

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 one of the largest public sector buying organisations in the UK 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.

Framework overview

Start date:	07/06/2022
End date:	06/06/2026
Extension(s) (if applicable):	2 x 12 months
Contracting authority (CA) call-off period:	4 years
Contract notice ref. no:	2022/S 000-000709
Contract award notice ref. no:	2022/S 000-032662
Corrigendum (if applicable):	Not applicable
Potential maximum value:	£2.7m
Rebate:	3%
Geographical location(s):	National

Specification, overview and lot structure

The framework is designed to meet the needs of all public sector organisations, such as school kitchens, canteens and other food providers, to supply their requirements for crockery, cutlery, catering trays, cookware, food storage, glassware, kitchens knives, baking equipment, small kitchen appliances, transportation boxes, utensils, buffet display and menus.

This framework provides customers with a route to market for all light catering equipment, meaning customers do not need to publish their requirements on Find a Tender or pre-qualify suppliers in order to procure services from them.

Customers can 'call-off' from this framework agreement (i.e. use this framework to establish a contract). Customers can either complete this call-off via a direct award, whereby a customer selects a supplier without running a competition based on their specific requirements, or via a further competition for orders over £2,500, in which a customer runs a small competition providing suppliers with the details of their requirement, and each supplier provides a quote based on this information.

Lot 1 Stock and direct items cover orders placed with YPO for items that appear in our catalogue with a 6-figure item number. Items are delivered to customers direct from either the YPO Warehouse in Wakefield or the supplier. Invoicing would be between YPO and the Customer.

All suppliers who were awarded to Lot 1 were automatically awarded to be able to supply the contractual part of the framework.

LOT	DESCRIPTION	NUMBER OF PROVIDERS PER LOT	METHOD OF AWARD 'CALL-OFF' CONTRACTS
1	Stock and Direct	5 Suppliers	Direct Award
2	Contractual	5 Suppliers	Further Competition

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 Find a Tender Service (FTS) procurement process when 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

SUPPLIER/ PROVIDER	CONTACT EMAIL	CONTACT NAME
Bunzl Lockhart	jeanette.clouds@bunzl.co.uk	Jeanette Clouds
Opulent	sales@opulentcollection.co.uk	Nawreen Jahan
Universal Unity	DIPAK@BRITIN.CO.UK	-
W.V.Howe	Becci.Peake@wvhowe.co.uk	Becci Peake
Chefset	charlie@chefset.co.uk	Charlie Korotane

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.

For Stock and Direct Products

Please place orders through the YPO catalogue.

Orders should be placed with YPO and invoicing will take place between YPO and the customer.

Further competition (Contractual)

If pricing is required through running a further competition, ensure you provide a clear and concise specification, listing all your requirements and suspected volumes. This will allow the supply base to return the most competitive bid, based on your requirements.

There are two options that can be used;

- **YPO Conduct the further competition on behalf of the Authority**
- **The customer can run a further competition with all the suppliers on the framework included.**

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:

CRITERIA	PERCENTAGE WEIGHTINGS
Cost	40%
Quality	30%
Delivery and Customer service	20%
Social value and 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.

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

Kayley Marchinton

Category Buyer | Catering, PPE and First Aid

Tel: **07918 577124** | Email: **kayley.marchinton@ypo.co.uk**

Katey Stothard

Assistant Category Buyer | Catering, PPE and First Aid

Tel: **07814 295283** | Email: **katey.stothard@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
NDS/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)