

Framework Schedule 1 – National Fuels (2)

Reference number
RM6177

Attachment 1a

FRAMEWORK SCHEDULE 1: SPECIFICATION

1. INTRODUCTION

- 1.1. Crown Commercial Service (CCS) is seeking to establish a Framework Agreement for the provision of National Fuels. The Framework Agreement will comprise of five (5) Lots as detailed in paragraph 2 - Lot descriptions. A Framework Agreement for the Lots will be awarded to multiple Suppliers as indicated in the Official Journal of the European Union (OJEU) Contract Notice.
- 1.2. The purpose of this Framework Schedule 1: Specification is to provide a description of the Services that the Supplier shall be required to deliver to the Buyers under this Framework Agreement.
- 1.3. The information published in the OJEU Notice provides a list of the UK Central Government Departments, their Agencies and Arm's Length Bodies and all other Buyers that shall be eligible to access this National Fuels (2) Framework.
- 1.4. The Services and delivery of purchased Services required under this Framework Agreement and all standards set out in this Framework Schedule 1: Specification may be refined (to the extent permitted and set out in Framework Schedule 7 (Call Off Award Procedure)) by a Buyer during a Call Off Procedure to reflect its Service Requirements for entering a particular Call Off Contract.
- 1.5. This Framework Agreement shall be managed centrally by CCS. The Buyers shall manage all Call Off Contracts with the Supplier.

2. LOT DESCRIPTIONS

The description of the Deliverables (goods and Services) required under Lots 1, 2, 3, 4 and 5 are as follows:

| Lot 1 Description |
|---|
| <p>Liquid Fuel</p> <p>This Lot consists of 14 regional Lot groups (details at bottom of Lot 1 Description).</p> <p>The Supplier shall supply liquid fuels for heating, automotive, marine and aviation purposes to Buyers throughout the Framework Agreement and any Call Off Contracts.</p> <p>The Buyers will have the responsibility for nominating the product types to meet their individual requirements.</p> <p>The Supplier shall ensure that the fuels comply with the types requested by the Buyers and be of the required quality in accordance with the relevant European Standards and British Standards (or equivalent).</p> |

The Supplier shall ensure that they hold all necessary licences and that they comply with all good industry practice, regulatory and legislative requirements for storage and delivery of these Deliverables.

The Deliverables required will include but not be limited to:

- Gas Oil – Class A2 (Red Diesel) BS2869
- Gas Oil – Class D (Furnace Fuel) BS2869
- Kerosene – Class C2 (Burning Oil) BS2869
- Kerosene - Class C1 (Burning Oil) BS2869
- Blended Heating Oil/ Gas Oil Substitute to BS2869
- Light Fuel Oil – Class E BS2869
- Medium Fuel Oil – Class F BS2869
- Heavy Fuel Oil – Class G BS2869
- Diesel – ULSD EN590
- Bio-Diesel – EN590/EN14214 (95/5)
- Petrol – ULSP BS EN 228
- Ground Fuel comprising NATO Fuel Specification F54 (Diesel), F67 (ULGAS)
- Marine Fuel comprising NATO Fuel Specification F44 (AVCAT FSII), F76 (Marine Diesel) and MGO (Marine Gas Oil)
- Aviation Fuel comprising NATO Fuel Specification F18 (AVGAS), F34 AVTUR FSII), F35 (AVTUR)
- Paraffinic Fuel EN15940
- GTL Gas to Liquid EN15940
- Road fuel additives

Marine Fuels

In addition for marine fuels, the marine fuels supplied must be the Suppliers' commercial grades as determined in accordance with the specification set out in BS ISO 8217:2017 Petroleum products Fuels (class F) – Specification of Marine Fuels or any subsequent amendment thereof as well as with the relevant provisions of the International Convention for the Prevention of Pollution from Ships (MARPOL).

Copies of BS ISO 8217:2017 are obtainable from British Standard Institution, customer Services, 389 Chiswick High Road, London W4 4AL, telephone number +44 345 080 9000, e-mail cservice@bsigroup.com or online at www.bsigroup.com or online from International Organisation for Standardisation www.iso.org.

