**Postal Goods and Service**

**Framework Agreement (RM1063)**

Contracting Body: Access Agreement



*Before conducting any activity under this framework, please complete this form in BLOCK CAPITALS and return it by email titled* ***RM1063 PRICINGS & T&C’s 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 Postal Goods and Services 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 data will be released to you.**

**If Possible please share with us your current costs and provider/solution to help us shape the services we deliver.**

**Access to which Lot:**

|  |  |
| --- | --- |
| **Lot 1**  **Collection and Delivery** | Yes/No |
| Current Supplier/s:  Current Contract expiry date:  Current Spend/Value p.a.: £ |  |
| **Lot 2**  **Hybrid Mail On-Site Solution** | Yes/No |
| Current Supplier or own process:  Current Contract expiry date:  Current Spend/Value p.a. : £ |  |
| **Lot 3**  **Off – Site Hybrid Mail Solution** | Yes/No |
| Current Supplier or in house:  Current Contract expiry date:  Current Spend/Value p.a. :£ |  |
| **Lot 4**  **International Mail Services** | Yes/No |
| Current Supplier:  Current Contract expiry date:  Current Spend/Value p.a. :£ |  |
| **Lot 5**  **Franking Machines & Mail Room Equipment** | Yes/No |
| Current equipment Supplier:  Current Contract expiry date:  Current Machine cost p.a. :£  Current Lease cost if applicable p.a. : £ |  |
| **Lot 6**  **On – Site Inbound Mail Solution** | Yes/No |
| Current Supplier or in house:  Current Contract expiry date:  Current Spend/Value p.a. :£ |  |
| **Lot 7**  **Off – Site Inbound Mail Solution** | Yes/No |
| Current Supplier or in house:  Current Contract expiry date:  Current Spend/Value p.a. :£ |  |
|  |  |
| Signature: |  |
| Date: |  |
| Name of person signing this form: |  |
| Position: |  |
| Name of Organisation including Dept: |  |
| Organisation Address: |  |
| Contact Telephone number : |  |
| E-mail: |  |