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Tender

## **YPO - 001109 Office Machines**

YPO

F02: Contract notice

Notice identifier: 2022/S 000-008921

Procurement identifier (OCID): ocds-h6vhtk-032974

Published 1 April 2022, 8:17pm

### **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 1924664685

#### **Country**

United Kingdom

**NUTS 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 - 001109 Office Machines

Reference number

001109

#### **II.1.2) Main CPV code**

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

#### **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**

Lot 1 - Trimmers

Lot No

1

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

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

### **II.2.3) Place of performance**

NUTS codes

- UKE45 - Wakefield

### **II.2.4) Description of the procurement**

This lot will cover trimmers. Goods will be required to be delivered to 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.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

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

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

Cost criterion - Name: Cost / Weighting: 35%

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

Start date

1 August 2022

End date

31 July 2026

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 August 2022 to 31st July 2024 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 May 2024 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 August 2022 to 31st July 2026 (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 - Guillotines

Lot No

2

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

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

### **II.2.3) Place of performance**

NUTS codes

- UKE45 - Wakefield

#### **II.2.4) Description of the procurement**

This lot will cover guillotines. Goods will be required to be delivered to 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.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

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

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

Cost criterion - Name: Cost / Weighting: 35%

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

Start date

1 August 2022

End date

31 July 2026

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 August 2022 to 31st July 2024 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 May 2024 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 August 2022 to 31st July 2026 (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 - Laminators

Lot No

3

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

- 42994230 - Laminators

### **II.2.3) Place of performance**

NUTS codes

- UKE45 - Wakefield

### **II.2.4) Description of the procurement**

This lot will cover laminators. Goods will be required to be delivered to 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.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

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

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

Cost criterion - Name: Cost / Weighting: 35%

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

Start date

1 August 2022

End date

31 July 2026

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 August 2022 to 31st July 2024 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 May 2024 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 August 2022 to 31st July 2026 (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 - Binding Machines

Lot No

4

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

- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture

### **II.2.3) Place of performance**

NUTS codes

- UKE45 - Wakefield

### **II.2.4) Description of the procurement**

This lot will cover binding machines. Goods will be required to be delivered to 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.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

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

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

Cost criterion - Name: Cost / Weighting: 35%

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

Start date

1 August 2022

End date

31 July 2026

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 August 2022 to 31st July 2024 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 May 2024 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 August 2022 to 31st July 2026 (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 - Label Machines

Lot No

5

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

- 30170000 - Labelling machines

### **II.2.3) Place of performance**

NUTS codes

- UKE45 - Wakefield

### **II.2.4) Description of the procurement**

This lot will cover label machines. Goods will be required to be delivered to 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.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

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

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

Cost criterion - Name: Cost / Weighting: 35%

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

Start date

1 August 2022

End date

31 July 2026

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 August 2022 to 31st July 2024 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 May 2024 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 August 2022 to 31st July 2026 (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 - Shredders

Lot No

6

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

- 30191400 - Shredders

### **II.2.3) Place of performance**

NUTS codes

- UKE45 - Wakefield

### **II.2.4) Description of the procurement**

This lot will cover shredders. Goods will be required to be delivered to 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.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

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

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

Cost criterion - Name: Cost / Weighting: 35%

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

Start date

1 August 2022

End date

31 July 2026

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 August 2022 to 31st July 2024 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 May 2024 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 August 2022 to 31st July 2026 (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 - Auto-Feed Shredders

Lot No

7

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

- 30191400 - Shredders

### **II.2.3) Place of performance**

NUTS codes

- UKE45 - Wakefield

### **II.2.4) Description of the procurement**

This lot will cover auto-feed shredders. Goods will be required to be delivered to 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.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

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

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

Cost criterion - Name: Cost / Weighting: 35%

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

Start date

1 August 2022

End date

31 July 2026

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 August 2022 to 31st July 2024 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 May 2024 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 August 2022 to 31st July 2026 (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**

Date

13 May 2022

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

13 May 2022

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: 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/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