

Better value, delivered.



# Fitted Furniture and Library Shelving User Guide

Ref No: 1019

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Giving you a helping hand to choose the right  
framework for your school





# About YPO

**We provide contractual solutions for schools all around the UK, helping you set up or renew contracts for a wide range of products and 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 public purse.

We can negotiate the best deal for you by combining your demands with those of other customers to create economies of scale. This means that you receive the best possible solutions and prices without ever having to compromise on service or quality.

Our team of experienced and qualified procurement professionals can offer you advice, guidance and expertise on procurement, as well as supporting you through the process if you need any extra help.

## Framework overview

**We’ve got a range of frameworks to help schools set up contract agreements with our supply base. But what exactly is a framework?**

**Framework:** A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Fitted Furniture and Library Shelving - 1019   Furniture Framework	
Start date:	18 February 2021
Expiry date:	17 February 2025
Contract notice ref no:	2020/S 215-528559
Contract award notice ref no:	2021/S 000-003797
Potential maximum value:	£7,000,000
Geographical location(s):	National





# Framework summary

Whether it's fitted furniture for food technology rooms, science labs or IT suites, we have everything you need to suit your specific needs including installation. We can also help with the supply of self-assembly wooden or metal library shelving, along with associated products such as tables, desks, chairs and stools.

Category (lot)	Description	Method of awarding a supplier
1	A range of standard specification specialist fitted furniture suitable for use in heavy duty environments such as but not limited to laboratories, food technology, IT suites and bespoke solutions in education, emergency services, social housing, central and local government markets and publicly funded construction projects. Supplied and installed for nationwide UK coverage.	Direct award/further competition
2	A range of standard specification specialist fitted furniture suitable for use in heavy duty environments such as but not limited to laboratories, food technology, IT suites and bespoke solutions in education, emergency services, social housing, central and local government markets and publicly funded construction projects. Supplied and installed for Scotland coverage.	Direct award/further competition
3	A range of standard specification specialist fitted furniture suitable for use in heavy duty environments such as but not limited to laboratories, food technology, IT suites and bespoke solutions in education, emergency services, social housing, central and local government markets and publicly funded construction projects. Supplied and installed for Wales coverage.	Direct award/further competition
4	A range of standard specification specialist fitted furniture suitable for use in heavy duty environments such as but not limited to laboratories, food technology, IT suites and bespoke solutions in education, emergency services, social housing, central and local government markets and publicly funded construction projects. Supplied and installed for England North coverage.	Direct award/further competition
5	A range of standard specification specialist fitted furniture suitable for use in heavy duty environments such as but not limited to laboratories, food technology, IT suites and bespoke solutions in education, emergency services, social housing, central and local government markets and publicly funded construction projects. Supplied and installed for England South coverage.	Direct award/further competition
6	Supply only of Wooden and Metal Library Shelving and associated library products. Supplied for self-assembly by the customer and sold "off the page" in the catalogue. For nationwide UK coverage.	Direct award/further competition over the value of £50,000

## Benefits of using our furniture frameworks:

1. Free design and full project management service
2. Extensive range of furniture and design products
3. Quality and bespoke furniture supplied by leading brands
4. Specialist and practical products for different budgets and needs
5. Expert advice on product selection and specifications





# Step by step guide...

## on how to select your preferred supplier from the framework

### Further competition

This simple to run procurement exercise is in-place to help you select the most suitable supplier to meet your requirements creating fair ‘competition’ between them, to make sure you get the best value for money. All the suppliers have been through a thorough vetting process before being awarded onto our frameworks – one less thing for you to worry about.

#### Step 1: Initial enquiry

- Customer contacts YPO for information
- The relevant team discusses the requirements with you
- If you're happy to go ahead, you must complete an access agreement which the team will send to you

#### Step 2: Meeting customer requirements

- We can offer support and provide templates, helping to write individual specifications and requirements, tailoring your contract to your exact needs
- Further catch ups or discussions may be required and we can go through anything you're not sure of. We're here to offer you as much or as little support as you need
- Initial timescales are then proposed
- Draft documents are created
- Unique customer code is generated which will be referenced on all documentation going forward





### Step 3: Further competition

- We can issue the further competition documents to the relevant suppliers on the framework
- We're on-hand to manage any queries or clarifications from the suppliers, or you can manage this part independently
- Further competition closes and we'll provide you with all supplier submissions
- You'll go through and evaluate the submissions and select the most suitable supplier to meet your requirements – we're available to help you with evaluation on a project by project basis, subject to discussion

### Step 4: Contract award

- We'll issue the acceptance letter to the winning supplier you've chosen, as well as the rejection letters to the unsuccessful suppliers via our e-portal
- There's then an optional 10-day standstill/cooling off period which we advise you take. During this time you can't have any contact with the winning or losing suppliers
- The chosen supplier is then awarded and you can start working with them
- Once your contract is set up, we're still on-hand to help you with any questions you may have

### Direct award

**To carry out a direct award all you need to do is complete an access agreement form and return this to us, then select the supplier you'd like to work with from the pre-approved list on page 6.**

Get in touch with the education procurement team using the contact details on page 7 and they'll send you a form to fill out.

