**Schedule 2 - Specification**

Contract Reference: PS/23/126

Supply of Corrugated Boxes with Lids

**Date: 03/08/2023**

**Version: 0.4**

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## 1. Introduction

The Driver and Vehicle Licensing Agency (**DVLA**) is looking to award a contract to supply Corrugated Boxes and Lids.

## 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 dispatches a number of forms to internal and external stakeholders which requires packaging material as per section 6 of this specification.

## 3. Procurement Timetable

Not Applicable - Direct Award via Low Value Purchasing System (LVPS), no ITT being issued.

## 4. Scope

DVLA requires a service provider to facilitate its packaging requirements to ensure it meets its operational objectives.

There is no procurement exercise and the [RM6237 - LVPS Framework](https://www.crowncommercial.gov.uk/agreements/RM6237) will be utilised to Direct Award this contract to a local SME.

DVLA understands that due to production there may be -/+ 10% tolerance to ordered quantities however, any quantities outside of this will be at no additional charge.

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 2 years with an option to extend for a further two years (1 + 1), taking this contract up to 4 years overall.

## 6. Specifying Goods and / or Services

DVLA requires 3 types of corrugated boxes with lids, all should be:

* Plain with no text
* Flat packed
* Be made of 75%+ recycled materials
* No cut outs for handles
* Single wall to grade 125K/B/125T

|  |  |  |
| --- | --- | --- |
| **Description** | **Size** | **Estimated Quantity per Year** |
| Corrugated Box with Lid (1) | Length: 310mm  Width: 225mm Height: 230mm | 3,000 |
| Corrugated Tray with Lid (2) | Length: 300mm  Width: 220mm Height: 60mm | 500 |
| Corrugated Box with Lid (3) | Length: 300mm  Width: 220mm Height: 100mm | 500 |

DVLA requires the estimated quantity per year to be delivered as required.

Please note: DVLA and the successful supplier are not limited to the above-mentioned corrugated boxes. If and when there is a need, DVLA can engage with the supplier to facilitate other packing products, providing this does not exceed the contract value.

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

DVLA expects the supplier to provide timely updates on orders, deliveries, and invoices, when required. 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 required goods as specified within section 6 of this specification.

## 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.

**8.2 Cyber Security**

Not applicable

**8.3 Data Sharing**

Not applicable

**8.4 Sustainability**

DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns with 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 shall comply with this Policy.

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 able to evidence continual environmental improvements in their own organisation (ideally through a certified EMS, i.e. ISO 14001, Green Dragon etc).

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

If requested, the Supplier shall be able to 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 provide the specified goods without the use of single use plastic in line with Government commitments.

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

The Supplier shall be able to meet and evidence conforming to the relevant [Government Buying Standards](https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-paper-and-paper-products) and the [Timber Procurement Policy](https://www.gov.uk/guidance/timber-procurement-policy-tpp-prove-legality-and-sustainablity).

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

The Supplier shall continually aim to travel sustainably when delivering to DVLA or attending a DVLA site.

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

**8.5 Health and Safety**

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Further information on our Health & Safety Policy, is available on request from the DVLA (See Schedule 1).

All Supplier Staff working in the DVLA on any of our premises must fully comply with relevant health and safety legislation, together with health, safety and welfare policy and management arrangements applied by the DVLA. If appropriate, these issues must be addressed at or before the award of the contract and may form part of the procurement process. Where requested, Suppliers will be required to provide copies of their health and safety policy statement, risk assessments and method statements, clearly identifying any safety implications that their activities may have and how these will be managed. Contract management staff are responsible for checking health and safety information provided by Suppliers, and passing relevant information to local line management and staff. Supplier’s safety performance will be monitored and checked as part of normal contract management.

Tenderers should:

* Have an appointed competent person responsible for H&S, details to be made available to DVLA on request
* Have emergency arrangements and plans for their goods/product/service, and observe DVLA’s arrangements whilst on site, or through the course of the business or contract
* Have adequate provision for your own first aid when on site
* Have an accident reporting and recording process for all near miss, accidents/incidents, or violent and aggressive behaviours. Any incident on DVLA site should be reported immediately to the DVLA’s Health and Safety Team
* Communicate with DVLA on any health and safety matter or issue in relation to the contract/product/supply of goods or service, notifying DVLA of any Health and Safety hazard, which may arise in connection with its supply of goods, products, or services
* Indemnify DVLA in the instance where failure of the company’s product/service, acts or omissions, with regards to health and safety, results in an economic penalty, time delay, issue, accident/incident or claim against the DVLA
* Have suitable and sufficient insurance cover for all business/products/services supplied/that are provided to DVLA
* Have documented, suitable and sufficient, risk assessments and method statements, covering all significant activities and deliveries of products, goods and services. Copies to be made available to DVLA on request
* Provide suitable and sufficient health and safety training, information and instruction for all its employees/contractors/subcontractors. Records to be made available on request
* Engage with DVLA’s Security/Estates Management Group to arrange access to all DVLA premises/buildings

Comply with all vehicle and driver legal requirements and DVLA policies whilst driving on premises or conducting business for DVLA

**8.6 Estates**

Not applicable

**8.7 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 is available on request from the DVLA.

**8.8 Business Continuity**

Suppliers shall provide a statement regarding the scope of their Business Continuity and Disaster Recovery Plans to protect the Agency from the consequences of business interruptions.

**8.9 Procurement Fraud**

Not applicable

**8.10 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.

**8.11 Welsh Language Scheme Requirements**

Not applicable

**8.12 Delivery Instructions – Goods Inward**

**8.12.1 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 01792 783185 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.

**8.12.2 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.

**8.12.3 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  **(7am till 3pm)** | XXXXXX redacted under FOIA section 40  **(7am till 3pm)** | XXXXXX redacted under FOIA section 40  **(7am till 3pm)** |

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.

**8.12.4 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.

**8.12.5 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).

**8.12.6 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.

**8.12.7 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.

**8.12.8 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.

## 9. Management and Contract Administration

The Contract Owner will be XXXXXX redacted under FOIA section 40 (Logistic and Storage Support Manager).

## 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.

All assets paid for and supplied by DVLA should be returned.

## 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.