

Better value, delivered.



User Guide | Ref No: 001244

# Supply, Delivery & Installation of Furniture

Covering Residential, Care,  
Library & Learning Spaces,  
Fitted, Outdoor, Dining &  
Social Spaces and Associated  
Products & Services

**Framework Agreement**





### 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.

## 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.

## Overview

### Start date

---

01.03.2025

### Expiry date

---

29.02.2029

### Extension(s) (if applicable)

---

2 +1 + 1

### 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

---

20240913-000008

### Rebate

---

2.5% paid by supplier/provider

### Geographical location(s)

---

National

### Potential maximum value

---

£250m

# Specification and overview

The framework has been designed to provide customers with a fully tailored solution for each applicable lot.

## Lot structure

Lot	Description	Method of call-off contracts
01	Fitted Furniture – Predominantly (but not limited to) laboratory, IT, food technology environments and associated products and services.	Direct Award or Further Competition
02	Library and Learning Spaces – Predominantly (but not limited to) shelving, storage, breakout furniture and associated products and services.	Direct Award or Further Competition
03	Residential Care Furniture – Predominantly (but not limited to) dining, bedroom, lounge furniture and associated products and services.	Direct Award or Further Competition
04	Residential Domestic Furniture – Predominantly (but not limited to) dining, bedroom, lounge furniture and associated products and services.	Direct Award or Further Competition
05	Outdoor Furniture – Predominantly (but not limited to) seating, benches, shelters, bike storage and associated products and services.	Direct Award or Further Competition
06	Dining and Social Spaces Furniture – Predominantly (but not limited to) chairs, tables, stools, seating and associated products and services.	Direct Award or Further Competition



# How to use the framework

YPO operates nationally supplying Schools, Colleges and Universities, in addition to all major Local Government departments including Social Services, Catering, Transport, Highways, Building Services, Administration and Waste Management as well as Emergency Service Authorities.

Customers can utilise this framework in two ways.

## 1 – Direct Award/Further Competition

Whereby the customer can work with and place the order with the Provider and the Provider delivers directly to the end customer.

Providers can offer a range of products and design specifications including different dimensions, materials, fabrics and colours. They offer their guidance, expertise and adapt to customers individual requirements, facilities and budgets. Providers can design, space plan, deliver, install and project manage the full end to end process. Due to the nature of the area and customer requirements, customers will be able to access the providers full ranges and associated products and services.

## 2 – YPO Design Unit Services

Whereby the end customer can work with the YPO Design Team and places the order with YPO and YPO places the order with the Provider, but the Provider delivers direct to the end customer.

YPO furniture customers can choose to utilise our professional Design Team who support and manage customers through a complete end to end project process. We provide a full design and project management service, which can include consultancy meetings, design and quotation services, 2D and 3D CAD design work, specification advice, supplier management, delivery co-ordination, on site supervision.



# 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 under the applicable lot(s)
- 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 25% weighting was given to social value



# 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.

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.

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

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 001244 stated on all orders.

**Customers are required to notify YPO of any direct awards made to a provider.**

## 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.

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.

The customer reserves the right to amend the cost and/or non-cost element weightings including sub weightings based on their own evaluation requirements bespoke to the nature, scale, scope, size and budget.

Criterion	Percentage Weightings
Cost (100%)	50%
Non Cost – Covering the following. <ul style="list-style-type: none"><li>Innovation and Quality of Products (25%)</li><li>Planning and Design (50%)</li><li>Social Value and Sustainability (25%)</li></ul>	50%

# Suppliers/ Providers

## Lot 1 – Fitted Furniture

Wagstaff Bros Ltd  
Klick Technology Ltd  
Cast Furniture Ltd  
Brookhouse  
A-Z Furniture Solutions Ltd  
T.S. Booker & Son (Manufacturing)  
FMS Interior Services Ltd

## Lot 2 – Library and Learning Spaces

Wagstaff Bros Ltd  
Bates Office Services Ltd  
Gresham Office Furniture  
FG Library Products Ltd  
Cast Furniture Ltd  
Claremont Office Furniture Ltd  
WF Education Group Ltd  
Brookhouse  
The Design Concept Ltd

## Lot 3 – Residential Care Furniture

Renray Healthcare Ltd  
Teal (Senator International Ltd)  
Barons Ltd  
Furncare Ltd  
Knightsbridge Furniture Ltd  
Dams Furniture Ltd  
Claremont Office Furniture Ltd  
Seatable (UK) Ltd  
Mulberry Contract Furniture Ltd

## Lot 4 – Residential Domestic Furniture

FMS Interior Services Ltd  
Emergent Crown Ltd  
4 Front Furniture Ltd  
Wagstaff Bros Ltd  
Teal (Senator International Ltd)  
Claremont Office Furniture Ltd  
Knightsbridge Furniture Ltd  
Brookhouse  
Cast Furniture Ltd  
Dams Furniture Ltd  
Mulberry Contract Furniture Ltd

## Lot 5 – Outdoor Street Furniture

Wagstaff Bros Ltd  
Cast Furniture Ltd  
Broxap Ltd

## Lot 6 – Dining and Social Spaces Furniture

Gresham Office Furniture  
Wagstaff Bros Ltd  
Dams Furniture Ltd  
Emergent Crown Ltd  
Bates Office Services Ltd  
FMS Interior Services Ltd  
Seatable (UK) Ltd  
Senator International Ltd  
Claremont Office Furniture Ltd  
Flexiform Ltd  
Brookhouse  
Cast Furniture Ltd  
A-Z Furniture Solutions Ltd  
Hunts Office Furniture & Interiors Limited  
TC Group (Titan Furniture)

# 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 Contracting Authorities 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
<a href="mailto:Sam.Johnson@ypo.co.uk">Email Sam »</a>	