The Supplier must be registered on the Maritime and Coastguard Agency local fuel oil Suppliers list and comply with marine guidance note MGN 394 (M+F), Document S.I.2008/2924 the Merchant Shipping (Prevention of Air Pollution from Ships) Regulations 2008, The Merchant Shipping and Other Transport (Environmental Protection) (Amendment) (EU Exit) Regulations 2019, and MSN 1819 (M+F) The Merchant Shipping Prevention of Air Pollution from Ships Regulations 2014 or as amended. These documents can be found at <http://www.mcga.gov.uk/c4mca/mcga07-home/shipsandcargoes/mcga-shipsregsandguidance/marinenotices.htm>

Supplier Managed Replenishment (SMR) and Supplier Managed Inventory (SMI) Where a SMR and/or an SMI option is required by the Buyers, the Supplier shall take responsibility for monitoring the levels of fuel in the Buyers tank(s) and may be required to work with customer 3rd party telemetry providers. This is to ensure supplies are delivered at the optimum time for the Buyers to ensure that delivery costs are kept to a minimum. This is expected to be reflected in the discounts offered at both framework and further competition stage.

Pricing Methodology

The Supplier shall conform with the pricing methodology for liquid fuel delivered under this framework as set out in Schedule 3 of the Framework Agreement.

14 regional Lot groups - Postcodes included in each group listed below.

| Lot | | Postcodes |
|-----|-------------------------------|---|
| 101 | Scotland North | AB, IV1 – IV20, IV23, IV26, IV27, IV63, KW, PH1 – PH32, PH34, PH35, IV12, IV18, IV26, IV27, ZE |
| 102 | Scotland West | HS, IV21, IV22, IV40, IV47, IV48, IV49, IV51, IV52, IV54, PA20 - PA80, PH33, PH37 – PH44, PH49, PH50 |
| 103 | Scotland Central | EH, FK, G, KA, KY, ML, PA1 - PA19, |
| 104 | Scotland South | DG,TD |
| 105 | England North West | BB, BL, CA, CW, FY, HD, HX, L, LA, M, OL, PR, S, SK, WA, WN |
| 106 | England North East | BD, DH, DL, DN, HG, HU, LN, LS, NE, SR, TS, WF, YO |
| 107 | England Midlands | B, CV, DE, DY, LE, NG NN, ST, TF, WR, WS, WV |
| 108 | England East Anglia | CB, CO, IP, NR, PE |
| 108 | England London and South East | London, BN, BR, CR, CM, CT, DA, E, EC, EN, HA, IG, KT, ME, N, NW, RH, RM, SE, SM, SS, SW, TN, UB, TW, W, WC, WD |
| 110 | England South | AL, BA, BH, BS, GL, GU, HP, LU, MK, OX, PO, RG, SG, SL, SN, SO, SP |

| | | |
|-----|--------------------------|------------------------|
| 111 | England South West | DT, EX, PL, TA, TQ, TR |
| 112 | South Wales | CF, HR, LD, NP, SA |
| 113 | North Wales | CH, LL, SY |
| 114 | Northern Ireland | BT |

Lot 2 Description

Liquefied Gas

The Supplier shall supply liquefied gasses to existing customer sites and any new sites which wish to join the arrangement during the life of the framework.

The Supplier shall supply and deliver all types of liquefied gas in all areas and may also be required to supply and install on a lease or purchase basis bulk storage tanks to various Buyers across the whole of the UK throughout the Framework Agreement and any Call Off Contracts.

The product(s) required will include but not be limited to:

Bulk Propane Gas

Bulk Liquefied Natural Gas

Bulk Butane Gas

Compressed Natural Gas

LPG Cylinders

Butane Cylinders

Propane Cylinders

Hydrogen Cylinders or Bulk

The Supplier shall ensure that the Deliverables comply with the types requested by the Buyers and be of the required quality in accordance with the relevant European Standards and British Standards (or equivalent).

The Supplier shall ensure that they hold all necessary licences and that they comply with all good industry practice, regulatory and legislative requirements for storage and delivery of these Deliverables.

Where Tanks are leased to Buyers, the Supplier shall be responsible for all tank maintenance and replacement of tanks when they reach the end of life. The Supplier may be required to transfer ownership of storage tanks to Buyers or to successor Suppliers at the end of any Call Off contract awarded under this Framework Agreement.

Installation and Removal of Tanks

The Supplier shall be responsible for the removal and uplift of tanks during the life of the Framework. Where required the Supplier shall install tanks within 3 months of the Call off Contract start date.

