This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/007392-2023">https://www.find-tender.service.gov.uk/Notice/007392-2023</a>

Tender

# **YPO - 001182 Staplers, Hole Punches & Tackers**

YPO

F02: Contract notice

Notice identifier: 2023/S 000-007392

Procurement identifier (OCID): ocds-h6vhtk-03b2ac

Published 14 March 2023, 1:08pm

The closing date and time has been changed to:

21 April 2023, 2:00pm

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 1924885903

## 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/

# 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/

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/

# 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 - 001182 Staplers, Hole Punches & Tackers

Reference number

001182

### II.1.2) Main CPV code

• 30192000 - Office supplies

### 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 Office Machines 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 both stock into YPO's distribution centre in Wakefield, West Yorkshire and to deliver to YPO customers on a direct basis whereby the end customer places the order with YPO and YPO places the order with the Provider, but the Provider delivers direct to the end customer.

### II.1.5) Estimated total value

Value excluding VAT: £4,000,000

## 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

**Economy Staplers** 

Lot No

1

# II.2.2) Additional CPV code(s)

• 30197320 - Staplers

## II.2.3) Place of performance

**NUTS** codes

• UKE45 - Wakefield

### II.2.4) Description of the procurement

**Economy Staplers** 

### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Delivery and Customer Service / Weighting: 10

Quality criterion - Name: Social Value/Sustainability / Weighting: 10

Price - Weighting: 40

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

### Description of renewals

There is a possibility that this framework will be renewed 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 1st September 2023 to 31st August 2025 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 August 2025 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 1st September 2023 to 31st August 2027 (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 Staplers** 

Lot No

2

## II.2.2) Additional CPV code(s)

• 30197320 - Staplers

### II.2.3) Place of performance

**NUTS** codes

### • UKE45 - Wakefield

### II.2.4) Description of the procurement

**Premium Staplers** 

### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Delivery and Customer Service / Weighting: 10

Quality criterion - Name: Social Value/Sustainability / Weighting: 10

Price - Weighting: 40

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

Start date

1 September 2023

End date

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Variants will be accepted: No

### II.2.11) Information about options

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st September 2023 to 31st August 2025 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 August 2025 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 1st September 2023 to 31st August 2027 (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

Hole Punches

Lot No

3

### II.2.2) Additional CPV code(s)

• 30197320 - Staplers

### II.2.3) Place of performance

**NUTS** codes

• UKE45 - Wakefield

### II.2.4) Description of the procurement

Hole Punches

### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Delivery and Customer Service / Weighting: 10

Quality criterion - Name: Social Value/Sustainability / Weighting: 10

Price - Weighting: 40

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be renewed 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 1st September 2023 to 31st August 2025 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 August 2025 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 1st September 2023 to 31st August 2027 (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

# Tackers Lot No

4

### II.2.2) Additional CPV code(s)

• 30197120 - Tacks

### II.2.3) Place of performance

**NUTS** codes

• UKE45 - Wakefield

### II.2.4) Description of the procurement

**Tackers** 

### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Delivery and Customer Service / Weighting: 10

Quality criterion - Name: Social Value/Sustainability / Weighting: 10

Price - Weighting: 40

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be renewed 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 1st September 2023 to 31st August 2025 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 August 2025 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 1st September 2023 to 31st August 2027 (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

Eco-Range

Lot No

5

### II.2.2) Additional CPV code(s)

• 30197000 - Small office equipment

### II.2.3) Place of performance

**NUTS** codes

• UKE45 - Wakefield

### II.2.4) Description of the procurement

Eco-Range

### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Delivery and Customer Service / Weighting: 10

Quality criterion - Name: Social Value/Sustainability / Weighting: 10

Price - Weighting: 40

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be renewed 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 1st September 2023 to 31st August 2025 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 August 2025 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 1st September 2023 to 31st August 2027 (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 Range

Lot No

6

### II.2.2) Additional CPV code(s)

• 30197000 - Small office equipment

### II.2.3) Place of performance

**NUTS** codes

• UKE45 - Wakefield

### II.2.4) Description of the procurement

Own Brand Range

### II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Quality criterion - Name: Delivery and Customer Service / Weighting: 10

Quality criterion - Name: Social Value/Sustainability / Weighting: 10

Price - Weighting: 40

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

Start date

1 September 2023

End date

31 August 2027

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be renewed 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 1st September 2023 to 31st August 2025 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 August 2025 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 1st September 2023 to 31st August 2027 (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
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### 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	

14 April 2023

Local time

2:00pm

Changed to:

Date

21 April 2023

Local time

2:00pm

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

14 April 2023

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: There is a possibility that this framework will be renewed after 3.5 years from the commencement date.

## VI.3) Additional information

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

for details: <a href="https://www.ypo.co.uk/about/customers/permissible-users">https://www.ypo.co.uk/about/customers/permissible-users</a> .

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**