

Better value, delivered.



Complete Office Solutions Framework Agreement

User Guide

Ref No: 697



Creating your world | Furniture



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

A framework which combines a full tailored office furniture solution incorporating a wide range of desks, storage, tables and upholstered seating including breakout and meeting furniture suitable for use in any office environment. This framework allows customers to direct award or run a further competition which YPO can conduct on your behalf (at no cost to you) taking care of all the key areas such as specification and evaluation, making the process totally hassle free and compliant.

Who can use this framework?

This framework is available to the wider public sector, including offices, public buildings, schools, local government departments including: police and fire services, social services, catering, transport, highways, buildings services, admin and waste management as well as emergency service authorities.

Start date:	1 June 2017
Expiry date:	31 May 2021
Extension(s) if applicable:	Not applicable
Contracting authority call-off (CA) period:	CAs are free to decide the length of the call off contract under this framework
Contract notice ref no:	2017/S 056-103260
Corrigendum (if applicable):	Not applicable
Contract award notice ref no:	2017/S 128-260843
Potential maximum value:	£50m - £60m
Rebate:	2.5% paid by supplier/provider
Geographical location(s)	National

Specification overview and lot structure

The framework has been designed to provide customers with a fully tailored office furniture solution. Therefore, the framework has only one lot and all the providers appointed to the framework are office furniture companies.

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.

Through the framework, customers can procure a wide range of office furniture solutions incorporating workstations, storage, swivel chairs, breakout and meeting furniture on a contractual basis by direct award or conducting a further competition.

The minimum product specifications required under this framework are listed below:

PRODUCT SPECIFICATION
<p>All desking storage and components to have a 10-year guarantee and upholstered items including screens to have a 5-year guarantee.</p> <p>All upholstered items excluding screens to be priced in a selection of fabrics with 100% virgin wool composition, FR treated to BS 5852:2006 Section 4 Ignition Source 5.</p> <p>Screens are to be covered in a selection of fabrics with 100% recycled Flame-Retardant Polyester composition to BS 5852:2006 Section 4 Ignition Source 5.</p> <p>All products tested but not limited to BS EN 527:2002 parts 2 and 3 or equivalent, BS EN 1335-2:2009, BS EN 1335-3:2009 or equivalent, BS EN 16139:2013 level 1 or equivalent BS EN 15372:2008 level 2 or equivalent.</p> <ul style="list-style-type: none">• Bench style workstations: rectangular, clusters of 2,4 and 6 available in a range of sizes• Cable management including power leads and risers• Screens: fabric screens with aluminium surround and integrated tool rail• Height adjustable desk: back to back, standalone available in a range of sizes• Lockers: metal 1 shelf per compartment and combination lock available in range of sizes• Storage: hinged lockable double door cupboards, side opening lockable tambour units both supplied with shelves/a variety of internal fitments and/or shelves as specified. Bookcases supplied with shelf and shelves• Swivel chairs: medium/high back, 5-star nylon base, adjustable arms, seat tilt and back tilt, fully upholstered/mesh back• Seating: meeting, dining, multi-functional, breakout including meeting POD's and single person workspaces, modular seating• Tables: rectangular, circular, coffee, meeting, breakout, tilt top, adjustable laptop

Customer benefits

- Complete office furniture solutions all under one framework
- Hassle free and compliant
- Full support with further competitions, evaluation and drafting/reviewing call offs
- Expert product knowledge and advice
- Tailored and bespoke service
- Space planning and design service from all suppliers/providers
- Reduced timescales - with no need to publish requirements by OJEU or pre-qualify suppliers/providers

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:

- Full support service – from further competition to evaluation YPO can conduct on your behalf (at no cost to you) taking care of all key areas making the process totally hassle free and compliant.
- 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.
- Legality – the framework is fully compliant and in line with the Public Contract Regulations 2015 (PCR 2015), 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.
- Assured supplier standards – suppliers/providers appointed onto this framework are 'pre-qualified' as to their general suitability. This means when buying services from them, customers are assured that they can meet specified requirements.
- Aggregation of spend - customers will receive the benefits of an aggregated volume of spend and the benefits associated with an increased leverage on 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



BOF Group Limited

John Tovey
01656 643780
jtovey@bof.co.uk

BOF create inspiring environments for working & learning. Our independence enables unlimited marketplace access. With over 30 years' experience as Education, Public & Private sectors furniture specialists, BOF supply national frameworks



Emergent Crown Contract Office Furnishings Ltd

Philip Gill
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Over 30 years ago, we decided to create an office furniture company that did more than just sell furniture. We wanted to change spaces into working places. So, we gathered a team of people together who understood furniture and we started listening to what our customers really wanted. We are proud to say that we still work the same way today. Our strength lies in being both big and small at the same time. As an organisation, we are large enough to have the scale and infrastructure to design, manufacture and deliver the most demanding National Contracts. But we are also small enough to make sure that we don't overlook the small details.



