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User Guide | Ref No: 1074

# Office Furniture Solutions and Associated 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

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22.06.2021

### Expiry date

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22.06.2023

### Extension(s) (if applicable)

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2 + 1 + 1

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

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CAs are free to decide the length of the call-off contract under this framework.

### Contract notice reference number

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2021/S 000-006201

### Corrigendum (if applicable)

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Not applicable

### Potential maximum value

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£50 - £75m

### Rebate

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2.5% paid by the supplier/provider(s)

### Geographical location(s)

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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 services both above and below the OJEU 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. Customers may access a suppliers/providers full range of office furniture

products and apply the relevant discount amount relating to this framework. There are also a number of associated services suppliers/providers are able to provide.

## Office Furniture Solutions and Associated Services

**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 move management. 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.

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.

# Specification, overview and lot structure continued

## 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
- Access to a providers full range of products and services under 'Office Furniture solutions'
- Minimum discount available to all customers that are ordering outside of the core pricing
- Suppliers/providers have agreed several social value mandatories and were scored against social value weightings



# 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 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.

# Social value

- All suppliers/providers must demonstrate, annually, their approach to social value with supporting evidence of policies, procedures and/or case studies
- All suppliers/providers must submit an annual report to give their annual improvements regarding sustainability performance within their organisation
- Awarded providers have given evidence of sustainable/environmental policies and procedures in place which support environmental initiatives and sustainable procurement throughout their supply chain
- An overall weighting of 17.5% was given to social value



# Suppliers/providers



BOF Group Limited

**John Tovey:** 01656 643780  
jtovey@bof.co.uk

Here at BOF, we create inspiring environments for working and learning. Based in Bridgend and Birmingham, we are an independent furniture supplier who provide you with the furniture you need; sourced from homegrown and global manufacturers. Our creative, passionate and knowledgeable team has over 30 years' experience as a furniture specialist within the education, public and private sectors. We aim to provide an honest, professional and personal experience from initial inspiration to finished installation.



Emergent Crown Contract Office Furnishings Ltd

**Philip Gill:** 01422 319660 | 07900 917933  
philip.gill@emergent-crown.co.uk

Over 30 years ago, we decided to create a company that did more than just sell furniture; we wanted to create innovative workplace solutions for our customers that provide real benefits for their business and their employees. So, we gathered a team of people together who understand furniture. We are experienced in listening to what our customers really want and are able to interpret these requirements into a finished solution, turning ideas and concepts into reality. From modern office designs, stimulating learning spaces or feature-rich homeworking environments, we incorporate the latest, flexible and agile furniture to create truly inspiring workplaces. But as a company, our strength lies in being both big and small at the same time. 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

**Tracey Pearce:** 07795 677536  
traceyp@flexiform.co.uk

Flexiform Business Furniture are a UK manufacturer specialising in the design, manufacture and installation of office furniture for over 40 years. Flexiform have showrooms, service teams and storage facilities across the UK; London, Yorkshire and Scotland – this nationwide presence enables Flexiform to maintain the high levels service across the UK. Our manufacturing facility produces high volume runs as well as being uniquely well-positioned to manufacture bespoke products. This flexibility and “can do” approach is what separates Flexiform from much of the competition. Our clients are the heart of our business, and we reflect this in our approach to everything we do.

## Suppliers/providers continued



FMS

**David Beddy:** 01925 822 247  
d.beddy@furniturems.com

**Lindsey Ackroyd:** 01925 822 247  
l.ackroyd@furniturems.com

FMS specialise in providing commercial office furniture solutions to commercial offices and large multi-site private and public sector organisations. With over 20 years' experience in the commercial furniture industry, we have built up strong relationships with the UK's leading commercial furniture manufacturers, meaning we are able to offer you a wide range of exciting new products and if you're unable to find what you're looking for 'off the shelf', we can work with you and our suppliers to design and source bespoke furniture to suit your space and budget.



GRESHAM

Gresham

**Richard Roebuck:** 01204 664422 | 07943 808498  
richard.roebuck@gof.co.uk

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 logo for Jenkinsons features the brand name in a white, sans-serif font, centered within a dark green oval with a lighter green gradient.

Jenkinsons.

H Jenkinsons

**Adam Mills:** 07713 792587  
adam.mills@jenkinsons.co.uk

Jenkinsons are one of the country's leading independent furniture dealers. Established in 1920, we are a family-owned business with a long heritage of providing our customers with unlimited access to quality furniture ranges, whilst providing a personable service.

Our experienced team of furniture consultants, designers and installers have the expertise to help and guide customers on projects of all sizes, from single product selection such as one chair to acting as project management on a large, high profile project. Our approach is to deliver a seamless and stress-free service from initial discussions through to installation, with exceptional ongoing support.