The removal of tanks shall be carried out within 3 months after the expiry of the Call Off Contract unless a transfer of tank asset has been agreed with an alternative Supplier.

Such foundations, hard standings fences and power requirements that the Supplier may reasonably require for permanent bulk containers/pumps, shall be made available at the Sites and the preparation of these foundations and any necessary certification for this work shall be the responsibility of the Buyer. These must be in place prior to the ordering of the first Liquefied Gas delivery.

Invoice and payment are set out in the Framework Agreement - Schedule 3 - Framework Prices and Charging Structure. The Supplier shall provide invoice details down to individual tank level.

Supplier Managed Replenishment (SMR) and Supplier Managed Inventory (SMI) Where a SMR and/or an SMI option is required by the Buyers, the Supplier shall take responsibility for monitoring the levels of fuel in the Buyers tank(s) and for ensuring supplies are delivered at the optimum time for the Buyers to ensure that delivery costs are kept to a minimum. This is expected to be reflected in the discounts offered at both framework and further competition stage.

Pricing Methodology

The Supplier shall conform with the pricing methodology for liquefied gases delivered under this framework as set out in Schedule 3 of the Framework Agreement.

Lot 3 Description

Solid Fuel and Biomass Fuel

The Supplier shall supply and deliver solid fuel and biomass fuel Deliverables to various Buyers across the UK throughout the Framework Agreement and any Call Off Contracts.

The product(s) required will include but not be limited to:

Coal products
Wood Pellets
Woodchip

The Buyers will have the responsibility for nominating the product types and standards to meet their individual requirements.

The Supplier shall ensure that the fuels will comply with the types requested by the Buyers and be of required quality in accordance with the relevant European Standards and British Standards (or equivalent).

The Supplier shall comply with good industry practice and all regulations and legislation laid down in connection with the storage and supply of these Deliverables.

The Supplier shall ensure that wood Deliverables supplied under this framework must meet the requirements of the BSL ([Biomass Suppliers List](#)) in order for Buyers to be able to qualify for the Renewable Heat Incentive. The Supplier of Biomass Fuel must be on the [Biomass Suppliers List](#) or be willing to join. (Award of contract would be subject to confirmation of being accepted onto this list.)

Lot 4 Description

Greases, Lubricants and Antifreeze

The Supplier shall provide the supply, packaging and delivery of Lubricants, Greases, and Antifreeze and associated Deliverables in all areas to Buyers throughout the Framework Agreement and any Call Off Contracts.

The Deliverables required will include but not be limited to:

205 Litre Drum Pump

Air Compressor Lubricant, Mineral Oil based,

Automatic Transmission Fluid,

Biolube Hydraulic Oil,

Brake Fluid, Automotive to SAE J 1704 Rev 2004(DOT 4)

Chainsaw Lubricant

Engine Oil

Extreme Pressure Gear Oil, Mineral Oil based

Extreme Pressure Grease, Lead free, Mineral Oil based, Lithium Soap Thickened, Gear Oil

General Purpose Chain Lubricant, Aerosol

General Purpose, Emulsifiable Cutting Fluid

Grease, Lead free, Mineral Oil based, Lithium Soap Thickened,

Heat Transfer Fluid, Mineral Oil based, for use up to 320 degrees centigrade,

Hydraulic Oil, Mineral Oil based,

Motorcycle Chain Lubricant, Aerosol

Open Gear Lubricant, Aerosol

Transmission Fluid,

Transmission Oil

UTTO SAE10W-30

Vehicle Antifreeze, Ethylene Glycol based, NAP free

Vehicle Body wash Concentrate

Vehicle Windscreen Wash Fluid Concentrate

Wax Film, Temporary Corrosion Protective, Solvent based

Additional Deliverables may be added to this Lot during the life of the Framework.

The Supplier shall ensure that all Deliverables are of the required quality in accordance with the relevant European Standards and British Standards (or equivalent) and must comply with all good industry practice and all applicable legislative and regulatory requirements.

The Supplier shall ensure that they hold all necessary licences and that they comply with all good industry practice, regulatory and legislative requirements for storage and delivery of these Deliverables.

