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Partneriaeth
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Gwasanaethau Caffael
Shared Services
Partnership
Procurement Services

YMDDIRIEDOLAETH GIG PRIFYSGOL FELINDRE VELINDRE UNIVERSITY NHS TRUST

**NHS WALES SHARED SERVICES PARTNERSHIP
PROCUREMENT SERVICES**

CRITERIA FOR DELIVERIES

Introduction

This documents details the delivery requirements for NWSSP Procurement Services Stores and information regarding direct deliveries to Health Board and Trust locations throughout NHS Wales. NWSSP Procurement Services reserves the right to update the delivery criteria and/or locations during the course of the agreement if required.

The locations below may require bulk deliveries throughout the life of the agreement, delivery to these locations must be in line with the criteria set out within this document;

Bridgend Storage & Distribution Centre Coity Road Bridgend CF31 1UZ	Denbigh Central Store Colomendy Industrial Estate Denbigh LL16 5TA
Newport IP5 Storage & Distribution Centre Imperial Park Unit 5 Celtic Way Newport NP10 8BE	Cardiff & Vale University Health Board University Hospital of Wales Main Stores Heath Park Cardiff CF14 4XW

Unless otherwise agreed or instructed by NWSSP, all invoices relating to orders for delivery to the locations above should include the invoicing address as detailed on the Purchase Order, and should be returned in line with the criteria set out within the E-Trading Specification. All invoices should reference a valid PO number (one PO number per invoice), and any credits issued should reference the relevant PO number and invoice that it is related to. When goods are returned to the supplier for credit, the supplier must quote the Procurement Services return to supplier number (RSU).

Direct Delivery Locations

Delivery may potentially be required to all locations in Wales. The below embedded document contains a list of sites within each Health Board and Trust where direct deliveries may be required. Unless otherwise agreed or instructed by NWSSP, all invoices relating to orders for direct delivery should include the invoicing address as detailed on the Purchase Order, and should be returned in line with the criteria set out within the E-Trading Specification. All invoices should reference a valid PO number (one PO number per invoice), and any credits issued should reference the relevant PO number and invoice that it is related to.



NHS Wales Delivery
Locations.xlsx

Lead Times

All suppliers are required to ensure that the lead times quoted are achievable and realistic and are in adherence with the requirements of the contract. Lead times for deliveries should be detailed under the agreement and must be no longer than 7 days. If in any instance this cannot be accommodated, this must be raised immediately to allow any issues to be discussed and resolved.

CRITERIA FOR DELIVERIES TO NWSSP PROCUREMENT SERVICES

BRIDGEND

**Bridgend Storage & Distribution Centre
(NHS Wales Shared Services Partnership – Procurement Services)
Princess of Wales Hospital, Coity Road, Bridgend CF31 1UZ**

(To be read in conjunction with the Conditions of Contract for the Purchase of Goods (and/or Services) and any Special Conditions and Notes for Tenderers that may apply)

When delivering to site, drivers MUST adhere to all local health & safety guidance.

1. VEHICLES

- Rear loading vehicles only
- Must be suitable for use with Dock leveller minimum height 43 inches

2. PALLETS

- Wooden pallets **must be** Standard Type
Size 48 inches x 40 inches x Height 40 inches (1200mm x 1000mm x 1000mm)
- Central Stores racking **cannot** accommodate Euro Pallets
- All pallets **must be** shrink wrapped and be of good condition
- All mixed content pallets **must be** clearly marked
- All bulk deliveries **must be** palletised
- Small parcel traffic exceeding 1 layer of a standard wooden pallet (1200 x 1000 x 1000) **must be** palletised
- Pallets **must not** exceed 1.2 meters in height
- Individual boxes **must not** exceed 20kg in weight
- Pallets **must not** exceed 900kg in weight

If the above criteria is not adhered to, NWSSP reserve the right to reject the delivery and the supplier will be required to cover the costs of the collection and removal.

3. BOOKING IN

- All deliveries **must be** pre-booked, failure to do so may result in deliveries being refused
- Please book in deliveries on Telephone Numbers 01656 641240/ 641224/ 641201
- Suppliers **must** indicate where fixed delivery days are used
- Deliveries to be made on Monday to Thursday between the hours of 06:00am until 08:00pm, Fridays 06:00am until 06:00pm
- **Where Carriers are used, it is the responsibility of Suppliers to ensure all above criteria is met.**

4. LEAD TIMES

- Delivery is required within 7 days of order date.
- This requirement applies year round including Bank Holidays and Christmas.
- If your production plant and/or Administration Department closes down for Summer/Christmas/Bank Holidays you must advise us of this and how you will ensure continuity of supply.

NB: BULK SUPPLY IN ADVANCE IS NOT AN OPTION.

CRITERIA FOR DELIVERIES TO NWSSP PROCUREMENT SERVICES

NEWPORT

**Newport IP5 Storage & Distribution Centre
(NHS Wales Shared Services Partnership – Procurement Services)
Imperial Park Unit 5, Celtic Way NP10 8BE**

(To be read in conjunction with the Conditions of Contract for the Purchase of Goods (and/or Services) and any Special Conditions and Notes for Tenderers that may apply)

When delivering to site, drivers MUST adhere to all local health & safety guidance.

