1. supplier selection and engagement;
        2. product marketing;
        3. product cataloguing;
        4. management of purchase to payment lifecycle; and
        5. sale of assets.
     2. The Supplier shall have the capability to provide facilities management services which may include, but not be limited to:
        1. hard FM;
        2. soft FM;
        3. security and guarding;
        4. health and safety management; and
        5. utility management.
     3. The Supplier shall have the capability to provide warehouse development and fitment services at the premises of the Buyer/the Buyer’s agent which may include, but not be limited to:
        1. design;
        2. development; and
        3. fitment of racking systems and mechanical systems.