

Better value, delivered.



User Guide | Ref No: 001281

Office Furniture Solutions and Associated Services



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About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a widerange of services.

Established in 1974 by a group of 13 local authorities, we're one of 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.

Overview

| | |
|---|--|
| Start date | 08 July 2025 |
| Expiry date | 08 July 2027 |
| Extension(s) (if applicable) | 2 x 12 months until 07 July 2029 |
| Contracting authority (CA) call-off period | CAs are free to decide the length of the call-off contract under this framework. |
| Contract notice reference number | 2025/S 000-005550 |
| Rebate | 2.5% paid by supplier/provider(s) |
| Potential Maximum Value | £50 - £75m |
| 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 suppliers/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 procurements/services both above and below the threshold.

Through the framework, customers can procure a wide range of office furniture solutions incorporating (but not limited to) workstations, storage, swivel chairs, breakout and meeting furniture on a contractual basis by direct award or conducting a further competition. Suppliers have an extensive range of items available outside of the evaluated items in the pricing schedule. To ensure that customers of this framework have choice of products to call-off from suppliers/providers have provided a full range of office furniture products. There are also a number of associated services suppliers/providers can provide.

Supplier(s)/provider(s) are required to be able to supply, deliver and install (where requested) onto customers individual sites throughout the UK a full range of office furniture and associated services.

Product ranges incorporating (but not limited to) workstations, storage, swivel chairs, breakout, and meeting furniture.

Associated services may be required on occasion. These services will be incorporating (but not limited to) drawing work, project management, and movemanagement. Where YPO are assisting the customer, YPO will ensure that any requested services are aligned with the scope of the framework before asking suppliers/providers to provide it. For any works

that are discussed with suppliers/ providers directly (without involvement of YPO), it will be the suppliers/ providers/ customers responsibly to advise YPO of the associated services that are required, YPO will then confirm if these services fit within the scope.

Supplier(s)/provider(s) are able to offer a range of products and design specifications including different dimensions and colours and are able to offer their guidance and expertise and adapt to customers individual requirements, facilities, and budgets.

It is expected that suppliers/providers can design, space plan, deliver, install and project manage jobs, when required.

Due to the bespoke nature of the area and customer requirements, customers will be able to access the suppliers/providers full ranges and associated products and services. This is available to customers.

Suppliers have the ability to use the items/prices given to create bespoke catalogues/offers on request. The customer can specify a brief they require, then the suppliers are able to put together a presentation of their items. The presentations will include images, descriptions, item codes, and pricing. Suppliers have provided YPO with their full product offering, including the RRP price and the discounted price for using this framework.

There is more detail featured in the pricing schedule for item specifications.

All desking, storage, and tables to have a 10 year guarantee. Upholstered items including screens to have a 5 year guarantee. Height adjustable desks 10 year guarantee on tops and metal work, 5 year on electronic mechanism.



Benefits of using the Framework

- Complete solution per lot 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 providers
- Reduced timescales - with no need to publish requirements or pre-qualify providers
- Access to providers full range of products and services, Suppliers have submitted their full product offerings
- Suppliers have the ability to use the items / prices given to create bespoke catalogues / offerings on request
- The suppliers are able to put together a presentation of their items. The presentations will include images, descriptions, item codes, and pricing.
- Assured standards - Providers are 'pre-qualified' for their suitability, capacity, capability and experience
- 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 can use their own terms and conditions
- Providers have agreed several social value mandatories and were scored against social value weightings
- All providers must demonstrate, annually, their approach to social value with supporting evidence and policies, procedures and/or a case studies
- Withing the non-cost element of the award criteria, a 40% weighting was given to social value

Geographical Coverage

Fully National



*Hassle free and compliant frameworks - the **complete solution** per lot all under one framework.*

Supplier/Providers



Gresham Office Furniture
Richard Roebuck - 01204 664 422
07943 808 498
richard.roebuck@gof.co.uk
tenders@gof.co.uk



H Jenkinson Company
Adam Mills - 07713 792 587
adam.mills@jenkinson.co.uk



Dams Furniture Ltd
Jim Griffith - 07763 202 284
JGriffith@dams.com



Bates Office Services Ltd
Hayley Simpson - 07549 034 767
hayley@batesoffice.co.uk



Senator International Ltd
Mark Newton - 07435 964 677
mnewton@thesenatorgroup.com



Showcase Interiors Ltd
Lindsay Smith - 07741 151432
lindsay.smith@showcase-psr.co.uk



Emergent Crown Contract Office Furnishings Ltd
Philip Gill - 01422 319 660
07900 917 933
philip.gill@emergent-crown.co.uk



BOF Group Limited
John Tovey - 01656 643 780
jtovey@bof.co.uk



Wagstaff Interiors Group
Lianne Gray - 07974 024 429
l.gray@wagstaffgroup.co.uk



Flexiform Business Furniture Limited
Rob Waterhouse - 07850 354 239
robw@flexiform.co.uk

How to Award/Call-off from the Framework

To access the framework agreement, customers should complete and return the 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 can be purchased using the framework.

