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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](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>

**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

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## **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**

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**

## 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

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 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

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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**

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



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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: 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