

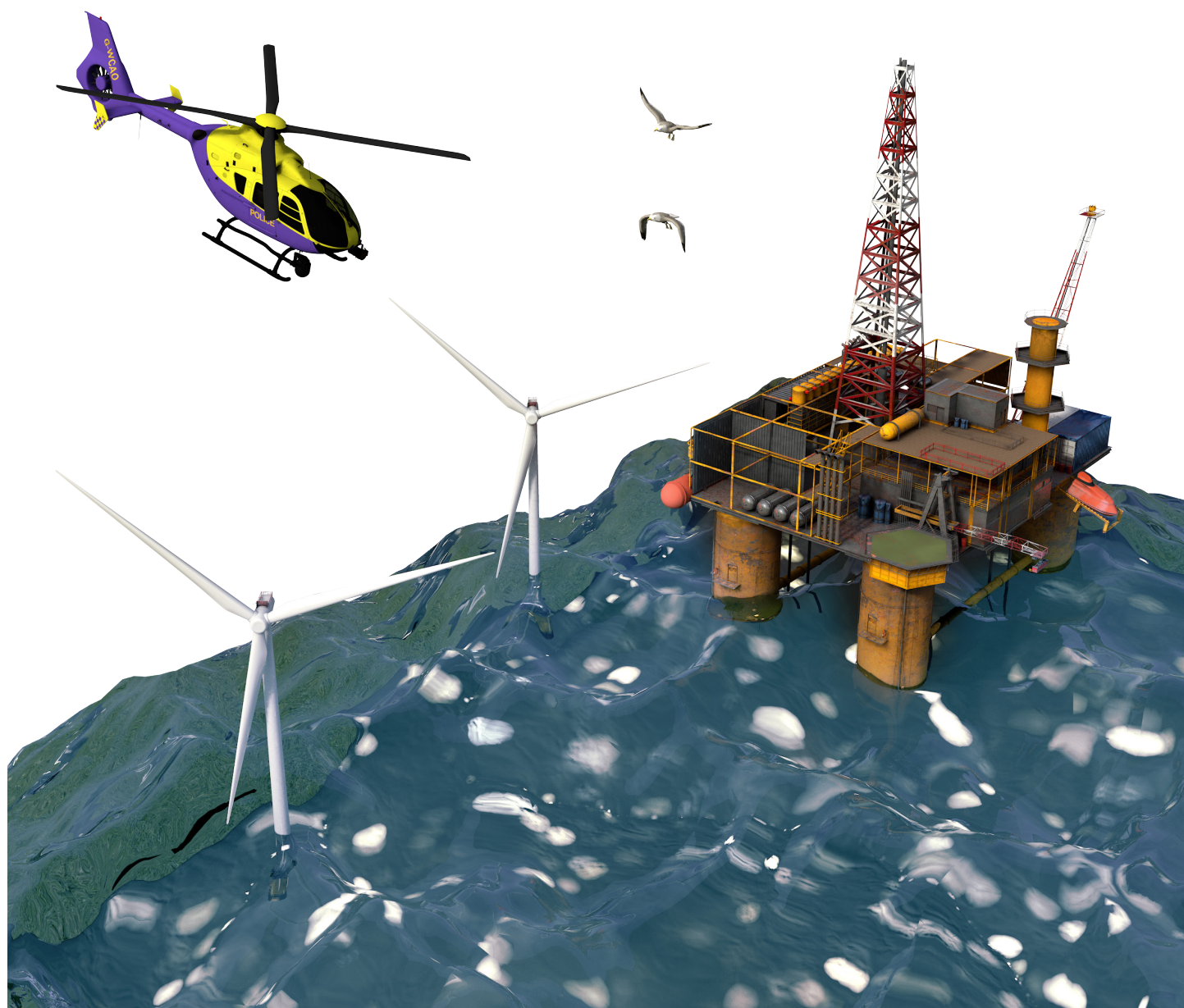
Better value, delivered.



Liquid Fuels Framework Agreement

User Guide

Ref No: 981



Fuelling your world | Utilities



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:	22 November 2019
Expiry date:	21 November 2021
Extension(s) (if applicable):	2 years with 2 possible 12-month extensions
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 2 years
Contract notice ref. no:	2019/2 170-414916
Corrigendum (if applicable):	N/A
Potential maximum value:	£200-£300 million
Rebate:	0.25p per litre rebate for lots 1-39, 1% for lot 40 and 0.25p per litre for lot 41 paid by supplier/provider
Geographical location(s):	National

Specification, overview and lot structure

This framework is a one-stop shop for liquid fuels and associated services including tanks and cards.

Lot structure

Lots 1 – 38 are specific to a particular incumbent customer’s liquid fuel requirements who were active in the previous framework.

Lot 39 applies to the liquid fuel specifications and requirements for any new business and customers that are not included in the other lots.

Lot 40 applies to the supply and installation of fuel tanks for bulk storage of liquid fuels.

Lot 41 applies for the provision of a range of fuel cards and associated services.

The fuels specification below are the minimum requirements, but we can also request additional fuel types in line with the market.

