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Tender

001176 - The Supply of Pens and other writing Implements

YPO

F02: Contract notice

Notice identifier: 2023/S 000-008049

Procurement identifier (OCID): ocds-h6vhtk-03b46a

Published 20 March 2023, 3:46pm

Section I: Contracting authority

I.1) Name and addresses

YPO

41 Industrial Park

Wakefield

WF2 0XE

Contact

The 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

001176 - The Supply of Pens and other writing Implements

Reference number

001176

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 Premium Pens 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.1.5) Estimated total value

Value excluding VAT: £7,500,000

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

Lot 1 - A comprehensive range of premium office writing equipment including correction

Lot No

1

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens
- 30192930 - Correction pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 1 is for the provision of a comprehensive range of premium office writing equipment including correction to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

Lot 2 - Premium precision writing pens, fineliners and metallic gel rollerballs

Lot No

2

II.2.2) Additional CPV code(s)

- 30192000 - Office supplies

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 2 is for the provision of premium precision writing pens, fineliners and metallic gel

rollerballs to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

Lot 3 - Premium triangular stick pens, retractable and permanent markers

Lot No

3

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 3 is for the provision of premium triangular stick pens, retractable and permanent markers to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

Lot 4 - Premium retractable ballpoint pens and retractable gel pens

Lot No

4

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 4 is for the provision of premium retractable ballpoint pens and retractable gel pens to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

Lot 5 - Premium erasable rollerball pens

Lot No

5

II.2.2) Additional CPV code(s)

- 30192000 - Office supplies

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 5 is for the provision of premium erasable rollerball pens to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

Lot 6 - Premium highlighters and fineliner pens

Lot No

6

II.2.2) Additional CPV code(s)

- 30192000 - Office supplies

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 6 is for the provision of premium highlighters and fineliner pens to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

Lot 7 - Premium flipchart markers and ballpoint

Lot No

7

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 7 is for the provision of premium flipchart markers and ballpoint to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

Lot 8 - Premium gel pens and rollerball pens

Lot No

8

II.2.2) Additional CPV code(s)

- 30192000 - Office supplies

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 8 is for the provision of premium gel pens and rollerball pens to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

Lot 9 - Premium gel pens, refills and correction

Lot No

9

II.2.2) Additional CPV code(s)

- 30192930 - Correction pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Lot 9 is for the provision of premium gel pens, refills and correction to be delivered to our warehouse in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 35%

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

Start date

1 July 2023

End date

30 June 2027

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 1st July 2023 to 30th June 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 April 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 July 2023 to 30th June 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

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

Date

28 April 2023

Local time

2:00pm

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

28 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 subject to renewal 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: <https://www.ypo.co.uk/about/customers/permissible-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