1. VEHICLES

- Rear and side loading vehicles are acceptable

2. PALLETS

- Wooden pallets **must be** Standard Type
Size 48 inches x 40 inches x Height 40 inches (1200mm x 1000mm x 1000mm)
- Central Stores racking **cannot** accommodate Euro Pallets
- All pallets **must be** shrink wrapped and be of good condition
- All mixed content pallets **must be** clearly marked
- All bulk deliveries **must be** palletised
- Small parcel traffic exceeding 1 layer of a standard wooden pallet (1200 x 1000 x 1000) **must be** palletised
- Pallets **must not** exceed 1.2 meters in height
- Individual boxes **must not** exceed 20kg in weight
- Pallets **must not** exceed 900kg in weight

If the above criteria is not adhered to, NWSSP reserve the right to reject the delivery and the supplier will be required to cover the costs of the collection and removal.

3. BOOKING IN

- All deliveries **must be** pre-booked, failure to do so may result in deliveries being refused
- Please book in deliveries on Telephone Number 01495 300850
- Suppliers **must** indicate where fixed delivery days are used
- Deliveries to be made on Monday to Friday between the hours of 06:30am until 5:00pm.
- **Where Carriers are used, it is the responsibility of Suppliers to ensure all above criteria is met.**

4. LEAD TIMES

- Delivery is required within 7 days of order date.
- This requirement applies year round including Bank Holidays and Christmas.
- If your production plant and/or Administration Department closes down for Summer/Christmas/Bank Holidays you must advise us of this and how you will ensure continuity of supply.

NB: BULK SUPPLY IN ADVANCE IS NOT AN OPTION.

CRITERIA FOR DELIVERIES TO NWSSP PROCUREMENT SERVICES

DENBIGH

**Denbigh Storage & Distribution Centre
(NHS Wales Shared Services Partnership – Procurement Services)
Colomendy Industrial Estate, Denbigh, LL16 5TA**

(To be read in conjunction with the Conditions of Contract for the Purchase of Goods (and/or Services) and any Special Conditions and Notes for Tenderers that may apply)

When delivering to site, drivers MUST adhere to all local health & safety guidance.

1. VEHICLES

- Rear loading vehicles only
- Must be suitable for use with Dock leveller minimum height 38 inches

2. PALLETS

- Wooden pallets **must be** Standard Type
Size 48 inches x 40 inches x Height 48 inches (1200mm x 1000mm x 1200mm)
- Central Stores racking **cannot** accommodate Euro Pallets
- All pallets **must be** shrink wrapped and be of good condition
- All mixed content pallets **must be** clearly marked
- All bulk deliveries **must be** palletised
- Small parcel traffic exceeding 1 layer of a standard wooden pallet (1200 x 1000 x 1200) **must be** palletised
- Pallets **must not** exceed 1.2 meters in height
- Individual boxes **must not** exceed 20kg in weight

If the above criteria is not adhered to, NWSSP reserve the right to reject the delivery and the supplier will be required to cover the costs of the collection and removal.

3. BOOKING IN

- All deliveries **must be** pre-booked, failure to do so may result in deliveries being refused
- Suppliers **must** indicate where fixed delivery days are used
- Deliveries to be made on Monday to Friday between the hours of 06:00am and 16:00pm
- **Where Carriers are used, it is the responsibility of Suppliers to ensure all above criteria is met.**

4. LEAD TIMES

- Delivery is required within 7 days of order date.
- This requirement applies year round including Bank Holidays and Christmas.
- If your production plant and/or Administration Department closes down for Summer/Christmas/Bank Holidays, you must advise us of this and how you will ensure continuity of supply.
- **NB: BULK SUPPLY IN ADVANCE IS NOT AN OPTION.**

CRITERIA FOR DELIVERIES TO NWSSP PROCUREMENT SERVICES

CARDIFF LAKESIDE

Lakeside Stores

University Hospital of Wales, Heath Park, Cardiff, CF14 4XW

(To be read in conjunction with the Conditions of Contract for the Purchase of Goods (and/or Services) and any Special Conditions and Notes for Tenderers that may apply)

When delivering to site, drivers MUST adhere to all local health & safety guidance.

1. VEHICLES

- Rear loading vehicles only
- Must be suitable for use with Dock leveller minimum height 43 inches

2. PALLETS

- Wooden pallets **must be** Standard Type
Size 48 inches x 40 inches x Height 74 inches (1200mm x 1000mm x 1900mm) or;
- Euro Size 48 inches x 31 inches x Height 74 inches (1200mm x 800mm x 1900mm)
- All pallets **must be** shrink wrapped and be of good condition
- All mixed content pallets **must be** clearly marked
- All bulk deliveries **must be** palletised
- Pallets **must not** exceed 1.9 meters in height
- Individual boxes **must not** exceed 20kg in weight
- Pallets **must not** exceed 900kg in weight
- Pallets on vans without a tail lift may be **refused**

If the above criteria is not adhered to, NWSSP reserve the right to reject the delivery and the supplier will be required to cover the costs of the collection and removal.

3. BOOKING IN

- Suppliers **must** indicate where fixed delivery days are used
- The PO number and department/ward must be clearly visible on the delivery note
- Deliveries to be made on Monday to Friday between the hours of 07:30am and 16:00pm
- **Where Carriers are used, it is the responsibility of Suppliers to ensure all above criteria is met.**

4. LEAD TIMES

- Delivery is required within 7 days of order date.
- This requirement applies year round including Bank Holidays and Christmas.
- If your production plant and/or Administration Department closes down for Summer/Christmas/Bank Holidays, you must advise us of this and how you will ensure continuity of supply.

NB: BULK SUPPLY IN ADVANCE IS NOT AN OPTION.

Acknowledgement

Bidders should note the specific question related to delivery requirements within the tender and should sign below to confirm their understanding of this matter and re-attach to the Tender where specified. This document constitutes part of the contract, with the Contracting Authority of Velindre NHS Trust (as hosts of NHS Wales Shared Services Partnership – Procurement Services).

Company Name

Name

Position

Signed

Date