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User Guide | Ref No: 1173

# Liquid Fuels and Associated Products

Framework Agreement



# 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.



### **This is an interactive PDF**

You can click on the items listed above, and they will take you to the relevant page. You can also click on **Contents** in the top right of every page and it will bring you back to this contents page.

## Overview

### **Start date**

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24 October 2023

### **Expiry date**

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23 October 2027

### **Extension(s) (if applicable)**

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2 + 1 + 1

### **Contracting authority (CA) call-off period:**

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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 award notice ref. no:**

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2023/S 000-031363

### **Potential maximum value**

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£200m

### **Rebate**

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Lots 1-25 - 0.25pence per litre

Lot 26 - 1%

Lot 27 – 0.25 pence per litre

### **Geographical Location(s)**

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National

# Specification, overview and lot structure

YPO have appointed Suppliers onto the new 1173 framework agreement for Liquid Fuels and Associated Products. This includes :-

- **Liquid Fuels**

Gas Oil

Kerosene

Medium Fuel Oil

Ultra-Low Sulphur Diesel

Ultra-Low Sulphur Petrol

Biodiesel (inc. for use as bio heating oil)

High Octane (super) unleaded petrol

Adblue or Diesel Exhaust Fluid equivalent

Gas Oil Equivalent

Marine Oil -

HVO (hydrotreated vegetable oil)

Lubricants – such as (but not limited to)

Engine Oils, Screen Wash, Hydraulic Oils,

Anti Freeze, Gear & Transmissions Oils

- **Fuel Tanks**

- **Fuel Cards**

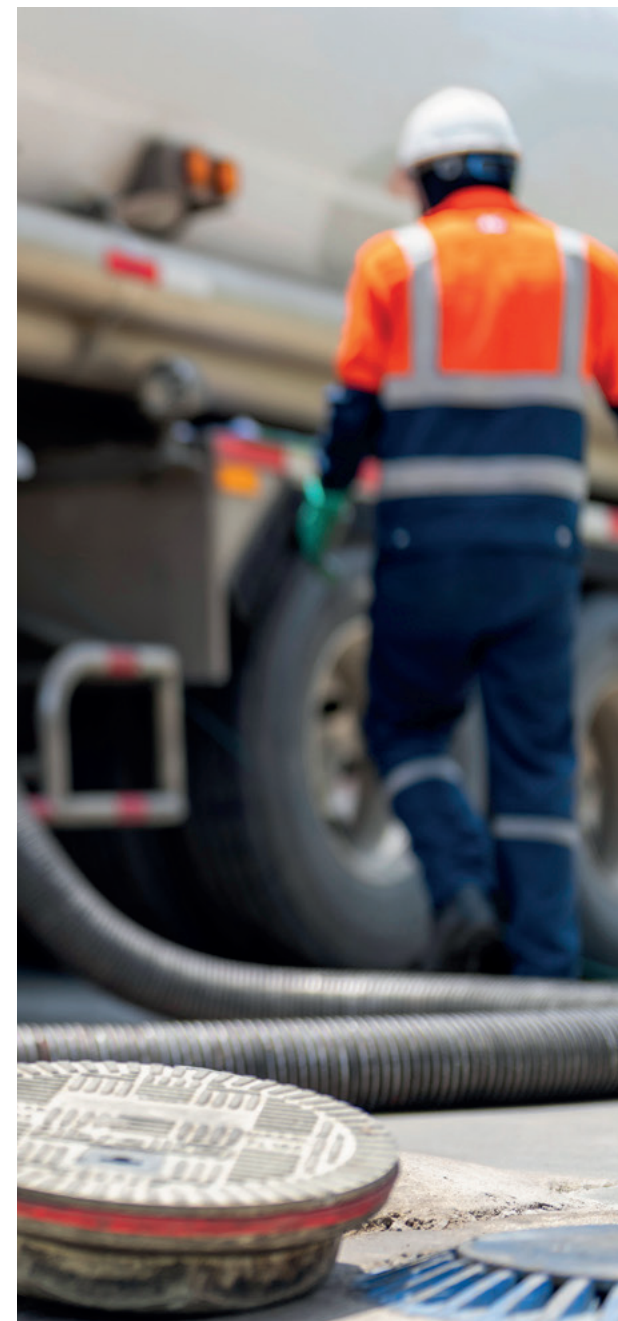
**Lot 1 – 24** are customer collaborative Lots which are only accessible by that customer. They have the option to direct award or reopen competition within that Lot via a further competition. Customers direct awarding must complete the call off T&Cs order form. This will be countersigned by the awarded supplier.

