

# UPVC Windows and Doors (Including Installation) Framework Agreement

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## User Guide

Ref No: 712





## About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services. Established in 1974 by a group of 13 local authorities, we’re the UK’s largest public sector buying organisation and we’re still 100% publicly-owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the heart of the public sector. Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.

### Helping you navigate the world of your procurement

The world of procurement is complex, with competing demands and increasing pressures. Through collaboration, we provide products and services to meet your needs as individuals and collectives, through our wide range of procurement categories and frameworks. Navigating the world of procurement needs to be easy, quick and effective for both buyers and suppliers, and needs to help you make sure that every penny counts. We believe that through our procurement activity there’s an opportunity to make an impact and a real difference, by delivering social value and outcomes in the communities we serve.

## Overview

Start date:	16 February 2016
Expiry date:	15 February 2018
Extension(s) (if applicable):	Up to 2 years
Contracting authority (CA) call-off period:	CAs can specify a contract period, based on the term that will best suit their requirements. YPO generally recommend a call-off period of no longer than 5 years
Contract notice ref. no:	2015/s 245-445031
Potential maximum value:	£12,000,000
Rebate:	2% paid by supplier/provider
Geographical location(s):	National

Specification, overview  
and lot structure

This framework agreement covers the supply and installation of UPVC windows, doorsets and products for the public sector. The framework has been created in partnership with Secured BY Design to help to reduce the opportunity for crime to occur in relation to the manufacturing and installation of UPVC windows and doorsets. UPVC products such as fascia board, silicones and fixings can also be procured.

LOT	DESCRIPTION	METHOD OF AWARD 'CALL-OFF' CONTRACTS
1	Supply of UPVC windows, doors and composite door sets	By further competition only
2	Supply and installation of UPVC windows, doors and composite door sets	By further competition only
3	Supply of UPVC products (i.e. fascia board, soffits, silicones and sealants)	By direct award

Benefits of using the  
framework agreement

YPO's framework agreements are established to allow customers to purchase goods, works or services from suppliers/providers via either direct award or further competition.

Benefits of using the framework agreement:

- YPO can fully manage the customers further competition (call-off) process if required.
- Reduced timescales – customers do not need to run a full OJEU procurement if procuring via the framework agreement.
- Assured supplier standards – suppliers/providers are ‘pre-qualified’ as to their general suitability.
- Aggregation of spend – customers will receive the benefits of the aggregated spend volume and increased leverage in the market.
- Pre-defined terms and conditions – when awarding contracts customers have the option to use YPO’s standard framework agreement terms and conditions as established or use their own terms and conditions.

## Suppliers/providers

LOT 1 UPVC windows and doorsets – supply only	LOT 2 UPVC windows and doorsets – supply and installation	LOT 3 UPVC products – supply only
Camden Group	Anglian Building Products, a division of Anglian Windows Limited	Twinfast Ltd T/A Knight Building Products
D & I Window Solutions Ltd	D & I Window Solutions Ltd	
BMDC T/A Industrial Services Group	BMDC T/A Industrial Services Group	
Nova Group Limited	Sovereign Group Ltd	
Sovereign Group Ltd		

How to award/call-off  
from the framework

To access the framework agreement, customers should complete and return the Non-Disclosure and Customer Access Agreement.

**Direct award****Lot 3 only**

As only one supplier/provider was awarded on to lot 3, customers can approach the supplier/provider directly with their requirement to ascertain price and award.

**Further competition**

To achieve the best possible value, we recommend opening up competition again via a further competition.

With this option, the framework suppliers/providers would be invited to bid based on your specific requirements.

The further competition can either be issued on your behalf by YPO via our e-tendering system, or alternatively you can run a further competition yourself via your own portal. Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation.

YPO can help customers produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition. Clarification responses, evaluation of further competition submissions, drafting of award letters and contracts and applicable Contract Award Notices are elements of the process that will need to be completed by the customer. Customers must inform YPO of the outcome of any further competition they undertake themselves.

When running a further competition, customers should award based on the most economically advantageous tender and must provide suppliers/providers with the methodology behind the evaluation, including the evaluation criteria and the weightings that are applied.

The weightings for cost, quality, delivery, customer service and added value can be re-opened for evaluation within the further competition (or the customer may pull through any element of the YPO quality scoring (quality, delivery, customer service and/or added value) from the framework establishment stage – detail can be provided on request).

Customers can also set any appropriate KPI's and/or service levels within the quality award criteria, however they may not ask the quality questions that were asked by YPO at framework establishment – this information can be provided on request.

The selection/award criteria used to establish the framework agreement was:

CRITERION	PERCENTAGE WEIGHTINGS
Cost	40%
Quality	30%
Delivery & Customer Service	20%
Added Value	10%

When re-opening competition, YPO recommends that the weightings do not fluctuate by more than 10%. It is at the discretion of the customer conducting the further competition to alter the weightings by more than 10%.

## Term and conditions

Suppliers/providers awarded to the framework agreement have agreed to and signed YPO's standard Terms and Conditions. These can be amended by the CA and supplier/provider by mutual agreement to include additional terms to supplement the standard Terms and Conditions. A variation form is included in the standard Terms and Conditions document to allow customers and suppliers/providers to amend any terms if required.

## Contact information

For further information or to discuss individual requirements, please use the contact details below:

**Laura Hills**  
Category Buyer | Facilities Management  
Tel: **01924 664 348** | Email: **[laura.hills@ypo.co.uk](mailto:laura.hills@ypo.co.uk)**



**STAGE 1**Initial Customer  
Enquiry

- Customer contacts YPO for information
- YPO will send customer a copy of the User Guide, NDA and Access Agreement
- Customer signs and returns NDA

**STAGE 2**NDA/Access  
Agreement Returned  
to YPO

- Following receipt of signed NDA, YPO may send the customer a Further Competition Template, Bank of Optional Questions, and Framework Agreement Scope
- YPO may provide the customer with a unique reference number for the further competition, which should be references on all documentation
- Customer completes the documents and sends to YPO
- If the customer decides to undertake their own further competition YPO must be informed via e-mail

**STAGE 3**

Further Competition

- YPO can issue further competition documents to all suppliers/providers on the framework agreement. If the customer decides to undertake their own further competition, they must invite all suppliers/providers within the applicable lot on the Framework Agreement
- YPO will manage any clarifications that are received from potential suppliers/providers (customers will need to provide clarification responses)
- At the submission closing date YPO will provide the customer with access to all submissions
- Customers can then evaluate (offline) the submissions and prepare acceptance and rejection letters

**STAGE 4**

Contract Award

- YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal
- Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days
- A Contract Award Notice following any award via the framework agreement must be published within 30 days