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Tender

YPO - 001250 Sketch Books and Pads

YPO

F02: Contract notice

Notice identifier: 2025/S 000-005044

Procurement identifier (OCID): ocds-h6vhtk-04def5

Published 14 February 2025, 8:24am

The closing date and time has been changed to:

22 April 2025, 2:05pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

YPO

41 Industrial Park

Wakefield

WF2 0XE

Contact

Contracts Team

Email

contracts@ypo.co.uk

Telephone

+44 01924664685

Country

United Kingdom

Region code

UKE45 - Wakefield

Internet address(es)

Main address

<http://www.ypo.co.uk/>

Buyer's address

<https://procontract.due-north.com/register?ReadForm>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://procontract.due-north.com/register?ReadForm>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/register?ReadForm>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

YPO - 001250 Sketch Books and Pads

Reference number

001250

II.1.2) Main CPV code

- 22816000 - Pads

II.1.3) Type of contract

Supplies

II.1.4) Short description

YPO are looking for Providers to be appointed onto a Framework Agreement for the supply of Sketchbooks and Pads for use primarily in the education market. This Framework is designed to meet the needs of YPO by establishing an agreement for Providers to deliver stock into YPO's distribution centre in Wakefield, West Yorkshire.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Layout, Tracing Pads and Paper

Lot No

1

II.2.2) Additional CPV code(s)

- 37823200 - Tracing paper

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot will cover a range of layout, tracing pads and paper to be delivered into YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description**II.2.1) Title**

Drawing Project Books

Lot No

2

II.2.2) Additional CPV code(s)

- 22816000 - Pads

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot covers a range of project books in various sizes to be delivered into YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Scrap/Presentation Book

Lot No

3

II.2.2) Additional CPV code(s)

- 22816000 - Pads

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot covers a range of presentation and scrap books to be delivered into YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Own Brand Sketchbooks & Watercolour Pads

Lot No

4

II.2.2) Additional CPV code(s)

- 22816000 - Pads

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot covers a range of YPO branded sketchbooks and watercolour pads to be delivered into YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Laminated Sketchbooks

Lot No

5

II.2.2) Additional CPV code(s)

- 22816000 - Pads

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot covers a range of laminated sketchbooks to be delivered into YPO's distribution

centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on

satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Hardback Sketchbooks

Lot No

6

II.2.2) Additional CPV code(s)

- 22816000 - Pads

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot covers a range of hardback sketchbooks to be delivered into YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Polypropylene Sketchbook

Lot No

7

II.2.2) Additional CPV code(s)

- 22816000 - Pads

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot covers a range of polypropylene sketchbooks to be delivered into YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Sketchbooks

Lot No

8

II.2.2) Additional CPV code(s)

- 22816000 - Pads

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot covers a range of sketchbooks to be delivered into YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Premium Sketchbooks

Lot No

9

II.2.2) Additional CPV code(s)

- 22816000 - Pads

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot covers a range of premium sketchbook to be delivered into YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

3 June 2025

End date

2 June 2029

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 3rd June 2025 to 2nd June 2027 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of March 2027 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 3rd June 2025 to 2nd June 2029 (subject to an annual review, incorporating price negotiations and KPI performance).

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union

funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Organisations must ensure that they are not in breach of any of the mandatory or discretionary exclusions contained in Regulation 57 of the Public Contracts Regulations 2015. Please refer to the

Tender Documentation/ Online Tender located on our E-Procurement system. The web address can be found under 'Procurement Documents' in 'Communication' section in this notice.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Please refer to the Framework Agreement Terms and Conditions located on our E-Procurement system. The web address can be found under Procurement Documents in 'Communication' Section in this notice.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Originally published as:

Date

11 April 2025

Local time

2:00pm

Changed to:

Date

22 April 2025

Local time

2:05pm

See the [change notice](#).

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

11 April 2025

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Please refer to the Framework Agreement Terms and Conditions located on our E-Procurement system. The web address can be found under Procurement Documents in 'Communication' Section in this notice.

VI.3) Additional information

YPO are purchasing on the behalf of other contracting authorities. Please see the below link

for details: <https://www.ypo.co.uk/about/customers/missible-users> .

YPO will incorporate a standstill period at the point of notification of the award of the contract is provided to all bidders. The standstill period will be for a minimum of 10 calendar days, and provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

London

Country

United Kingdom