Lot 5 Description

Associated Services

The Supplier shall supply and deliver all types of additional services directly associated to the Deliverables to be delivered under Lots 1-4 under this Framework agreement to various Buyers across the whole of the UK throughout the Framework Agreement and any Call Off Contracts. The additional Deliverables will include but not be limited to;

Fuel Storage Tank provision,
Installation of Fuel Storage Tanks
Re-siting of Fuel Storage Tanks
Tank Bunding
Tank Lining
Tank Cleaning
Tank Maintenance
Pump maintenance
Fuel Testing Kits
Fuel Testing Services
Fuel Cleaning
Fuel Uplift and Disposal
Fuel Uplift, Clean and Transfer
Fuel Spillage Response
Fuel Spillage Kits
Disposal of Residual Waste from Biomass Fuels
Disposal of Residual Waste from Solid Fuels
Renewable Heat Incentive. Provision of works and consultancy to make biomass boilers complaint with RHI accreditation requirements

The Supplier shall provide any of the above Deliverables which they have the capability to deliver and may offer additional Deliverables which are directly associated to the use of the Deliverables covered in Lot 1, 2, 3 and 4 of this Framework Agreement not included in the list above.

The Supplier shall ensure that the delivery of the additional Deliverables will comply with all industry good practice and all legislative and all regulatory requirements and that they hold all necessary licences.

3. MANDATORY REQUIREMENTS FOR ALL LOTS (1, 2, 3, 4 AND 5)

3.1 Account Management

- 3.1.1. The nominated Supplier Framework Manager shall have a minimum of two (2) years relevant industry experience. The Supplier shall also ensure that the deputy supplier framework manager has been appointed and their name and contact details (including email address and telephone number) are provided to CCS prior to any period of the Supplier Framework Manager's unavailability and absence. The Supplier shall ensure that the deputy supplier framework manager has the same powers, authority and discretion as the Supplier Framework Manager.
- 3.1.2. The Supplier Framework Manager shall liaise with the Buyers in order to provide support on all aspects of the Services delivered by the Supplier. The Supplier Framework Manager will be responsible for ensuring that the Supplier develops, maintains and manages the relationship with the Buyers, in the delivery of a Call Off contract in a manner that ensures the requirements that Buyers are met in full.
- 3.1.3. The Supplier shall, when required, support the Buyers in providing recommendations in relation to the Deliverables provided, improve value for money, answering queries, dealing with complaints and technical support.
- 3.1.4. The Supplier Framework Manager of the Call Off Contract shall be security cleared to the Buyers stated level prior to the Call Off Contract award.
- 3.1.5. The Supplier shall provide a consistent contract management support function across Buyers regardless of size of the Call Off Contract.
- 3.1.6. The Supplier shall within five (5) days of signing a Call off Contract provide the Buyers, if required, with a named Supplier Framework Manager, with the level of account management provided by the Supplier being proportionate to the size and requirements of the Buyers. This shall be agreed prior to the Supplier and Buyers entering into a Call off Contract.
- 3.1.7. If a change of Framework Management personnel is required the Supplier shall inform CCS and the Buyer of the change at least one (1) month prior to the change taking effect. The Supplier shall ensure a suitable handover period is included in any change of personnel.
- 3.1.8. The Supplier will be required to provide and maintain a dedicated customer service team which will act as the first point of contact and focal point for all enquiries from Buyers.
- 3.1.9. The Supplier will be responsible for ensuring that all enquiries received from Buyers are dealt with and resolved in accordance with agreed Performance Indicators.
- 3.1.10. The Supplier may be required to undertake visits to the individual Buyer sites to discuss the operation of the contract.
- 3.1.11. The Supplier Framework Manager shall hold Supplier Review Meetings with CCS with agenda items and the frequency of meetings to be agreed by CCS

3.2. Security

- 3.2.1. At the request of the Buyer the Supplier shall obtain security clearances which meets the differing requirements of the Buyers, and shall ensure full compliance with any standards and legislation, including but not limited to the following:

- 3.2.2. Data Protection Act 1998

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

- 3.2.3. Protection of Freedoms Act 2012

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

- 3.2.4. Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

- 3.2.5. HMG Personnel Security Controls

<https://www.gov.uk/government/publications/hmg-personnel-security-controls>

3.3. Placing Orders

- 3.3.1. The Supplier shall provide the Buyers with the ability for individual orders to be placed for each Deliverable and to be carried out as set out in the Framework Agreement

3.4. Delivery

- 3.4.1. The Supplier shall deliver all order(s) of Deliverables to the agreed timescales and standards as set out in the Call Off contract

3.5. Payment and Invoicing

- 3.5.1. The Supplier shall offer the Contracting Bodies a choice of payment options, to be agreed at the Call Off Stage.

