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Tender

## **YPO - 001255 The Supply of Premium Handwriting Pens**

YPO

F02: Contract notice

Notice identifier: 2024/S 000-014389

Procurement identifier (OCID): ocds-h6vhtk-045750

Published 3 May 2024, 3:15pm

### **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

## **Region code**

UK - United Kingdom

## **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 - 001255 The Supply of Premium Handwriting Pens

Reference number

001255

#### **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 Handwriting 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: £3,500,000

#### **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**

Premium Quality Handwriting Pens

Lot No

1

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

- 30190000 - Various office equipment and supplies
- 30192000 - Office supplies

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

NUTS codes

- UKE45 - Wakefield

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

This lot is for the supply of Premium Quality Handwriting Pens. Goods will be required to be delivered to YPO distribution centre in Wakefield.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50%

Quality criterion - Name: Delivery and Customer Service / Weighting: 5%

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 October 2024

End date

30 September 2028

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 October 2024 to 30th September 2026 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 2026 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.

### **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 Quality Recycled Handwriting Pens

Lot No

2

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

- 30190000 - Various office equipment and supplies
- 30192000 - Office supplies

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

NUTS codes

- UKE45 - Wakefield

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

This lot is for the supply of Premium Quality Recycled Handwriting Pens. Goods will be required to be delivered to YPO distribution centre in Wakefield.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50%

Quality criterion - Name: Delivery and Customer Service / Weighting: 5%

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

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### **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

14 June 2024

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

14 June 2024

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/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

