

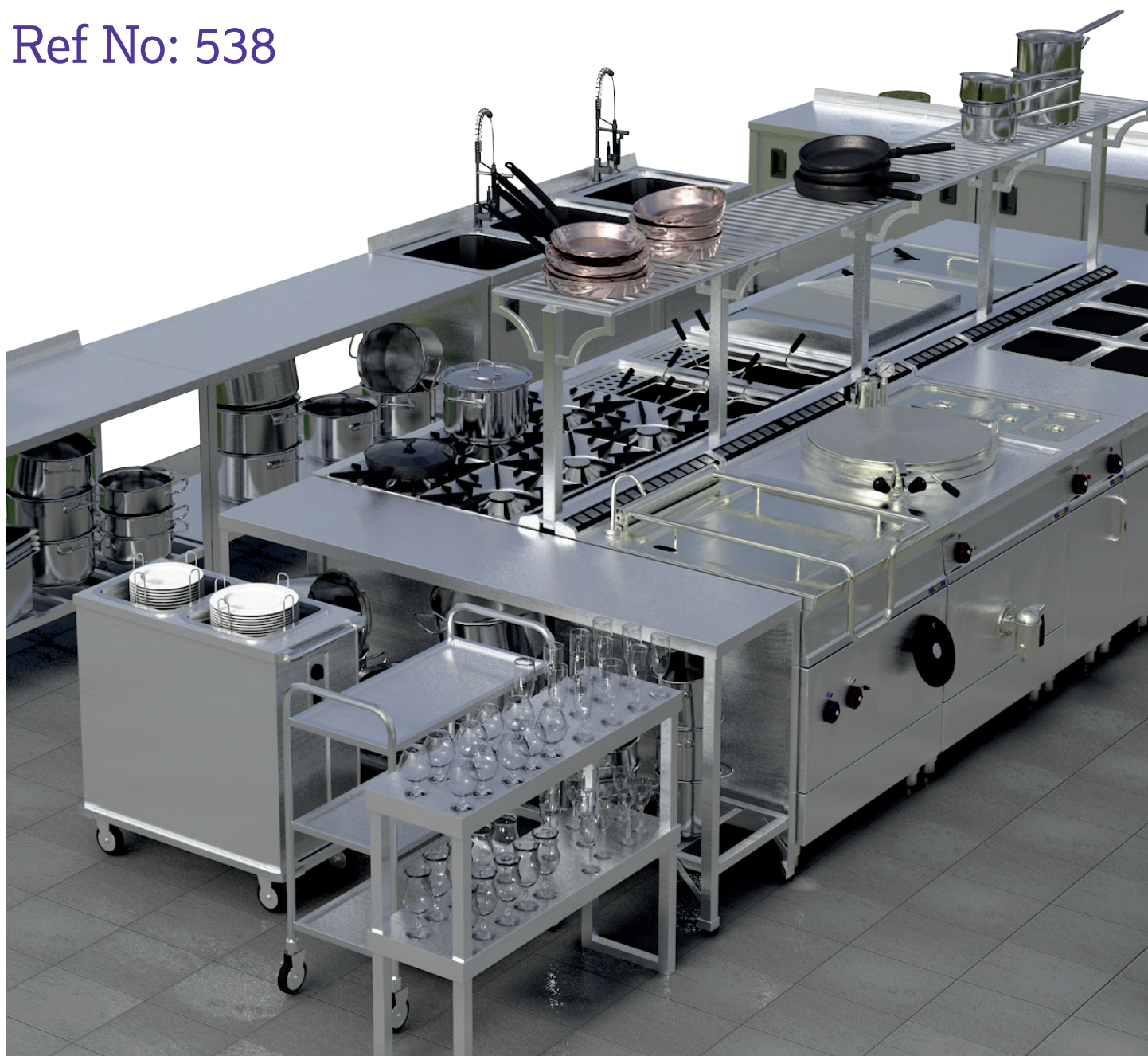
Better value, delivered.



Catering Disposables Framework Agreement

User Guide

Ref No: 538



Feeding your world | Food & Catering



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:	11 November 2015
Expiry date:	10 November 2019
Extension(s) if applicable:	Not applicable
Contracting authority call-off (CA) period:	CAs can specify a contract period, based on the term that will best suit their requirements
Contract notice ref no:	2015/S 149-274960
Corrigendum (if applicable):	Not applicable
Contract award notice ref no:	2015/S 228-415025
Potential maximum value:	£7,000,000
Rebate:	2% paid by the supplier based on spend
Geographical location(s):	National

Specification, overview and lot structure

This is a UK wide framework agreement that is available to any eligible UK public sector organisation. The framework can be used to procure services both above and below the OJEU threshold.

The contract can be accessed for stock supply through the YPO catalogues and also by direct award call-off or further competition.

