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Tender

## **YPO - 001079 Whiteboard markers**

YPO

F02: Contract notice

Notice identifier: 2021/S 000-016323

Procurement identifier (OCID): ocds-h6vhtk-02c735

Published 13 July 2021, 11:12am

### **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 01924664685

#### **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 - 001079 Whiteboard markers

Reference number

001079

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

- 30195911 - Whiteboard accessories

#### **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 whiteboard pens and markers for use primarily in the education market. This Framework is designed to meet the needs of YPO and all public sector organisations 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: £12,000,000

#### **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 - Premium Quality Whiteboard Markers and Pens

Lot No

1

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

- 30195911 - Whiteboard accessories

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

NUTS codes

- UKE45 - Wakefield

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

Lot 1 covers a variety of premium quality whiteboard markers and pens

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

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 30%

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

Start date

13 October 2021

End date

12 October 2025

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 13th October 2021 to 12th October 2023 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 2023 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 13 October 2021 to 12 October 2025 (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 Quality Refillable Markers and Pens

Lot No

2

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

- 30195911 - Whiteboard accessories

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

NUTS codes

- UKE45 - Wakefield

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

Lot 2 covers premium quality refillable whiteboard markers and pens.

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

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 30%

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

Start date

13 October 2021

End date

12 October 2025

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 13th October 2021 to 12th October 2023 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 2023 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 13 October 2021 to 12 October 2025 (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 - Added Value Whiteboard Markers & Pens

Lot No

3

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

- 30195911 - Whiteboard accessories

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

NUTS codes

- UKE45 - Wakefield

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

This Lot will cover added value whiteboard markers and pens

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

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

Quality criterion - Name: Quality / Weighting: 45%

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

Price - Weighting: 30%

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

Start date

13 October 2021

End date

12 October 2025

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 13th October 2021 to 12th October 2023 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 2023 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 13 October 2021 to 12 October 2025 (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 - Compact Whiteboard Pens

Lot No

4

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

- 30195911 - Whiteboard accessories

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

NUTS codes

- UKE45 - Wakefield

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

This Lot will cover compact whiteboard pens

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

Quality criterion - Name: Quality / Weighting: 45%

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

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

Price - Weighting: 30%

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

Start date

13 October 2021

End date

12 October 2025

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 13th October 2021 to 12th October 2023 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 2023 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 13 October 2021 to 12 October 2025 (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 - YPO Own Brand Whiteboard Markers/Pens

Lot No

5

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

- 30195911 - Whiteboard accessories

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

NUTS codes

- UKE45 - Wakefield

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

This Lot will cover YPO own brand whiteboard markers and pens

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

Quality criterion - Name: Quality / Weighting: 30%

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

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

Price - Weighting: 45%

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

Start date

13 October 2021

End date

12 October 2025

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 13th October 2021 to 12th October 2023 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 2023 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 13 October 2021 to 12 October 2025 (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 - YPO Premium Own Brand Whiteboard Markers/Pens

Lot No

6

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

- 30195911 - Whiteboard accessories

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

NUTS codes

- UKE45 - Wakefield

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

This Lot will cover YPO premium own brand whiteboard markers and pens

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

Quality criterion - Name: Quality / Weighting: 30%

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

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

Price - Weighting: 45%

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

Start date

13 October 2021

End date

12 October 2025

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 13th October 2021 to 12th October 2023 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 2023 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 13 October 2021 to 12 October 2025 (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 the 'Communication' section of 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 in our E-Procurement system. The web address can be found under 'Procurement Documents' in the '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

19 August 2021

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

19 August 2021

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 behalf of other contracting authorities. Please see the below link for details: <https://www.ypo.co.uk/about/customers/ojeu-permissible-users.aspx>.

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 Contract 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