**Lot 25 is for Liquid Fuels – new business.** This is available to all customers and is accessible by running a Further Competition.

**Lot 26 is for Fuel Tanks** and is only accessible by running a Further Competition.

**Lot 27 is for Fuel Cards** and is only accessible by running a Further Competition.

The framework can be accessed by all public sector bodies included: Local Authorities, NHS, Housing Associations, Education Establishments, Blue Light and many more. For a full list of eligible customers, please see the permissible users list.



# Structure of the framework

## Customer Collaborative Lots

Lot 1 - AGMA – Liquid Fuels

Lot 2 - Barnsley Council – Liquid Fuels

Lot 3 - Bradford Council – Liquid Fuels

Lot 4 - Calderdale Council – Liquid Fuels

Lot 5 - Cheshire East – Liquid Fuels

Lot 6 - Erewash – Liquid Fuels

Lot 7 - Hull Council – Liquid Fuels

Lot 8 - Humberside Police – Liquid Fuels

Lot 9 - Kirklees – Liquid Fuels

Lot 10 - Knowsley – Liquid Fuels

Lot 11 - Lancashire Constabulary – Liquid Fuels

Lot 12 - Leeds Council – Liquid Fuels

Lot 13 - Sefton – Liquid Fuels

Lot 14 - Nexus – Liquid Fuels

Lot 15 - South Yorkshire Police – Liquid Fuels

Lot 16 - St Helens – Liquid Fuels

Lot 17 - Stoke – Liquid Fuels

Lot 18 - Wakefield Council – Liquid Fuels

Lot 19 - West Lancashire – Liquid Fuels

Lot 20 - West Yorkshire Fire – Liquid Fuels

Lot 21 - West Yorkshire Police – Liquid Fuels

Lot 22 - Wyre – Liquid Fuels

Lot 23 - City of York Council – Liquid Fuels

Lot 24 - YPO – Liquid Fuels

**Further Competition Lots – open to all customers**

Lot 25 - Liquid Fuels (New Business)

Lot 26 - Fuel Tanks

Lot 27 - Fuel Cards



## How to use the framework

Frameworks can be considered as a procurement tool that helps to connect suppliers with public sector organisations.

YPO's Frameworks are usually established by following what is known as the 'open' procedure (a tender process). Currently, this means that suppliers from around the world can bid for a place on Frameworks and have the opportunity to work with public sector organisations.

Frameworks provide access to a pre-approved list of suppliers, meaning the public sector organisation does not need to run its own open procurement procedure and can offer its opportunity to a smaller number of suppliers.

Frameworks are managed by the Framework 'owner' so public sector organisations can be sure that the suppliers on the Framework are undergoing regular due diligence checks.

CAs will be able to procure via direct award on customer collaborative Lots only. Further competitions can be run on all lots on the framework.

Suppliers were assessed on their capacity and capability as a Liquid Fuel, Fuel Tank and Fuel Card Supplier through an evaluation focused upon price, quality, delivery and customer service, and social value and sustainability.

The aim of this YPO framework is to give CAs the ability to assess Suppliers' capabilities to meet against their requirements, through utilising national and regional Suppliers.

CAs will have the ability to carry out a further competition through their own internal process or via the YPO's tendering portal.

A further competition gives contracting authorities the ability to create a specification, method statements (questions) and pricing that is relevant to their own organisation.