LOT	DESCRIPTION	METHOD OF CALL-OFF CONTRACTS
1	Foam Hot Drink Cups A	Direct award
2	Foam Hot Drink Cups B	Direct award
3	Paper Hot Drink Cups A	Direct award
4	Paper Hot Drink Cups B	Direct award
5	Paper Cold Drink Cups A	Direct award
6	Paper Cold Drink Cups B	Direct award
7	Plastic Cold Drink Cups A	Direct award
8	Plastic Cold Drink Cups B	Direct award
9	Plastic Cup Holder	Direct award
10	Paper and Film Food Bags A	Direct award
11	Paper and Film Food Bags B	Direct award
12	Paper and Film Food Bags C	Direct award
13	Paper Food Bags A	Direct award
14	Paper Food Bags B	Direct award
15	Paper Food Bags C	Direct award
16	Children's Lunch Boxes	Direct award
17	Straws and Lolly Sticks	Direct award
18	Paper Plates	Direct award
19	Foam Plates	Direct award
20	Plastic Cutlery	Direct award
21	Foam Food Cartons and Trays A	Direct award
22	Foam Food Cartons and Trays B	Direct award
23	Foam Food Cartons and Trays C	Direct award
24	Paper Food Cartons and Trays A	Direct award
25	Paper Food Cartons and Trays B	Direct award
26	Paper Food Cartons and Trays C	Direct award
27	Plastic Food Cartons and Trays A	Direct award
28	Plastic Food Cartons and Trays B	Direct award
29	Paper Food Cartons and Trays C	Direct award

LOT	DESCRIPTION	METHOD OF CALL-OFF CONTRACTS
30	Bun/Muffin Cases	Direct award
31	Aluminium Foil	Direct award
32	Cling Film	Direct award
33	Baking Parchment	Direct award
34	Catering Disposables - Direct Supply	Further competition

Any supplier/provider who was awarded on to lots 1-33 were automatically awarded on to lot 34 for contractual supply.

Lot 34 will be executed on a contractual basis whereby the end customer places an order with the supplier/provider, quoting the contract number 000538; the order will then be carried out under the terms of this framework. Invoicing would be between the customer and the supplier/provider.

Customers are able to order anything from the chosen suppliers/providers range and receive the YPO pricing.

Customers should request the YPO access agreement, complete this and return prior to ordering so that YPO has a recognisable audit trail of customers who have bought through the framework.

A further competition can be carried out to re-establish competition, cost and quality. YPO can undertake a further competition on behalf of the customer. In this situation invoicing would be between YPO and the customer. If the customer wishes to undertake the further competition on their own the invoicing would be between the customer and the supplier/provider.

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 direct award or further competition.

Benefits of using the framework agreement:

- YPO can fully manage the customer's further competition (call-off) process if required.
- 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.

- Reduced timescales – customers do not need to run a full OJEU procurement if procuring via this framework agreement, as this has already been undertaken by YPO. Customers will simply need to identify their requirements, present these to the market and award a contract. Suppliers/providers will also benefit from this, as they only need to complete one OJEU procurement.
- Ease of use – the framework is simple to use, with expert procurement advice available from YPO.
- Choice of supplier/provider – the framework offers an excellent choice in suppliers/providers, details of these can be found below.
- Legality – the framework is fully legal and in line with EU regulations, as EU procurement rules introduced in 2006 specifically recognise framework agreements as a legitimate route to market. This reduces procurement risk for customers, and reduces bureaucracy in the procurement process.

Suppliers/providers

SUPPLIER/ PROVIDER	CONTACT	ADDRESS
Abena UK Ltd	Alison Weller Tel: 07967 029837 Email: asm@abena.co.uk	Sprint Point Coventry Business Park Coventry CV5 6US
Bunzl Catering Supplies	Fay Armstrong Tel: 0751 597 3348 Email: fay.armstrong@bunzl.co.uk	Birch Coppice Business Park Danny Morson Way Dordon Staffordshire B78 1SE
Hannah Food Service	Gary Hannah Tel: 01695 51400 Email: g.hannah@hannahfoods.co.uk	Raymond House 4 Garnett Place Skelmersdale Lancashire WN8 9UB
Wilkes Catering Supplies	Simon Wilkes Tel: 01924 237755 Email: simonw@wilkesgroup.co.uk	Spa Street Wakefield West Yorkshire WF5 0HP

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

- Where an end user is able to identify the supplier/provider who can provide the lowest priced goods/services to meet the supply requirement.
- The process for allocating the call-off order will comprise of a direct approach to the supplier/provider and the issuing of an official purchase order to the supplier/provider. Please ensure the contract number is referenced – 000538.
- Any supplier/provider who was awarded on to lots 1-33 were automatically awarded on to lot 34 for direct supply.
- Will be executed on a contractual basis whereby the end customer places an order with the supplier/provider, quoting the contract number 000538; the order will then be carried out under the terms of this framework.
- Invoicing would be between the customer and the supplier/provider.
- Customers are able to order anything from the chosen suppliers/providers range and receive the YPO pricing.
- Customers should request the YPO access agreement, complete this and return prior to ordering so that YPO has a recognisable audit trail of customers who have purchased through the framework.

Further competition

- This option applies when the end user is not able to identify the supplier/provider who can provide the lowest price for the goods/services.
- 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 selection/award criteria used to establish the framework agreement was:

CRITERION	PERCENTAGE WEIGHTINGS
Cost	60%
Quality	15%
Customer Service and Delivery	15%
Sustainability	10%

The weightings for cost, quality, delivery, customer service and added value can be re-opened for evaluation within the further competition. Customers can also set any appropriate KPI's and/or service levels within the quality award criteria.

Once the decision has been made to award, it is advised that for further competitions above the OJEU threshold, customers run a 10-day standstill period.

Terms 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:

Sally Williamson
Category Buyer - Catering | Food & Catering
Tel: **01924 834857** | Email: **sally.williamson@ypo.co.uk**

Ryan Pygott
Assistant Category Buyer - Catering | Food & Catering
Tel: **01924 834859** | Email: **ryan.pygott@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 completes and returns NDA and Access Agreement



STAGE 2
NDA/Access
Agreement Returned
to YPO

- Following receipt of signed NDA/Access Agreement 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 code for the further competition, which will be referenced 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 required by the customer
- 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 customers 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 (YPO are able to do this on behalf of the customer if required)