3.6. Customer Helpdesk Service

- 3.6.1. The Supplier shall provide a help desk service that operates at least office hours 09:00 until 17:00 Monday to Friday throughout the year, excluding public holidays.

3.7. Complaints Handling

- 3.7.1. The Supplier shall have a robust and auditable complaints procedure for logging, investigating, managing, escalating and resolving complaints initiated by the Contracting Bodies and their users.

3.8. Management Information (MI)

- 3.8.1. The Supplier shall provide Management Information each month to the Buyers which shall, at a minimum, include:

- 3.8.1.1. A Summary outlining the Deliverables purchased by Buyers

- 3.8.1.2. Buyers name and further breakdown as requested e.g. by department.

- 3.8.1.3. Number of Products purchased by type.

- 3.8.1.4. Number of Services delivered by type as listed in the Pricing

Matrix.

3.8.1.5. Charges in month; and

3.8.1.6. Service Levels performance against stated measures. Service Levels shall be measured and reported for each Buyer and will not be reported at an aggregated level across the Framework.

3.8.2. The Supplier shall provide Buyers additional Management Information which shall be agreed at the Call Off Stage. The Supplier and the Buyers shall agree the layout of Management Information reports at the Call Off Stage.

3.8.3. The Supplier shall make the Management Information available in electronic format.

3.9. Framework Management

3.9.1. The Supplier shall comply with Framework Schedule 4 (Framework Management) and the Performance Indicators throughout the duration of the Framework Agreement.

3.10. Training

3.10.1 The supplier shall provide training to the Customers personnel in respect of the use and maintenance of the Deliverables the customer has specified in the Order Form.

3.10.2 The Call Off Contract Charges shall include the cost of any training and instructions for the Customers personnel in respect of the use and maintenance of the Deliverables.

4 MANDATORY REQUIREMENTS FOR LOT 1

4.1. Gas Oil A2, Kerosene and Ultra Low Sulphur Diesel (ULSD)

4.1.1. The Supplier shall provide Gas Oil A2, Kerosene and Ultra Low Sulphur Diesel (ULSD) as a minimum in each of the regional Lot groups tendered for.

4.2. Lagged Commodity Prices

4.2.1. The Supplier shall submit their weekly lagged commodity prices to CCS by 10:00 am on the first working day of each week so that CCS may verify the prices submitted and publish to Buyers.

5 MANDATORY REQUIREMENTS FOR LOT 2

5.1. Lagged Commodity Prices

5.1.1. The Supplier shall submit their monthly lagged commodity prices to CCS by 10:00 am on the first working day of each month so that CCS may verify the prices. The Supplier shall send out the verified prices to Buyers by noon on the first working day of each month.

6 MANDATORY REQUIREMENTS FOR LOT 3

Fuel source

6.1 The Supplier shall provide details on where and how Biomass Fuels are sourced throughout the duration of the Framework Agreement and any

Call Off Contracts.

7 ADDITIONAL REQUIREMENTS FOR LOT 3

Biomass Waste Removal

- 7.1 The Supplier may be required by Buyers at Call off stage to provide Biomass waste removal services.

8 MANDATORY REQUIREMENTS FOR ALL LOTS

8.1 Social value

- 8.1.1 The Public Services (Social Value) Act 2012 requires public authorities to have regard to economic, social and environmental wellbeing in connection with public services contracts and for connected purposes as well as allowing for national and local strategies around this area. The Supplier may be required at the Call Off Stage to identify as an optional variant the Social Value initiatives it proposes as proportionate and relevant to the Call Off Contract.

8.2 Community Benefits

- 8.2.1 The Supplier shall ensure that they adopt a positive stance on delivering community benefits throughout the life of the Framework Agreement and any Call Off Contracts.

8.3 Continuous Improvement

- 8.3.1 The Supplier shall ensure that lessons learned and continuous improvement take place throughout the lifetime of each Call Off Contract.
- 8.3.2 The Supplier shall adopt a pro-active approach to identifying initiatives for continuous improvement associated with the provision of the Service.
- 8.3.3 The Supplier shall how adopt innovative ways of working which will be presented and communicated to the Buyer
- 8.3.4 The Supplier shall capture the lessons learned identified during Project delivery and communicate these to Buyers.