



# Attachment No 1

## Cover Note

Freight Capacity Procurement - Invitation to Tender

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For information

Terms used but not defined herein shall have the meaning ascribed to them in the Glossary.

To all Bidders

1. You are invited by the Secretary of State for Transport, to submit a tender for a position on the Freight Capacity Framework Agreement. The Freight Capacity Framework Agreement is a multi-supplier agreement setting out the terms that enable Customers to make specified purchases ('Call Off Agreements') during the term of the Freight Capacity Framework Agreement.
2. Please read all of the procurement documents. Should your tender be accepted, these documents, your tender and any changes agreed in writing, will form a binding Freight Capacity Framework Agreement between you and the Secretary of State for Transport.
3. The term of the Freight Capacity Framework Agreement will be 48 months.
4. If you do not wish to submit a tender, please let us know. It would be helpful for us if you also let us know why you have chosen not to tender.
5. Please submit your response in the format requested by the due date using the AWARD e-Sourcing portal. The due date is set out in the AWARD e-Sourcing portal. Please also see the guidance and rules for participating in this procurement in "Invitation to Tender (ITT) - How to bid guidance, Form of Tender and Confidentiality Declaration" (Attachment 4).
6. You will be required, if successful in securing a place on the Freight Capacity Framework Agreement, to indicate your willingness to enter into a Freight Capacity Framework Agreement following a standstill period that will be a minimum of ten (10) days after being notified.
7. Whilst the Freight Capacity Framework Agreement does not commit Customers to entering into any Call Off Agreements, there is an expectation that, subject to receiving the necessary approvals, the first Mini-Competition will commence upon conclusion of the establishment of the Freight Capacity Framework Agreement. This Mini-Competition will be part of the Government's contingency planning in the event of a no deal EU exit scenario.
8. If anything is not clear you can ask questions or seek further information by raising clarification questions. The process for doing so is set out in "Invitation to Tender (ITT) - How to bid guidance, Form of Tender and Confidentiality Declaration" (Attachment 4).

All of the procurement documents are listed in the "Contents & Checklist for Freight Operators" (Attachment 3). Please read all of the procurement documents carefully and provide a response to each question in the format required. Where a document needs to be submitted, this is set out in Attachment 3.