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Planning

## **169\_26 Paper Stationery and Associated Products**

Leicestershire County Council, trading as ESPO

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

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### **Scope**

### **Reference**

169\_26

### **Description**

This is for a Preliminary market engagement (PME) where the tender documentation is not yet available. However, interest (Expressions of interest) can still be registered (please refer to the Engagement Section for further details on how to complete).

ESPO is a trading department of Leicestershire County Council. It is a non-profit making body owned and operated jointly by six local authorities. We provide a catalogue range, providing our customers with access to over 28,000 products that cover all key areas of education and

wider public sector requirements.

This Preliminary market engagement notice (PMEN) is being published to alert the supplier market that ESPO is looking to establish a Framework for the supply of Paper Stationery and Associated Products. The products covered by this proposed Framework will be purchased for re-sale, and orders will be placed according to demand.

Delivery shall be to ESPO's distribution centre in Leicester.

The Framework is envisaged to include the following Lots (subject to change):

Lot 1 - Envelopes

Lot 2 - Adhesive labels including ESPO's smartbuy range

Lot 3 - Premium adhesive labels

Lot 4 - Repositionable notes including ESPO's smartbuy range

Lot 5 - Premium repositionable notes

Lot 6 - Notebooks and pads

Lot 7 - Educational notebooks, classroom registers and revision aids

Lot 8 - Flipchart pads including ESPO's smartbuy range

Lot 9 - Office cardboard storage boxes and filing modules

The above Lot structure is for information only and some details may be amended within the invitation to tender.

This Preliminary market engagement aims to identify capable suppliers in the market with track record in delivering goods within this product category. We are requesting information from relevant organisations to help us define our requirements.

Note: Further details on the Procurement Act, including registration on the Central Digital Platform, can be found as follows:

<https://www.gov.uk/government/collections/information-and-guidance-for-suppliers>

Or otherwise, please refer to the ESPO Website as follows:

<https://www.espo.org/the-procurement-act-2023>

## **Commercial tool**

Establishes a framework

## **Total value (estimated)**

- £9,600,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 1 March 2026 to 31 March 2028
- Possible extension to 28 February 2030
- 4 years

## **Main procurement category**

Goods

## **CPV classifications**

- 22111000 - School books
- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery
- 30190000 - Various office equipment and supplies

- 39132000 - Filing systems

## **Contract locations**

- UK - United Kingdom

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## **Engagement**

### **Engagement deadline**

13 June 2025

### **Engagement process description**

The purpose of the Preliminary market engagement (PME) is to cover a range of topics designed to best explore our requirements in a possible future procurement. These topics may include:

1. develop ESPO's requirements and approach to the procurement
2. help better identify suitable suppliers in the market and their supply chains
3. understand products/service offerings from suppliers and the marketplace in general

Engagement with suppliers is anticipated to be a mix of methods, including Requests for Information (RFI) and meetings (both virtual and/or in-person). Visits to supplier's premises may also be used where deemed to be of particular use.

For the purposes of this Preliminary market engagement (PME), please express your interest as follows:

- (a) Go to <https://www.eastmidstenders.org/>; (b) Register (if not already registered on

ProContract); (c) Search for tender opportunity '169\_26' (via "View Opportunities" from the EastMidsTenders Portal); d) Express an interest.

Please access the Messages area/section of the eProcurement Portal (ProContract / EastMidsTenders - Messages can be accessed via the Activity dashboard once an Expression of interest has been completed) for any further communications on this preliminary market engagement, including the RFI documentation - optional responses are required by 12/05/2025.

In the case of any questions or clarifications relating to this PME, these should also be submitted to ESPO as a Message on the eProcurement Portal (again once an Expression of interest has been completed).

Notwithstanding the above process, as this procurement exercise is a renewal of an existing ESPO framework, ESPO reserves the right to engage with some, all or none of the incumbent suppliers appointed to the existing framework, alongside any additional suppliers identified following the above expression of interest and/or RFI exercise.

Suppliers should note that this is a preliminary market engagement exercise (and NOT a competitive tender process at this stage). The participation of a supplier in this preliminary market engagement will not constitute any contractual agreement between the respondent and ESPO.

A supplier's participation, or lack of participation, in this preliminary market engagement shall not impact the ability of the supplier to participate in any resulting tender exercise. Suppliers should note that any interest indicated does not constitute a commitment to participate in any future tendering exercise.

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## **Participation**

### **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## Contracting authority

### **Leicestershire County Council, trading as ESPO**

- Public Procurement Organisation Number: PYDD-1122-TCVN

Barnsdale Way, Grove Park, Enderby

Leicester

LE19 1ES

United Kingdom

Contact name: Catalogue Procurement Team

Email: [tenders@espo.org](mailto:tenders@espo.org)

Website: <https://www.espo.org/>

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public authority - sub-central government