



Attachment No 3

Contents & Checklist for Freight Operators

Freight Capacity Procurement - Invitation to Tender

For information: A contents page as well as a checklist of the documents that Bidders need to submit in order to potentially be awarded a place on the Framework.

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



FRAMEWORK CONTENTS & CHECKLIST

This contents page and checklist is for the Bidder's internal use.

Please make sure that you submit all necessary documentation prior to the submission deadline (Wednesday 28 August 2019 at 12:00 (noon) hours (BST)) (including any figures or annexes etc.) as you will not be able to submit additional information once the deadline has passed.

Attachment No.	Attachment Title	Outline	Bidder Action	Submitted?
1	Cover Note	n/a	Please read	-
2	Glossary	A glossary of commonly used terms throughout the Freight Capacity Framework procurement documentation.	For information, please read first for context	-
3	Contents & Checklist of Documents	n/a	For information and your internal use	-
4	Invitation to Tender (ITT) – How to bid guidance, Form of Tender and Confidentiality Declaration	This document includes guidance and rules for submitting a tender, it sets out the indicative timetable for this procurement and contains important information regarding how to submit your tender. It also includes a Form of Tender (Appendix A) and a Confidentiality Declaration (Appendix B) which, when completed, must be submitted with your tender.	Please read	-
	Indicative Procurement Timetable		For information	-
	Form of Tender (Appendix A)		To complete and return to the Authority in PDF format.	<input type="checkbox"/>
	Confidentiality Declaration (Appendix B)		To complete and return to the Authority in PDF format.	<input type="checkbox"/>
5	Freight Capacity Framework Agreement	The Freight Capacity Framework Agreement will be entered into by the Authority and the Freight Operator if the Freight Operator is awarded a place on the Framework. It sets out the basis on which the	Please read	-



		Framework operates and on which Call Off Agreements may be entered into.		
6	Template Call Off Terms and Conditions	The Template Call Off Terms and Conditions will be appended to the Template Call Off Order Form, which, when completed in respect of a successful tender following a Mini-Competition, together shall comprise a Call Off Agreement.	Please read	-
7	Template Call Off Order Form	The Template Call Off Order Form, to which the Template Call Off Terms and Conditions will be appended, will when completed in respect of a successful tender following a Mini-Competition comprise a Call Off Agreement. The Template Call Off Order Form will be included at Schedule 4 (<i>Template Call Off Order Form and Template Call Off Terms and Conditions</i>) of the Freight Capacity Framework Agreement.	Please read	-
8	Freight Capacity Framework Agreement Evaluation Questionnaire	Potential Bidders must provide responses to all aspects of the evaluation questionnaire when tendering the award of a Freight Capacity Framework Agreement (i.e. a place on the Framework).	To complete and return to the Authority in Word format, attachments can be submitted in any legible format.	□
9	Freight Operator Handbook	The handbook outlines the ticketing process that the Customer will be using with Freight Operators.	Please read	-
10	Specification of Services	Describes the scope and specification of the services required.	Please read	-
11	Freight Capacity Framework Evaluation Methodology	An explanation of how Bidders will be evaluated at Framework evaluation stage.	Please read	-



12	Mini-Competition Evaluation Methodology	An explanation of how Call Off Bidders will be evaluated at Mini-Competition stage.	Please read	-
13	Mini-Competition Evaluation Template	The template that Call Off Bidders will need to complete at Mini-Competition stage for both the Quality and Pricing elements.	Please read at Framework stage. This will need to be populated at Mini-Competition stage.	-
14	Capacity Options Template	A template for Bidders to provide a list of their Capacity Options at Framework evaluation stage.	To complete and return to the Authority in Excel format.	□
15	Mini-Competition Process Guidance	This sets out how a Mini-Competition will be undertaken.	For information, please read first for context	-