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Tender

## **172\_24 Stationery and Office Sundries (Including Scissors and Calculators for Educational Use)**

ESPO

F02: Contract notice

Notice identifier: 2023/S 000-022951

Procurement identifier (OCID): ocds-h6vhtk-03eda2

Published 7 August 2023, 3:07pm

### **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)

#### **Country**

United Kingdom

**Region code**

UKF22 - Leicestershire CC and Rutland

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://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

<https://www.eastmidstenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://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

172\_24 Stationery and Office Sundries (Including Scissors and Calculators for Educational Use)

Reference number

172\_24

#### II.1.2) Main CPV code

- 30192000 - Office supplies

#### II.1.3) Type of contract

Supplies

#### II.1.4) Short description

Framework for the supply of Stationery and Office Sundry Products (including Scissors and Calculators for Educational Use). For both stock delivery to the ESPO Distribution Centre and direct delivery to ESPO Customers.

To tender:

(a) Go to <https://www.eastmidstenders.org/>; (b) Register (if not already registered on ProContract); (c) Search for tender opportunity '172\_24' (via "View Opportunities" from the 'EastMidsTenders' Portal); (d) Express an interest; (e) Download the tender documents (from the ProContract Activity summary screen, once an Expression of interest has been completed).

#### II.1.5) Estimated total value

Value excluding VAT: £6,720,000

#### 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**

Lot 1 - Whiteboard Accessories

Lot No

1

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

- 30195911 - Whiteboard accessories

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

NUTS codes

- UK - United Kingdom

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

The supply of Whiteboard Accessory Products, for both stock delivery to the ESPO Distribution Centre and direct delivery to ESPO Customers.

### **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: £960,000

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

Start date

1 January 2024

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 21 months. The total estimated value stated in Section II.1.5 includes the option period.

## **II.2) Description**

### **II.2.1) Title**

Lot 2 - Office Consumables

Lot No

2

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

- 22410000 - Stamps
- 30191000 - Office equipment except furniture
- 30192100 - Erasers
- 30192111 - Ink pads
- 30192150 - Date stamps

- 30192920 - Correction fluid
- 30197000 - Small office equipment
- 39541130 - String
- 44421790 - Cash boxes
- 44425300 - Rubber bands

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

NUTS codes

- UK - United Kingdom

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

The supply of Stationery and Office Sundry Products, for stock delivery to the ESPO Distribution Centre.

### **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: £1,776,000

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

Start date

1 January 2024

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 21 months. The total estimated value stated in Section II.1.5 includes the option period.

## **II.2) Description**

### **II.2.1) Title**

Lot 3 - Tackers

Lot No

3

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

- 30197100 - Staples, tacks, drawing pins
- 30197320 - Staplers

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

NUTS codes

- UK - United Kingdom

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

The supply of Tackers for Educational Use, for stock delivery to the ESPO Distribution Centre.

### **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: £312,000

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

Start date

1 January 2024

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 21 months. The total estimated value stated in Section II.1.5 includes the option period.

## **II.2) Description**

### **II.2.1) Title**

Lot 4 - Staplers, Staples and Perforators

Lot No

4



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

- 30197100 - Staples, tacks, drawing pins
- 30197110 - Staples
- 30197320 - Staplers
- 30197321 - Staple removers

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

NUTS codes

- UK - United Kingdom

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

The supply of Staplers, Staples and Perforators. All items are for stock delivery to the ESPO Distribution Centre, for both stock delivery to the ESPO Distribution Centre and direct delivery to ESPO Customers.

## **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: £1,104,000

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

Start date

31 January 2024

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 21 months. The total estimated value stated in Section II.1.5 includes the option period.

## **II.2) Description**

### **II.2.1) Title**

Lot 5 - Calculators

Lot No

5

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

- 30141100 - Pocket calculators
- 30141200 - Desktop calculators

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

NUTS codes

- UK - United Kingdom

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

The supply of Calculators for Educational Use, for stock delivery to the ESPO Distribution Centre.

### **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: £1,920,000

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

Start date

1 January 2024

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 21 months. The total estimated value stated in Section II.1.5 includes the option period.

## **II.2) Description**

### **II.2.1) Title**

Lot 6 - Scissors

Lot No

6

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

- 39241200 - Scissors

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

NUTS codes

- UK - United Kingdom

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

The supply of Calculators for Educational Use, for stock delivery to the ESPO Distribution Centre.

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

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

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

Start date

1 January 2024

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: Yes

Description of options

The framework agreement has the option to extend for up to a further 21 months. The total estimated value stated in Section II.1.5 includes the option period.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **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**

The minimum financial requirement for the purposes of the current tender exercise is stated in the procurement documents.

This framework will operate on-going contract monitoring procedures following award, to ensure financial stability requirements are maintained.

Credit rating checks will be carried out on a regular basis, using a credit rating agency.

Any changes will be assessed (compared with a baseline credit rating score obtained at contract award stage) and significant changes or sustained degradation will be investigated.

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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

#### **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

6 September 2023

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

6 September 2023

Local time

12:01pm

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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

Internet address

<https://www.justice.gov.uk/>

### **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.