Once an agreement is in place, please let us know who you've chosen as your supplier.





# Suppliers on this framework

## Category 1

- Sangwin Educational Furniture Ltd
- Apteriors Ltd

## Category 2

- Sangwin Educational Furniture Ltd
- T S Booker + Son (Manufacturing) Ltd
- Freedom Ability Ltd
- Whitley Jones Furniture Ltd

## Category 3

- Sangwin Educational Furniture Ltd
- T S Booker + Son Ltd
- Whitley Jones Furniture Ltd
- Freedom Ability Ltd
- Apteriors Ltd

## Category 4

- Sangwin Educational Furniture Ltd
- T S Booker + Son (Manufacturing) Ltd
- Freedom Ability Ltd
- Whitley Jones Furniture Ltd
- Apteriors Ltd

## Category 5

- Sangwin Educational Furniture Ltd
- T S Booker + Son (Manufacturing) Ltd
- Whitley Jones Furniture Ltd
- Freedom Ability Ltd
- Apteriors Ltd

## Category 6

- FG Libraries Ltd
- WF Education Group Ltd





## 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 customer 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

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## Contact information

You can get in touch with the education procurement team for more information using the contact details below:

@ [educationprocurement@ypo.co.uk](mailto:educationprocurement@ypo.co.uk)





# Glossary

## Framework

A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment – something you can touch), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Frameworks are usually set up with large volume buying in mind. This doesn't mean that you need to purchase a large amount but when you add together all the potential customer spend or volume, you can often achieve better prices and/or value for money for everyone through buying in this way.

A framework agreement will contain a set of agreed terms and conditions that apply to any contract awarded under it. All our frameworks have been put in place to comply with the Public Contract Regulations. Any supplier awarded onto one of our frameworks will have had due diligence undertaken on them and each supplier will have been evaluated to make sure they have the right policies and procedures in place to deliver quality products, services and works to our public sector customers whilst achieving value for money.

## DPS

DPS stands for 'Dynamic Purchasing System'. A DPS is a procurement technique used by the public sector to purchase commonly used goods, works or services. A DPS differs from a framework because it's open to new suppliers to join at any time, as long as they meet our selection criteria. This means any new suppliers or a local suppliers you might already use (e.g. gardener, food provider etc) can apply to join at any time. We've got a number of DPS frameworks in place to meet the needs of our customers and allow for added flexibility.

## Contract

This is a legally binding agreement between you and one supplier. You're able to call off any framework agreement or DPS to meet your school's needs and only when a call off order is placed and accepted is a contract created. The five rules of contract formation will then be met.

These are:

1. Offer (The offer of work you've placed with the supplier)
2. Acceptance (by the supplier to fulfil your order)
3. Consideration (price)
4. Intention to be legally bound (issuing of the call off contract)
5. Capacity to contract (e.g. authorised signatures to the call off contract)

A framework on the other hand is not strictly a contract as no money has changed hands but is an overarching umbrella agreement under which contracts can be created. The framework doesn't commit either party to actually enter into a contract, but it does set out the terms and conditions, which will apply if a contract is created.





## Call Off

A call off is another way of saying ‘placing an order’. You’re able to call off any framework agreement or DPS to meet the needs of your school. Depending on how the framework’s been set up, you might be able to carry out a direct award.

## Direct Award

A direct award is when all award criteria have already been evaluated for you and suppliers have been ranked based on who can offer the best quality solution at a good price. You’d go to the first ranked supplier and ask if they could meet your needs/ order at the price given. If that supplier can’t, you’d then go to the second ranked supplier and so on until somebody can fulfil what you need. This process is quick and easy and can be done in a matter of days. Frameworks can be set up in two ways to either allow for a direct award or a further competition.

## Further Competition

A further competition is where you’ll set out your exact requirements and allow suppliers appointed onto a framework or DPS to give you their best solution and price for what you need. You can then evaluate the suppliers against your bespoke requirements. This is slightly more time consuming, but it’s still quicker than doing your own procurement. A further competition is also referred to sometimes as a mini competition.

## Lot

This is usually part of the framework that’s been broken down into smaller sections/ categories. Think of it like the YPO catalogue that’s broken down into sections e.g. pens, paper, chairs. Frameworks are often broken down this way into smaller areas, to encourage small and medium sized enterprises or organisations the opportunity to bid for public sector contracts and encourage competition so we can deliver the best value to our customers.

The beauty of calling off a YPO framework or DPS is that the contract will have already been prepared for you with just the blanks to fill in. This will have been agreed with all the suppliers on the framework or DPS. Also, all suppliers have been pre-evaluated and checks carried out on them to make sure they’re suitable. We can support you through the entire process and any special conditions can be easily added into the contract.