The aim of this YPO framework is to give CAs the ability to assess Suppliers' capabilities to meet against their requirements, through utilising national and regional Suppliers.



# Carrying out your further competition

CAs will be able to evaluate Suppliers on Quality, Cost, Delivery and Customer Service, Social Value and Sustainability in their further competition. The CA will be responsible for the further competition process, with assistance from YPO on documentation review if required.

CAs will be able to see the following documentation to support the creation of their further competition:

- Supplier overview
- Supplier contact sheet

CAs can carry out a further competition based on the below criteria:

Criteria for Further Competitions for Lot 25 - Liquid Fuels (New Business)	Percentage weightings
Cost	70%
Quality, Delivery and Customer Service	20%
Social Value and Sustainability	10%

Criteria for Lot 26 Fuel Tanks and Lot 27 Fuel Cards	Percentage weightings
Cost	45%
Quality, Delivery and Customer Service	45%
Social Value and Sustainability	10%

This will allow for authorities to carry out further competitions with weightings, set out as above, the total percentage must add up to 100%.

CAs can carry out a further competition on all Suppliers, for the relevant lot and can use the sub criteria as set out above. Please note you can vary your weightings +/- 10% for each of the criteria as set out in the ITT documentation, any variations above this threshold is at the sole risk of the CA.

CAs will need to create a further competition either via their own internal processes or via the YPO portal.

YPO can help CAs by providing further competition templates, pricing schedules and evaluation criteria to undertake a further competition. Please contact fleet at YPO; [fleet@ypo.co.uk](mailto:fleet@ypo.co.uk) to access these.

CAs can use their own template documents if they prefer. The further competition should meet the criteria provided in this document.

There are no set questions for CAs to include in their further competition, we would suggest that these are related back to your specification. Once you have created your further competition document you are required to publish the documents to all Suppliers that meet your sub-criteria. This document can be published via your own internal processes or by following the guidance on the YPO website.

There are no minimum or maximum timescales that a further competition should be published within, however YPO would suggest that the timescales are relevant to the detail of the specification and documents you publish. Please ensure that Suppliers have sufficient time to respond to your further competition template.

Once the deadline has ended, the response documents should be evaluated in accordance with the criteria in the further competition.

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation.

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 CAs.

CAs must inform YPO of the outcome of any further competition they undertake themselves. This includes completing the award template and returning to [fleet@ypo.co.uk](mailto:fleet@ypo.co.uk)

When running a further competition, CAs should award based on the most economically advantageous tender and must provide suppliers/providers with the methodology behind.

A 10-day standstill period is then voluntary under the YPO framework. YPO would suggest carrying out a standstill period for a long term or high value call-off contract.

Review the call off terms and conditions provided by YPO and ensure you add any supplementary information/amendments within the order form any bespoke terms and conditions within your order (please note these must be agreeable by both parties being the customer and Supplier prior to commencement of the call off agreement.)

## Suppliers

All awarded supplier lists are available on the YPO website, if you would like individual lot break downs, please contact [fleet@ypo.co.uk](mailto:fleet@ypo.co.uk)

As part of the tender process YPO asked each Supplier to give an overview of their organisation, this should support CAs to understand the Suppliers in more detail where they have shared information about their capability and experience.

## Terms and conditions

YPO has agreed a set of framework terms and conditions; these are between YPO and the Supplier. These framework terms and conditions cannot be amended by the contracting authority or the Supplier.

To supplement the framework terms and conditions, YPO has created call-off terms and conditions for contracting authorities to put in place with the Supplier.

The call-off terms and conditions can be utilised to ensure that they fit your requirements and if both parties agree, they can be amended to support the delivery of the service.

Once the call-off terms and conditions are agreed you will need to specify these within the order form under the “amendment to terms and conditions” section. The order form then forms the legally binding contract between you the customer and the Supplier.

## Contact information

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

Name	Michelle Wood
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Category	Fleet
Telephone	01924 834863 / 07741 328904
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Name	Joanna Szeszol
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# Stages 1 to 4

## 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, 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 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