PRODUCT	STANDARD
Gas Oil	BS 2869 Class A2 & D or equivalent
Kerosene	BS 2869 Class C2 or equivalent
Medium Fuel Oil	BS 2869 Class F or equivalent
Ultra Low Sulphur Diesel	BS EN 590 or equivalent
Ultra Low Sulphur Petrol	BS EN 228 or equivalent
Biodiesel (Inc. for use as bio heating oil)	BS EN 14214 or equivalent
High Octane (super) unleaded petrol	BS 7800 or equivalent
Adblue or Diesel Exhaust Fluid	ISO 22241 or equivalent
Gas Oil Equivalent	BS EN 590 or equivalent
Marine Oil	RS 2869 Class A2 (FAME Free) or equivalent

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

Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd and Standard Fuel Oils Ltd

Lot 2

Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd and BWOC Ltd

Lot 3

Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd and BWOC Ltd

Lot 4

Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd, Standard Fuel Oils Ltd and BWOC Ltd

Lot 5

Certas Energy UK Ltd, Crown Oil Ltd, Rix Petroleum (Hull) Ltd and Standard Fuel Oils Ltd

Lot 6

Certas Energy UK Ltd, Standard Fuel Oils Ltd and BWOC Ltd

Lot 7

Certas Energy UK Ltd

Lot 8

Certas Energy UK Ltd and BWOC Ltd

Lot 9

Certas Energy UK Ltd and BWOC Ltd

Lot 10

Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd and BWOC Ltd

Lot 11

Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd, Standard Fuel Oils Ltd and BWOC Ltd

Lot 12

Certas Energy UK Ltd and Rix Petroleum (Hull) Ltd

Suppliers/providers

- Lot 13**
Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd, Standard Fuel Oils Ltd and BWOC Ltd
- Lot 14**
Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd, Standard Fuel Oils Ltd and BWOC Ltd
- Lot 15**
Certas Energy UK Ltd, Standard Fuel Oils Ltd and BWOC Ltd
- Lot 16**
Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd and BWOC Ltd
- Lot 17**
Certas Energy UK Ltd, Crown Oil Ltd, Rix Petroleum (Hull) Ltd and Standard Fuel Oils Ltd
- Lot 18**
Rix Petroleum (Hull) Ltd
- Lot 19**
Certas Energy UK Ltd, Crown Oil Ltd, Rix Petroleum (Hull) Ltd and BWOC Ltd
- Lot 20**
Certas Energy UK Ltd and Rix Petroleum (Hull) Ltd
- Lot 21**
Certas Energy UK Ltd and BWOC Ltd
- Lot 22**
Certas Energy UK Ltd and BWOC Ltd
- Lot 23**
Certas Energy UK Ltd and Rix Petroleum (Hull) Ltd and BWOC Ltd
- Lot 24**
Certas Energy UK Ltd and Rix Petroleum (Hull) Ltd and BWOC Ltd
- Lot 25**
Certas Energy UK Ltd and Rix Petroleum (Hull) Ltd
- Lot 26**
Certas Energy UK Ltd
- Lot 27**
Certas Energy UK Ltd and Rix Petroleum (Hull) Ltd
- Lot 28**
Certas Energy UK Ltd and Rix Petroleum (Hull) Ltd
- Lot 29**
Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd and Standard Fuel Oils Ltd
- Lot 30**
Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd, Standard Fuel Oils Ltd and BWOC Ltd
- Lot 31**
Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd and BWOC Ltd
- Lot 32**
Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd, Standard Fuel Oils Ltd and BWOC Ltd

Suppliers/providers

- Lot 33

Certas Energy UK Ltd and Rix Petroleum (Hull) Ltd
- Lot 34

Certas Energy UK Ltd, Craggs Energy Ltd, Rix Petroleum Ltd and BWOC Ltd
- Lot 35

Certas Energy UK Ltd, Standard Fuel Oils Ltd and BWOC Ltd
- Lot 36

Certas Energy UK Ltd, Rix Petroleum Ltd and BWOC Ltd
- Lot 37

Certas Energy UK Ltd, Craggs Energy Ltd, Rix Petroleum Ltd and Standard Fuel Oils Ltd
- Lot 38

Certas Energy UK Ltd, Standard Fuel Oils Ltd and BWOC Ltd
- Lot 39

Certas Energy UK Ltd, Crown Oil Ltd, Rix Petroleum (Hull) Ltd and Standard Fuel Oils Ltd
- Lot 40

Certas Energy UK Ltd, Craggs Environmental Ltd and Rix Petroleum (Hull) Ltd
- Lot 41

Certas Energy UK Ltd, Rix Petroleum (Hull) Ltd and UK Fuels 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. A further competition must then be undertaken as below.

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)

How to award/call-off from the framework

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 suppliers/providers to the framework agreement was as below:

- Assurance that YPO customers receive products throughout the life of the contract to the stated minimum specification
- Details of collection and disposal of incorrect or damaged goods
- Environmental initiatives offered
- Security of supply – YPO customers expect suppliers to provide a continuous service with minimal disruption to supply
- Delivery lead time within 72 hours upon order placement – key performance indicator for supplier management
- Maximum delivery tolerance of 5%
- Account managers and designated YPO contacts
- Product/technical support
- Clear process for complaints and escalations
- Project management for lot 40
- Web portal for lot 41

CRITERION - LOT 39	PERCENTAGE WEIGHTINGS
Cost	80%
Quality, Delivery, Customer Service and Account Management	20%
CRITERION - LOTS 40 AND 41	PERCENTAGE WEIGHTINGS
Cost	50%
Quality and Account Management	50%

Lots 39, 40 and 41

The weightings for cost and quality, delivery, customer service and account management 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.

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:

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