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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](mailto: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

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## **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

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## **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.

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## 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

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## **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/permisible-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