

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/022321-2021>

Tender

## **YPO - 001011 Paper fasteners**

YPO

F02: Contract notice

Notice identifier: 2021/S 000-022321

Procurement identifier (OCID): ocds-h6vhtk-02dea0

Published 8 September 2021, 4:51pm

### **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 1924664685

#### **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.duenorth.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

---

## **Section II: Object**

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

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

YPO - 001011 Paper fasteners

Reference number

001011

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

- 30197000 - Small office equipment

#### **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 Paper Fasteners and Office Essentials 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 stock into YPO's distribution centre in Wakefield, West Yorkshire.

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

Value excluding VAT: £1,000,000

#### **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**

Paper Clips

Lot No

1

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

- 30197000 - Small office equipment

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

NUTS codes

- UKE45 - Wakefield

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

Variety of paper clips to include: Plain metal paper clip in the size of 22mm, pack of 1000, Plain metal paper clip in the size of 33mm; pack of 1000, Plain metal paper clip in the size of 50mm; pack of 100, Wavy metal paper clip in the size of 50mm; pack of 100, Assorted coloured paper clips in the size of 33mm; tub of 400, Assorted coloured paper clips in the size of 50mm; tub of 150.

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

Quality criterion - Name: Quality / Weighting: 25

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

Quality criterion - Name: Social Value/Sustainability / Weighting: 15

Price - Weighting: 45

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

Start date

2 November 2021

End date

1 November 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 2nd November 2021 – 1st November 2023 with two options to extend for an additional 12 months each. The first decision to extend the contract period will be taken by the end of June 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 2nd November 2021 to 1st November 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**

Treasury Tags

Lot No

2

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

- 30197000 - Small office equipment

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

NUTS codes

- UKE45 - Wakefield

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

Variety of treasury tags: 25mm metal ended treasury tags in a pack of 100; 50mm metal ended treasury tags in a pack of 100; 75mm metal ended treasury tags in a pack of 100; 100mm metal ended treasury tags in a pack of 100; 125mm metal ended treasury tags in a pack of 100; 150mm metal ended treasury tags in a pack of 100; 100mm metal ended elasticated treasury tags in a pack of 100; 25mm plastic ended treasury tags in a pack of 100; 50mm plastic ended treasury tags in a pack of 100; 75mm plastic ended treasury tags in a pack of 100; 150mm plastic ended treasury tags in a pack of 100.

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

Quality criterion - Name: Quality / Weighting: 25

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

Quality criterion - Name: Social Value/Sustainability / Weighting: 15

Price - Weighting: 45

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

Start date

2 November 2021

End date

1 November 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 2nd November 2021 – 1st November 2023 with two options to extend for an additional 12 months each. The first decision to extend the contract period will be taken by the end of June 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 2nd November 2021 to 1st November 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**

Paper Fasteners

Lot No

3

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

- 30197000 - Small office equipment

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

NUTS codes

- UKE45 - Wakefield

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

25mm brass or silver paper fasteners, in a tub of 500

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

Quality criterion - Name: Quality / Weighting: 25

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

Quality criterion - Name: Social Value/Sustainability / Weighting: 15

Price - Weighting: 45

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

Start date

2 November 2021

End date

1 November 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 2nd November 2021 – 1st November 2023 with two options to extend for an additional 12 months each. The first decision to extend the contract period will be taken by the end of June 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 2nd November 2021 to 1st November 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**

Foldback and Letter Clips

Lot No

4

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

- 30197000 - Small office equipment

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

NUTS codes

- UKE45 - Wakefield

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

Variety of foldback and letter clips to include: 19mm assorted coloured metal foldback clips in a tub of 50; 30mm metal letter clips in a pack of 10; 50mm metal letter clips in a pack of 10; 70mm metal letter clips in a pack of 10.

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

Quality criterion - Name: Quality / Weighting: 25

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

Quality criterion - Name: Social Value/Sustainability / Weighting: 15

Price - Weighting: 45

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

Start date

2 November 2021

End date

1 November 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 2nd November 2021 – 1st November 2023 with two options to extend for an additional 12 months each. The first decision to extend the contract period will be taken by the end of June 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 2nd November 2021 to 1st November 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**

Pins

Lot No

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

- 30197000 - Small office equipment

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

NUTS codes

- UKE45 - Wakefield

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

A variety of pins to include: Assorted coloured 9.5mm head drawing pins in a tub of 1000; Brass coloured 9.5mm head drawing pins in a tub of 750; Brass coloured 12mm head drawing pins in a box of 144; Assorted coloured 15mm push pins in a tub of 200; Assorted coloured Map tacks with a head of 4.5mm and a length of 13.5mm in a pack of 100 in assorted colours.

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

Quality criterion - Name: Quality / Weighting: 25

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

Quality criterion - Name: Social Value/Sustainability / Weighting: 15

Price - Weighting: 45

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

Start date

2 November 2021

End date

1 November 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 2nd November 2021 – 1st November 2023 with two options to extend for an additional 12 months each. The first decision to extend the contract period will be taken by the end of June 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 2nd November 2021 to 1st November 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**

Rubber Bands

Lot No

6

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

- 30197000 - Small office equipment

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

NUTS codes

- UKE45 - Wakefield

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

Variety of rubber bands to include: Assorted sized natural coloured rubber bands in a 75g

tub; Assorted size and assorted coloured rubber bands in a 75g tub; Natural coloured rubber bands.

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

Quality criterion - Name: Quality / Weighting: 25

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

Quality criterion - Name: Social Value/Sustainability / Weighting: 15

Price - Weighting: 45

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

Start date

2 November 2021

End date

1 November 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 2nd November 2021 – 1st November 2023 with two options to extend for an additional 12 months each. The first decision to extend the contract period will be taken by the end of June 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 2nd November 2021 to 1st November 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**

Additional Products (Line by Line)

Lot No

7

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

- 30197000 - Small office equipment

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

NUTS codes

- UKE45 - Wakefield

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

Assorted items to include: 25mm Diameter Loose Leaf Rings in a pack of 50, tub of 15 assorted coloured finger cones, YPO Classroom Collection Stationery Pack is a multipack including:

300 x Coloured Paper Clip

50 x Giant Wavy assorted colour paper clip

200 x Large Map Pins

150 x Push Pins

30 x Fold Back Clips

50 x Mini Pegs

50g x Rubber Bands assorted colours

15 x Erasers

8 Tubs"

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

Quality criterion - Name: Quality / Weighting: 25

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

Quality criterion - Name: Social Value/Sustainability / Weighting: 15

Price - Weighting: 45

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

Start date

2 November 2021

End date

1 November 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 2nd November 2021 – 1st November 2023 with two options to extend for an additional 12 months each. The first decision to extend the contract period will be taken by the end of June 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 2nd November 2021 to 1st November 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



---

## **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**

Date

11 October 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

11 October 2021

Local time

2:05pm

---

**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 the behalf of other contracting authorities. Please see the below link

for details: <https://www.ypo.co.uk/about/customers/ojeu-permissible-users> .

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