## The Senator Group

### Senator

**Marie Rayner:** 07741 725762  
tenders@thesenatorgroup.com

**Mark Newton:** 07435 964 677  
mnewton@thesenatorgroup.com

**Kevin Caine:** 07768 636 793  
kcaine@thesenatorgroup.com

The Senator Group is one of the UK's largest workplace furniture manufacturers. We design, manufacture and install workplace solutions for public, private and not for profit sectors including medical, higher education, government, financial and retail. Inhouse resource includes interior designers, space planners, CAD engineers and project deliverance managers to offer a suite of services to complement the procurement of furniture.

## SHOWCASE

### Showcase PSR Portsdown Limited

**Lindsay Smith:** 07741 151432  
lindsay.smith@showcase-psr.co.uk

Showcase is an independent furniture dealer supplying quality products, design solutions and associated services nationwide. We have no contractual ties to any manufacturer therefore we can tailor our proposals and services in the best interest of our clients. We provide impartial advice recommending products from the wider marketplace based on our customers project objectives including function, quality, design, layout, sustainability, social value and budget. through to installation, with exceptional ongoing support.



### Wagstaff

**Lianne Gray:** 07974 024 429  
l.gray@wagstaffgroup.co.uk

Wagstaff were established in 1903, with a proud heritage and strong financial backbone. Wagstaff are a multi-disciplined independent furniture specialist providing a range of additional services such as design and build, traditional fit out, move management, workplace consultancy, reuse/recycle and hire furniture. We operate out of eight geographically strategically placed hubs, providing a genuine nationwide coverage with local in-house support.

As the UK's largest totally independent office furniture dealer, we are in the unique position as a YPO framework supplier of being able to provide our customers with an impartial furniture solution bringing added value, high quality products and the best possible market price. Wagstaff have access to over 200 manufacturers from the UK and European furniture market and use local subcontractors and manufacturers to deliver each of our projects. This delivery model and our financial security (£6m in the bank and no overdraft or lending) has worked extremely well for us for over 118 years and has allowed us to become a risk-free safe pair of hands.



# How to award/call-off from the framework

**To access the framework agreement, customers should complete and return the Non-Disclosure/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.

Customers will have access to the YPO evaluated pricing and a supplier/provider's full range of products. A customer may approach a supplier/provider to ask

for the catalogue of items which they offer and then add the minimum discount amount applicable to this framework, to the RRP pricing.

**Below is a list of the suppliers/providers, and their ranking. Also, at the side of each supplier/provider is the minimum discount a customer may add to any pricing which is not on the core list.**

Ranking	Supplier/provider	Discount % available
Awarded – Ranked 1st	Gresham Office Furniture Ltd	55%
Awarded – Ranked 2nd	Wagstaff Bros Ltd	40%
Awarded – Ranked 3rd	Showcase PSR Portsdown Ltd	50%
Awarded – Ranked 4th	H Jenkinson & Company Ltd	46%
Awarded – Ranked 5th	Flexiform Business Furniture Ltd	50%
Awarded – Ranked 6th	BOF Group Ltd	47.5%
Awarded – Ranked 7th	FMS Interior Services Ltd	40%
Awarded – Ranked 8th	Emergent Crown Contract Office Furnishings Ltd	45%
Awarded – Ranked 9th	Senator International Ltd	61%

If you decide to direct award to a supplier/provider, we will require a signed NDA and we then would send the all-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 001074 stated on all orders.

## Further competition

**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.

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

Criterion	Percentage weightings
Cost	50%
Non-cost elements <ul style="list-style-type: none"><li>• Innovation and quality of products</li><li>• Social value</li><li>• Planning and design</li><li>• Delivery and project management</li></ul>	50%

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

The customer 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.

## 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:

Name	Jack Appleton
Job title	Furniture Framework Manager
Category	Furniture
Telephone	07738 736694
Email	furnitureenquiries@ypo.co.uk

# Stages 1 to 4

<p><b>Stage 1</b> Initial Customer Enquiry</p>	<ul style="list-style-type: none"><li>• Customer contacts YPO for information</li><li>• YPO will send customer a copy of the User Guide, NDA and Access Agreement.</li><li>• Customer completes and returns NDA and Access Agreement.</li></ul>
<p><b>Stage 2</b> Creating the Further Competition Documents</p>	<ul style="list-style-type: none"><li>• Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, Bank of Optional Questions, and Framework Agreement Scope.</li><li>• YPO may provide the customer with a unique reference code for the further competition, which will be referenced on all documentation.</li><li>• Customer completes the documents and sends to YPO.</li><li>• If the customer decides to undertake their own further competition YPO must be informed via e-mail</li></ul>
<p><b>Stage 3</b> Further Competition</p>	<ul style="list-style-type: none"><li>• YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the customer.</li><li>• YPO will manage any clarifications that are received from potential suppliers/ providers (customers will need to provide clarification responses).</li><li>• At the submission closing date YPO will provide customers with access to all submissions.</li><li>• Customers can then evaluate (offline) the submissions and prepare acceptance and rejection letters.</li></ul>
<p><b>Stage 4</b> Contract Award</p>	<ul style="list-style-type: none"><li>• YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal.</li><li>• Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days.</li><li>• 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).</li></ul>

