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**Contract for:**

**THE PROVISION OF FURNITURE, WHITE GOODS AND FURNISHINGS**

**Invitation to Tender - Stage 1**

**Part 4 - Specification and Scope of Work**

**Client: Newcastle City Council**

**Nominated Representative: Your Homes Newcastle**

**Background, Specification and Scope of Works**

**1. Introduction:**

Your Homes Newcastle (YHN) was established in 2004 to manage homes on behalf of Newcastle City Council. As an Arms-Length Management Organisation (ALMO), YHN is owned and controlled by Newcastle City Council but operates at arms-length, with its own business plan, governance structure, workforce, operational procedures and premises.

Your Homes Newcastle (YHN) currently manages almost 27,000 general needs properties: approximately 26,300 on behalf of Newcastle City Council (NCC), and almost 700 which are owned by Leazes Homes. YHN also manage approximately 1,500 leasehold properties on behalf of Newcastle City Council.

As well as being one of the largest ALMOs in the country, YHN are one of the most diverse in terms of the range of services we deliver. YHN employ over 800 staff.

Our statement of purpose:-

* Delivering great services, enabling people to thrive in great communities, supporting a great city

Our vision for 2020:-

* We will be high performing, innovative and focussed on providing quality housing management and support services. We will make the money deliver across everything we do while continuing to create positive outcomes for our customers

Our objectives:-

* Keep the housing stock decent, and neighbourhoods clean and safe
* Collect the rent and let properties efficiently
* Promote health and wellbeing and support vulnerable people to enjoy independence

Our structure:-

* In October 2015 we established a new company structure. Asfaleia Limited is our charitable subsidiary and Abri Trading Limited is our trading subsidiary

Further information about Your Homes Newcastle can be found at our website [www.yhn.org.uk](http://www.yhn.org.uk)

**2. Background:**

Newcastle Furniture Service (NFS) was launched in 1989 to help YHN tenants settle into their homes by providing essential items of furniture. Since then, NFS have grown into the market leader in the provision of affordable furniture and furnished accommodation to social housing tenants. NFS are the furniture service that people trust and, currently support over 12,000 households across the UK and supply products to 28 other Housing Providers, Voluntary Organisations and Local Authorities throughout the UK. Please ‘click’ [here](https://www.nfsfurniture.org.uk/home/for-business/) to find out more.

The service is available to tenants when they take up a tenancy with Your Homes Newcastle. It’s simple and straightforward. Tenants can choose from a wide range of products including sofas, beds, appliances such as washing machines and microwaves and even crockery and cutlery. NFS provide a range of high quality products with options or fixed furniture packs available.

**3. Specification and Scope of Works:**

Your Homes Newcastle wishes to procure a competent provider to supply furniture, white goods, domestic equipment and home furnishings to their Newcastle Furniture Service. As this requirement is specifically for the provision of furniture, white goods and furnishings, it would be difficult to identify every single product or service requirement individually. This being the case, a separate document has been produced which identifies all products (Invitation to Tender - Part 4). This covers the product description, minimum specification details, the dimensions of the products currently purchased (for guidelines only), proposed standard delivery times and, the total number of each product purchased over the 12-month period from 1st January 2017 until 31st December 2017.

**4. Tender Submission:**

When you are submitting your Tender electronically by means of Your Homes Newcastle’s e-tendering system, the Tender should be submitted in accordance with its conditions as stated within ITT Part 2 – Summary Instructions and Details of Contract document.

**5. The Contract:**

YHN will contract only on the accompanying terms and conditions. The work and services will be charged and paid against the prices submitted and agreed in the pricing schedule (ITT Schedule 6), for the initial, identified Contract term. This Pricing schedule document will be released at the Tender stage.

Tenderers should submit one electronic copy of their Tender via the web portal [**https://procontract.due-north.com**](https://procontract.due-north.com), which is compatible with Microsoft Office 2010 or Acrobat/PDF. Your tender submission should be uploaded onto the portal **no later than 12.00pm, noon on the date to be identified in the actual tender documents.**