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

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

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

**Lot 1 Haulage and Distribution Solutions**

1. This Annex 1 - Specification for Lot 1 – Haulage and Distribution Solutions has been structured in the following way:
	1. **Mandatory Deliverables** - these are the requirements that are applicable to Lot 1 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 Suppliers may choose to provide some or all of these optional Deliverables.
2. **Lot 1 Haulage and Distribution Solutions - Mandatory Deliverables**
	1. This section provides details of the Mandatory Deliverables that Suppliers appointed to this Lot 1 shall be expected to fulfil in their entirety.
	2. The Supplier shall be aware that where they are providing Deliverables to a Buyer under this Lot there may be a requirement to work with the other Suppliers within the Buyers supply chain to deliver a full end to end service. The Buyer will define their exact requirements during the Call-Off Procedure.
	3. 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.
	4. 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; and
		4. Irregularly shaped items.
	5. The Supplier shall be required to ensure vehicles used in the delivery of this Framework Contract comply with the relevant transport regulations, including but will not be 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).
	6. The Supplier shall, where requested by a Buyer, provide security clearance details of vehicle crew making deliveries to secure establishments.
		1. The Supplier may be required to supply full details which may include, but will not be limited to:
			1. Vehicle details including registration;
			2. Full driver details and estimated time of arrival; and
			3. Details of the next destination of the vehicle.
	7. The Supplier shall be aware that Buyers may request additional security measures and/or additional vehicle security features to comply with their security policy. This may include, but will not be limited to:
		1. Additional drivers;
		2. Non-uniformed staff;
		3. Non-liveried vehicles;
		4. Caged areas; and
		5. Segregation.
	8. The Supplier shall ensure that during collection, transportation and delivery of items that no unauthorised passengers are allowed.
	9. 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.
	10. 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 to:
		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.
	11. 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 not be limited to:
		1. Business addresses;
		2. Field locations;
		3. Satellite locations;
		4. Hospitals;
		5. Military;
		6. Wholesalers; and
		7. Manufacturers.
	12. 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.
	13. The Supplier shall be able to offer low emission vehicles and/or other methods of reducing emissions across all operational services.
	14. The Supplier shall provide the resources and handling equipment required to provide both collection and delivery services.
	15. 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.
	16. The Supplier shall provide proof of delivery and collection. The details will be determined by the Buyer during the Call-Off Procedure.
	17. The Supplier shall provide a full comprehensive range of enhanced indemnity levels to ensure that high value and sensitive items can be protected from loss or damage in transit. The Buyer shall set the appropriate level of indemnity during the Call-Off Procedure for each item, recognising that this may vary from item to item.
	18. The Supplier shall ensure that all containers or any other medium for transportation of the items shall be in good condition, free from odours and defects, are secure, wind, weather and water tight and suitable for the type of items to be carried in them and to maintain the items in prime condition.
	19. The Supplier shall be aware that they will be required to provide the best market rates for all services under this Lot and be able to demonstrate value for money throughout the lifetime of the Framework Agreement and Call-Off Contract.
	20. The Supplier will be required to have well managed and collaborative interfaces with other parties in order to ensure the successful delivery of the overall solution. This may include but will not be limited to: working in collaboration with manufacturers, contract managers and end users.
3. **Lot 1 Haulage and Distribution Solutions - Optional Deliverables**
	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; and
			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 and valid licence(s) to be able to provide these services. The Supplier shall be aware that they must maintain these licences and ensure they are valid for the duration of the Framework Contract and/or the duration of the Buyer’s Call-Off Contract.
		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. 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.
		10. 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).
		11. 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.
		12. 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.
		13. The Supplier shall ensure that if the item is to be stored overnight, the Supplier must provide:
			1. Licenced storage facility; and
			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.
		14. 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.
			4. The Supplier shall be aware that when carrying ammunition that the vehicle is accompanied by an escort vehicle.
			5. 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).
			6. The Supplier is required to hold an explosive licence if any explosives are to be stored.
			7. 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. **High Risk and High Value Goods**
		1. The Supplier shall have the capability to securely transport High Risk/High Value (HrHv) items,which may include, but will not be limited to:
			1. electronics;
			2. gems;
			3. bullion;
			4. fine Art;
			5. cash;
			6. tobacco;
			7. alcohol;
			8. counterfeit items;
			9. foodstuff; and
			10. seized goods.
		2. The Supplier shall ensure that they hold all the relevant and valid licence(s) to be able to provide these services. The Supplier shall be aware that they must maintain these licences and ensure they are valid for the duration of the Framework Contract and/or the duration of the Buyer’s Call-Off Contract.
	3. **Alternative forms of domestic transport**
		1. The Supplier shall provide multimodal distribution solutions, which may include, but will not be limited to:
			1. road,
			2. rail,
			3. river,
			4. maritime and
			5. air solutions.
	4. **Specialist and Alternative Vehicle Provision**
		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. The Supplier shall be able to provide retained and standby services whereby vehicles and crews are geographically positioned in anticipation of customer demand on an ad-hoc or scheduled basis.

* 1. **Alternative Collection and Delivery Points**
		1. The Supplier shall have the capability to deliver and collect from unmanned locations that may include, but will not be limited to:
			1. access controlled sites;
			2. lockers;
			3. PAC access sites; and
			4. key access or entry code sites.
	2. **International Services**
		1. The Supplier shall provide a range of international services via multimodal distribution which may include, but will not be limited to:
			1. road;
			2. rail;
			3. river;
			4. maritime;
			5. air freight; and
			6. 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 shall 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.
	3. **Customs Clearance Services and Ground Handling Services**
		1. 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;
			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.
		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 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.

<https://www.gov.uk/guidance/check-which-type-of-account-to-apply-for-to-defer-duty-payments-when-you-import-goods>

* + 1. 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.
		2. 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.
		3. 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.
		4. The Supplier shall work with the Buyer, manufacturer, third 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.