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Tender

YPO - 001078 Own Brand - Stationery

YPO

F02: Contract notice

Notice identifier: 2022/S 000-018834

Procurement identifier (OCID): ocds-h6vhtk-03503b

Published 8 July 2022, 6:19pm

The closing date and time has been changed to:

22 August 2022, 2:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

YPO

41 Industrial Park

Wakefield

WF2 0XE

Contact

The Contracts Team

Email

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>

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/Advert/Index?advertId=367d4a01-1ffe-ec11-8116-005056b64545>

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/Advert/Index?advertId=367d4a01-1ffe-ec11-8116-005056b64545>

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 - 001078 Own Brand - Stationery

Reference number

DN540002

II.1.2) Main CPV code

- 30190000 - Various office equipment and 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 Own Brand Stationery 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 YPO branded stock into YPO's distribution centre in Wakefield, West Yorkshire.

II.1.5) Estimated total value

Value excluding VAT: £7,000,000

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

YPO Repositionable Sticky Notes

Lot No

1

II.2.2) Additional CPV code(s)

- 30192700 - Stationery

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

YPO Repositionable Sticky Notes, various colours, shapes, sizes, including individual items and packs.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45

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

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

Cost criterion - Name: Cost / Weighting: 35

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

Start date

1 January 2023

End date

31 December 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: No

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

YPO Correction

Lot No

2

II.2.2) Additional CPV code(s)

- 30192920 - Correction fluid
- 30192930 - Correction pens
- 30192940 - Correction pen refills

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

YPO correction fluids, roller mouse and pens.

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/Sustainability / Weighting: 10

Cost criterion - Name: Cost / Weighting: 45

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

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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: No

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 Ballpoint Pens

Lot No

3

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Ballpoint pens with various coloured inks to be branded with YPO logo in packs of 50 with caps on lid.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45

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

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

Cost criterion - Name: Cost / Weighting: 35

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

Start date

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31 December 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: No

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

YPO Premium Multi Colour Ball Point Pens

Lot No

4

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

4 colour ball point pens with various colours in packs of 10 with rubber grip.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45

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

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

Cost criterion - Name: Cost / Weighting: 35

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

Start date

1 January 2023

End date

31 December 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: No

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

YPO Office Ball Point Pens

Lot No

5

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Various packs of ball and stick pens in packs of 50 or 100 as stated within the specification with various ink colours including a lid or a cap.

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/Sustainability / Weighting: 10

Cost criterion - Name: Cost / Weighting: 45

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

Start date

1 January 2023

End date

31 December 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: No

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

YPO Gel and Fineliner Pens

Lot No

6

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens
- 30192126 - Technical pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Gel pens of various coloured inks with lid/cap and soft grips. Fineliners of various coloured inks with a black barrel, cap/lid all items in packs of 10 12 or 30 with specific details set out in the specification.

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/Sustainability / Weighting: 10

Cost criterion - Name: Cost / Weighting: 45

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

Start date

1 January 2023

End date

31 December 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: No

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

YPO Triangular Ball Pens

Lot No

7

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Ballpoint pens with an ergonomic triangular barrel, pen cap/lid with various colours of inks.
Organised into packs of 50.

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/Sustainability / Weighting: 10

Cost criterion - Name: Cost / Weighting: 45

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

Start date

1 January 2023

End date

31 December 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: No

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

YPO Whiteboard Erasers

Lot No

8

II.2.2) Additional CPV code(s)

- 30192100 - Erasers
- 30195911 - Whiteboard accessories

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Whiteboard erasers in various sizes and made of plastic or wood in various pack sizes, to carry YPO's logo.

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/Sustainability / Weighting: 10

Cost criterion - Name: Cost / Weighting: 45

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

Start date

1 January 2023

End date

31 December 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: No

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

YPO Whiteboard Cleaning

Lot No

9

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

Whiteboard cleaning wipes, wet and dry and cleaning spray.

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/Sustainability / Weighting: 10

Cost criterion - Name: Cost / Weighting: 45

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

Start date

1 January 2023

End date

31 December 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: No

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

YPO Black Lead Pencils

Lot No

10

II.2.2) Additional CPV code(s)

- 30192130 - Pencils

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

HB pencils with single colour barrels with YPO logo. Includes pencils with an ergonomic triangular designs all in various sizes as detail within the specification.

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/Sustainability / Weighting: 10

Cost criterion - Name: Cost / Weighting: 45

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

Start date

1 January 2023

End date

31 December 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: No

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

YPO Premium Black Lead Pencils

Lot No

11

II.2.2) Additional CPV code(s)

- 30192130 - Pencils

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Premium pencils with a hexagonal and triangular design in various pack sizes.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45

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

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

Cost criterion - Name: Cost / Weighting: 35

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

Start date

1 January 2023

End date

31 December 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: No

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

Highlighters

Lot No

12

II.2.2) Additional CPV code(s)

- 30192123 - Fibre pens
- 30192124 - Felt-tipped pens
- 30192126 - Technical pens

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

Highlighted with YPOs logo in various pack sizes and colours.

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/Sustainability / Weighting: 10

Cost criterion - Name: Cost / Weighting: 45

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

Start date

1 January 2023

End date

31 December 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: No

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

Originally published as:

Date

12 August 2022

Local time

2:00pm

Changed to:

Date

22 August 2022

Local time

2:00pm

See the [change notice](#).

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

12 August 2022

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: here is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

VI.3) Additional information

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