**Courier Services**

**Framework Agreement (RM3798)**

Contracting Body: Access Agreement

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Before conducting any activity under this framework agreement, please complete this form in BLOCK CAPITALS and return it by email with the heading **RM3798 PRICE Information & Terms & Conditions request for LOT “X” to** [**info@crowncommercial.gov.uk**](mailto:info@crowncommercial.gov.uk)

**AGREEMENT**

I confirm that the organisation detailed below wishes to access the above-mentioned Framework Agreement, and that in doing so will act in accordance with the guidance and instructions set out in the relevant User Guide, and in accordance with the Public Contracts Regulations 2015.

The contents of this material, including inter alia specific price listings, is at this point considered to be Commercially Sensitive and could well prejudice the commercial interests of the suppliers involved if the information were to be made publicly available. The information is released therefore on the strict understanding that the recipient thereof will retain the confidentiality of the data for their use only in determining a Best Value Solution for their Courier Service requirements and for no other purpose.

In order to adhere to the clause above when writing a report/business case and sharing pricing internally, it is advised that you state in such a document that by viewing the information contained within, the reader is automatically agreeing to and are therefore bound by the confidentiality clause stated above.

Please confirm your agreement to the above by completing and returning this form whereupon the requested documentation will be released to you as Commercial in Confidence.

**CCS PIPELINE**

CCS use data provided by Contracting Authorities on this Access Agreement to update and maintain a pipeline of enquiries from all organisations who express an interest in using the RM3798 Courier Services Framework Agreement. The pipeline enables CCS to map current and potential future further competitions that will be competed throughout the framework agreement lifetime.

It is the intention of CCS to share pipeline details with RM3798 Framework Suppliers to enable those Suppliers to plan their bid team resources in preparation for potential competitions. This will be released to the Suppliers as ‘**COMMERCIAL IN CONFIDENCE**’ only and will **NOT** be shared outside of their own organisation.

Please be advised that CCS **DOES NOT** share any personal information relating to individuals that has been obtained from the Access Agreement; only organisation body details and competition values, dates, and timescales are shared.

If you are happy for CCS to share details of your further competition RM3798 Framework Suppliers please enter an ‘**X**’ in this box:

If the above box is left unchecked when this form is completed, CCS will not share details of this requirement with RM3798 Framework Suppliers.

If you would like to read more about how CCS use personal information, you can view the CCS Privacy Statement via the following link: [**https://ccsheretohelp.uk/privacy-policy/**](https://ccsheretohelp.uk/privacy-policy/)

**Please specify which Lots your organisation wishes to use:**

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| --- | --- | --- | --- |
| **Lot 1: Collection and Delivery of Documents and Parcels** | | | Yes/No |
| Incumbent contract | Contract expiry: |  | |
| Approximate value per annum: | £ | |
| New contract | Contract commencement: |  | |
| Approximate value per annum: | £ | |
| Intended contract length: |  | |

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| --- | --- | --- | --- |
| **Lot 2: Secure Collection and Delivery of Sensitive Documents and Parcels including High Value Consignments** | | | Yes/No |
| Incumbent contract | Contract expiry: |  | |
| Approximate value per annum: | £ | |
| New contract | Contract commencement: |  | |
| Approximate value per annum: | £ | |
| Intended contract length: |  | |

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| **Lot 3: Secure Collection, Storage and Delivery of Examination and Test Papers and Materials** | | | Yes/No |
| Incumbent contract | Contract expiry: |  | |
| Approximate value per annum: | £ | |
| New contract | Contract commencement: |  | |
| Approximate value per annum: | £ | |
| Intended contract length: |  | |

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| --- | --- | --- | --- |
| **Lot 5: Dedicated Network Vehicle Movements and Sortation** | | | Yes/No |
| Incumbent contract | Contract expiry: |  | |
| Approximate value per annum: | £ | |
| New contract | Contract commencement: |  | |
| Approximate value per annum: | £ | |
| Intended contract length: |  | |

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| **Lot 6: Security Screening of Internal Mail Documents and Parcels** | | | Yes/No |
| Incumbent contract | Contract expiry: |  | |
| Approximate value per annum: | £ | |
| New contract | Contract commencement: |  | |
| Approximate value per annum: | £ | |
| Intended contract length: |  | |

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| --- | --- |
| Signature: |  |
| Date: |  |
| Name of person signing this form: |  |
| Position: |  |
| Name of Organisation  (including Department): |  |
| Organisation Address: |  |
| Contact Telephone number : |  |
| E-mail: |  |