Flexiform Business Furniture Ltd

Andy Price
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Flexiform is an all-in-one Workspace Designer, Manufacturer and Installer with over 40-years' experience. We offer a comprehensive, nationwide service including free site and storage surveys, Interior Design, Space Planning and Bespoke Furniture Design. With UK wide support and distribution HUBs we take projects from start to finish with outstanding ongoing customer support.



Office Depot

Julie Bedford

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tenders.helpdesk@officedepot.com

Office Depot has been serving the UK office products market, trading under a variety of different brands, since 1908. The first Office Depot business-to-business eCommerce site was launched in the United States in 1996, and we entered the contract sales market in the UK in 2003 through the acquisition of Guilbert S A.; a well-established company which had strengthened its market position through a series of mergers and acquisitions, which included W H Smith, Guilbert and Niceday. In January 2017, Office Depot UK Ltd, as well as all other European-based Office Depot businesses, became wholly owned by Aurelius Group. Through a partnership-based approach to account development, we support our customers to streamline their supply chains and deliver measurable cost improvements within a framework of world-class service provisions which include tailored delivery schedules of business-critical bespoke items.



Orangebox

Tracey Pearce

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Orangebox was born in the summer of 2002. From the outset, our powerful innovation focus gave us a compelling point of difference, enabling us to create products that responded to the changing world of work, helping our clients create more agile, collaborative and productive workplaces.

Continuous research and innovation remains at the heart of our business, and the valuable insight it provides helps makes us prescient about the evolving world of work. Smartworking® is our ever-increasing portfolio of furniture developed expressly to help create great collaborative workspaces.

Task Seating, meanwhile, is dedicated to perfecting the task chair to reflect changing demographics, tasks and workplaces, while improving ease of use, range of functions and sustainability.



Gresham Office Furniture

Lindsay Smith

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As one of the UK's leading designers and manufacturers of workplace furniture since 1976, our portfolio encompasses office desking, seating, storage and screens plus conference, leisure and breakout collections, offering a holistic solution to your furniture requirements. We are proud to showcase our extensive collection from a 'True UK Manufacturer'.

The **Senator** Group

Senator International Ltd

Mark Newton/Kevin Caine

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The Senator Group is a family owned, leading manufacturer of office furniture. Established in 1976, the company excels at bringing workspace visions to life through workplace design, product manufacture and installation. Based in Lancashire, UK, the company employs over 1500 staff producing office furniture for clients across the globe including private, public and not-for-profit sectors.



Triumph Furniture Ltd

Laura Morris

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An established British furniture manufacturer with over 70 years' experience. Working you to create innovative, functional and quality furniture. Specialising in cutting edge technology means short lead times, reliable delivery and complete flexibility. Our design team's focus on style and quality translates into highly effective work and breakout solutions for our customers.



Wagstaff Interiors Group

Lianne Gray

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Wagstaff was established in 1903 as a family owned company. With over 115 years' experience in the commercial furniture industry, Wagstaff is the only company of its size to have maintained its independence allowing us to provide product options and truly independent advice. We work closely with our clients, our supply chain and design team to identify products which will create an inspiring space for our clients to collaborate and socialise.

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

It is an efficient and simple process.

Customers can direct award for their desired value as there are no minimum or maximum limits to the amount that be purchased using the framework.

If a customer wishes to direct award to a specific supplier/provider not based on rankings, it may do so at its own liability, where it is able to justify from its own point of view, considering operational and logistical requirements, that the supplier/provider offers the most economically advantageous solution to the customer.

Below is a list of the suppliers/providers, and the ranking.

Awarded – Ranked 1st	Gresham
Awarded – Ranked 2nd	BOF Group
Awarded – Ranked 3rd	Senator
Awarded – Ranked 4th	Emergent Crown
Awarded – Ranked 5th	Wagstaff
Awarded – Ranked 6th	Flexiform
Awarded – Ranked 7th	Office Depot
Awarded – Ranked 8th	Triumph
Awarded – Ranked 9th	Orangebox

If you decide to direct award to a supplier/provider, we would require a signed NDA and we then would send the call-off T&C's for you to review and amend where necessary.

Once you are ready to place an order with the supplier/provider all contact details are provided within this guide. Orders must have the framework reference 000697 stated on all orders and a copy of every order should be sent to YPO – lauren.robinson@ypo.co.uk

Further competition

This option applies when the end user is not able to identify the supplier/provider who is able to provide the goods and services required, or alternatively where the end user prefers to undertake a further competition rather than a direct award.

The end user has the option to undertake a further competition which must involve all suppliers/providers appointed to the framework who can supply the goods/services required.

YPO can conduct the further competition on the customers behalf or this can be conducted by the customer, YPO can help/produce customers specifications, qualitative questions, drafting and reading of documents, pricing schedules, evaluation criteria to undertake a further competition, advertising, i.e clarification responses, evaluation of further competition submissions, drafting of award letters and contracts. Customers must inform YPO of the outcome of any further competition they undertake themselves.

Customers can choose to use YPO templates or use their own documents. Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation. 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 and Sustainability	20%
Delivery and Customer Service	20%

The weightings for cost, quality and sustainability, delivery and customer service 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.

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 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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