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Tender

## **164\_22 – Promotional and Personalised Products**

ESPO

F02: Contract notice

Notice identifier: 2021/S 000-022064

Procurement identifier (OCID): ocds-h6vhtk-02dd9f

Published 6 September 2021, 3:31pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

ESPO

Barnsdale Way, Grove Park, Enderby

Leicester

LE19 1ES

#### **Contact**

Catalogue Procurement Team

#### **Email**

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

#### **Telephone**

+44 1162944166

#### **Country**

United Kingdom

**NUTS code**

UKF21 - Leicester

**Internet address(es)**

Main address

<http://www.espo.org/>

**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

[www.eastmidstenders.org](http://www.eastmidstenders.org)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.eastmidstenders.org](http://www.eastmidstenders.org)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Other activity

Local Authority Services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

164\_22 – Promotional and Personalised Products

Reference number

164\_22

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

- 39294100 - Information and promotion products

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

This framework will cover the supply of bespoke corporate and leisure promotional products and stamps. The products are to be supplied to customers on a national basis.

ESPO has established a commercial trading company, ESPO Trading Limited, whose target clients are third sector organisations such as national and local charities, public sector mutual organisations and other organisations involved in the delivery of services to or for the public sector. The successful Supplier may be asked to enter into an additional separate framework agreement (the Second Framework) with ESPO Trading Limited on materially similar terms to that found in the tender pack to be entered into by ESPO itself.

Any Second Framework agreement will be a purely commercial agreement and will, for the avoidance of doubt, not be governed by the Public Contract Regulations 2015 or other public procurement legislation. ESPO Trading Limited may enter into the second framework agreement with the successful supplier and make it available to third sector clients who themselves are not required to follow the Public Contracts Regulations 2015 or other public procurement legislation. Accordingly, this is provided for bidders' information only.

An eAuction process may be used to award subsequent call off contracts following the reopening of competition among the parties to the Framework Agreement.

To tender: (a) Go to [www.eastmidstenders.org](http://www.eastmidstenders.org), (b) Register (c) Search for tender opportunity '164\_22' d) Express an interest (e) Access and download the tender from the

website.

### **II.1.5) Estimated total value**

Value excluding VAT: £800,000

### **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**

Promotional Merchandise

Lot No

1

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

- 39294100 - Information and promotion products

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

NUTS codes

- UK - United Kingdom

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

Supply of bespoke corporate and leisure promotional merchandise including but not limited to personalised pens, bags, notebooks, mugs, umbrellas, clothing, wristbands, water bottles, balloons, travel mugs, lanyards, badges, key rings and stress balls.

Products are to be supplied directly to customers on a national basis.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £600,000

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

Start date

1 April 2022

End date

31 March 2026

This contract is subject to renewal

No

**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**

Off-the-shelf and Customisable Stamps

Lot No

2

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

- 22410000 - Stamps
- 22411000 - Christmas stamps
- 22412000 - New stamps

- 22413000 - Savings stamps
- 22414000 - Mail stamp holders
- 30192111 - Ink pads
- 30192150 - Date stamps
- 30192151 - Sealing stamps
- 30192152 - Numbering stamps
- 30192153 - Phrase stamps
- 30192154 - Replacement stamp pads
- 30192155 - Office stamp holders
- 44423810 - Rubber stamps

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

NUTS codes

- UK - United Kingdom

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

Supply of rubber stamps and associated products. Products are to be supplied directly to customers on a national basis.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £200,000

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

Start date

1 April 2022

End date

31 March 2026

This contract is subject to renewal

No

#### **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 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 October 2021

Local time

12:00pm

**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 October 2021

Local time

12:00pm

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**Section VI. Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: No

**VI.3) Additional information**

As a Central Purchasing Body as defined in the Public Contracts Regulations 2015, the Framework Agreement is open for use by Public Bodies (defined at <https://www.espo.org/amfile/file/download/file/9608/>) that also fall into one of the following classifications of user throughout all administrative regions of the UK: Local Authorities; Educational Establishments (including Academies); Central Government Departments and Agencies; Police, Fire & Rescue and Coastguard Emergency Services; NHS and HSC Bodies, including Ambulance Services; Registered Charities; Registered Social Landlords; The Corporate Office of the House of Lords, The Corporate Officer of the House of Commons; or any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament. Details of the classification of end user establishments



and geographical areas are available at: <https://www.espo.org/legal>

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

The Royal Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

ESPO will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. Applicants who are unsuccessful shall be informed by ESPO as soon as possible after the decision has been made as to the reasons why the applicant was unsuccessful. If an appeal regarding the award of the contract has not been successfully resolved, The Public Contracts Regulations 2015 (SI 2105 No. 102) provide for aggrieved parties who have been harmed or are at risk of harm by breach of the rules to take legal action. Any such action must be brought within the applicable limitation period. Where a contract has not been entered into, the Court may order the setting aside of the award decision or order for any document to be amended and may award damages, make a declaration of ineffectiveness, order for a fine to be paid, and/or order the duration of the contract be shortened. The purpose of the standstill period referred to above is to allow the parties to apply to the Courts to set aside the award decision before the contract is entered into.