Standard Call-off Contracts will be awarded by Direct Award i.e., without re-opening competition. For Standard Call-offs, Providers will be ranked based on the evaluation of this Tender exercise. A Direct Award can be made to a Provider if the participating OCA can demonstrate the selected Provider offers the most economically advantageous offer.

If a customer wishes to direct award to a specific 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 provider offers the most economically advantageous solution to the customer. YPO recommends that the customer checks with their legal and standing orders team.

Customers will have access to the YPO evaluation pricing and providers full range of products. A customer may approach a provider to access the full range of items which they offer.

Below is a list of the providers, and their ranking.

Lot 1 - Office furniture solutions and associated services:

1. Gresham Office Furniture Limited
2. H Jenkinson & Company Limited
3. Dams Furniture Ltd
4. Bates Office Services Ltd

5. Senator International Ltd
6. Showcase Interiors Ltd
7. Emergent Crown Contract Office Furnishings Ltd
8. BOF Group Limited
9. Wagstaff Interiors Group
10. Flexiform Business Furniture Limited

If you decide to direct award to a provider, we will require a signed Customer Access Agreement and we then would send all the T's and C's for you to review and amend where necessary.

Once you are ready to place an order with the provider all contact details are provided within this guide. Orders must have the framework reference 001281 stated on all orders.

Further competition

Evaluation must be fair and transparent, and the methodology used to evaluate must be provided within the further competition document. YPO can help guide customers to 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 advantageous tender and provide suppliers with the methodology behind the evaluation, including the evaluation criteria and the weightings that are applied.

Customers can choose to use YPO templates or use their own documents.



How to Award/Call-off from the Framework cont...

The weightings for cost, and non-cost elements (including the sub weightings) can be reopened for evaluation within the further competition or may be pulled through into the evaluation. Customers can also set any appropriate KPI's and service levels within the quality award criteria.

Criteria for further competitions

| | |
|-----------------------|---|
| Cost - 50% | Depending on individual customer requirements, the customer will have an option to either carry the full weighting through or fully re-open. |
| Non-Cost - 50% | Depending on individual customer requirements, the customer will have an option to either carry the full weighting through or re-open. Customers will have an option to fully or partially re-open the criteria if they wish to do so, depending on individual customer requirements. |
| Non-Cost - 30% | Innovation and Quality of Products |
| Non-Cost - 30% | Project management and customer service |
| Non-Cost - 40% | Social Value |

It is intended that each time the OCA runs a Further-competition, the award decision will be based on the above criteria and sub-weight. Any variation will be at the customers own risk.

Where the OCA or YPO chooses the option to conduct a Further-competition, the customer or YPO reserves the right to amend the cost and/or non-cost elements weighting, including sub weightings, based on their own evaluation requirements bespoke to the nature, scale, scope, size, and budget.

YPO recommends that customers evaluate the Further-competition on a cost to non-cost ratio of 50%:50%, with a variance of +/- 20%. Customers may apportion the weightings in order to give more emphasis on cost or non-cost elements, as per that customer's individual requirements.

Customers, at their discretion and own risk may decide to select alternative weightings to suit their specific requirements.

Depending on the customer's internal policies, procedures, standing orders, or for below threshold opportunities, customer are able to open the cost element weighting at 100% price. It is the customer's responsibility to check and conform to the their internal policies and that the requirement does not go against the PCR 2015 regulations.

*YPO can help guide customers to produce **specifications, qualitative questions, pricing schedules and evaluation criteria** to undertake a further competition*

Stages 1 to 4

Stage 1 Initial Customer Enquiry

- Customer contacts YPO for information
- YPO will send customer a copy of the User Guide and Access Agreement.
- Customer completes and returns the Access Agreement. Customer informs YPO if Direct Awarding or conducting a Further Competition

Stage 2 Creating the Further Competition Documents

- Following receipt of signed 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 by the customer

Terms and conditions

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 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 providers to amend any terms if required.

Contact information

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

| | |
|--|-----------------------|
| Name | Sam Johnson |
| Job title | Category Buyer |
| Category | Furniture |
| Telephone | 07552 318856 |
| Email | Sam.Johnson@ypo.co.uk |
| Email Sam » | |



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Office Furniture Solutions and
Associated Services