

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/015023-2023>

Tender

## **YPO 001193 - Office Paper**

YPO

F02: Contract notice

Notice identifier: 2023/S 000-015023

Procurement identifier (OCID): ocds-h6vhtk-03cfa0

Published 26 May 2023, 9:05am

### **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 1924885903

#### **Country**

United Kingdom

**Region code**

UKE45 - Wakefield

**Internet address(es)**

Main address

<http://www.ypo.co.uk/>

Buyer's address

<http://www.ypo.co.uk/>

**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 001193 - Office Paper

Reference number

001193

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

- 30197642 - Photocopier paper and xerographic paper

#### **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 provision of Office Papers. The Framework is designed to meet the needs of all public sector organisations primarily in the education market, which includes YPO's internal requirements.

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. As well as some items 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: £10,000,000

#### **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**

White Branded Copier Paper

Lot No

1

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

- 30197643 - Photocopier paper

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

NUTS codes

- UK - United Kingdom

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

White Branded Copier Paper

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

Quality criterion - Name: Quality / Weighting: 25%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

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

Price - Weighting: 40%

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

Start date

11 August 2023

End date

10 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 11th August 2023 to 10th August 2024 with three 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 11th August 2023 to 10th 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**

Coloured/Tinted Copier Paper

Lot No

2

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

- 30197643 - Photocopier paper

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

NUTS codes

- UK - United Kingdom

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

Coloured/Tinted Copier Paper

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

Quality criterion - Name: Quality / Weighting: 25%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

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

Price - Weighting: 40%

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

Start date

11 August 2023

End date

10 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 11th August 2023 to 10th August 2024 with three 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 11th August 2023 to 10th 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**

Recycled Copier Paper

Lot No

3

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

- 30197643 - Photocopier paper

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

NUTS codes

- UK - United Kingdom

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

Recycled Copier Paper

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

Quality criterion - Name: Quality / Weighting: 25%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

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

Price - Weighting: 40%

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

Start date

11 August 2023

End date

10 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 11th August 2023 to 10th August 2024 with three 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 11th August 2023 to 10th 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**



White Copier Paper – Volume Order

Lot No

4

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

- 30197643 - Photocopier paper

**II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

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

White Copier Paper – Volume Order

**II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 25%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

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

Price - Weighting: 40%

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

Start date

11 August 2023

End date

10 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 11th August 2023 to 10th August 2024 with three 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 11th August 2023 to 10th 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**

Coloured Card

Lot No

5

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

- 30197645 - Card for printing

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

NUTS codes

- UK - United Kingdom

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

Coloured Card

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

Quality criterion - Name: Quality / Weighting: 25%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

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

Price - Weighting: 40%

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

Start date

11 August 2023

End date

10 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 11th August 2023 to 10th August 2024 with three 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 11th August 2023 to 10th 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**

#### **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

7 July 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

7 July 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: <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