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Tender

169_22 – Paper stationery and associated products

ESPO

F02: Contract notice

Notice identifier: 2021/S 000-023054

Procurement identifier (OCID): ocds-h6vhtk-02e181

Published 16 September 2021, 2:23pm

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

Telephone

+44 1162944105

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.eastmidstenders.org

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Other activity

Local Authority Services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

169_22 – Paper stationery and associated products

Reference number

169_22

II.1.2) Main CPV code

- 30199000 - Paper stationery and other items

II.1.3) Type of contract

Supplies

II.1.4) Short description

Framework for the supply of repositionable notes, self-adhesive labels, envelopes, note books, pads, flipchart pads and other associated products, for delivery to the ESPO Distribution Centre, Leicester.

To tender: (a) Go to www.eastmidstenders.org, (b) Register (c) Search for tender

opportunity '169_22' d) Express an interest (e) Access and download the tender from the website.

II.1.5) Estimated total value

Value excluding VAT: £6,000,000

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

Envelopes

Lot No

1

II.2.2) Additional CPV code(s)

- 30190000 - Various office equipment and supplies
- 30199000 - Paper stationery and other items
- 30199200 - Envelopes, letter cards and plain postcards
- 30199230 - Envelopes
- 30199712 - Printed non-window envelopes

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The supply of envelopes and other mailing products for delivery to the ESPO distribution centre, Leicester.

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: £1,200,000

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

Start date

1 March 2022

End date

31 March 2024

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The framework agreement has the option to extend for up to a further 23 months. The total estimated value stated in Section II.1.5 includes the option period.

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.2.14) Additional information

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

II.2) Description

II.2.1) Title

Adhesive labels including ESPO's smartbuy range

Lot No

2

II.2.2) Additional CPV code(s)

- 30192800 - Self-adhesive labels
- 30199000 - Paper stationery and other items
- 30199400 - Gummed or adhesive paper
- 30199410 - Self-adhesive paper

- 30199760 - Labels

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The supply of multipurpose adhesive labels for delivery to the ESPO distribution centre, Leicester.

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: £900,000

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

Start date

1 March 2022

End date

31 March 2024

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The framework agreement has the option to extend for up to a further 23 months. The total estimated value stated in Section II.1.5 includes the option period.

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.2.14) Additional information

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

II.2) Description

II.2.1) Title

Premium adhesive labels

Lot No

3

II.2.2) Additional CPV code(s)

- 30192800 - Self-adhesive labels
- 30199000 - Paper stationery and other items
- 30199400 - Gummed or adhesive paper
- 30199410 - Self-adhesive paper
- 30199760 - Labels

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The supply of premium multipurpose self-adhesive labels for delivery to the ESPO Distribution Centre, Leicester.

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: £300,000

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

Start date

1 March 2022

End date

31 March 2024

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 23 months. The total estimated value stated in Section II.1.5 includes the option period.

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.2.14) Additional information

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

II.2) Description

II.2.1) Title

Repositionable notes including ESPO's smartbuy range

Lot No

4

II.2.2) Additional CPV code(s)

- 22816300 - Sticky-note pads
- 30199000 - Paper stationery and other items
- 30199400 - Gummed or adhesive paper
- 30199410 - Self-adhesive paper

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The supply of repositionable adhesive notes for delivery to the ESPO Distribution Centre, Leicester.

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: £900,000

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

Start date

1 March 2022

End date

31 March 2024

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The framework agreement has the option to extend for up to a further 23 months. The total estimated value stated in Section II.1.5 includes the option period.

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.2.14) Additional information

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

II.2) Description

II.2.1) Title

Premium repositionable notes

Lot No

5

II.2.2) Additional CPV code(s)

- 22816300 - Sticky-note pads
- 30199000 - Paper stationery and other items

- 30199400 - Gummed or adhesive paper
- 30199410 - Self-adhesive paper

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The supply of premium repositionable adhesive notes for delivery to the ESPO Distribution Centre, Leicester.

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 March 2022

End date

31 March 2024

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 23 months. The total estimated value stated in Section II.1.5 includes the option period.

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.2.14) Additional information

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

II.2) Description

II.2.1) Title

Notebooks and pads

Lot No

6

II.2.2) Additional CPV code(s)

- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery
- 22810000 - Paper or paperboard registers
- 22814000 - Receipt books
- 22815000 - Notebooks
- 22816000 - Pads
- 22816100 - Note pads
- 22817000 - Diaries or personal organisers

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The supply of notebooks and pads for delivery to the ESPO Distribution Centre, Leicester.

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: £1,200,000

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

Start date

1 March 2022

End date

31 March 2024

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The framework agreement has the option to extend for up to a further 23 months. The total estimated value stated in Section II.1.5 includes the option period.

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.2.14) Additional information

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

II.2) Description

II.2.1) Title

Educational notebooks, classroom registers and revision aids

Lot No

7

II.2.2) Additional CPV code(s)

- 22111000 - School books
- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery
- 22810000 - Paper or paperboard registers
- 22815000 - Notebooks
- 22817000 - Diaries or personal organisers

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The supply of educational notebooks, classroom registers and revision aids for delivery to the ESPO Distribution Centre, Leicester.

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: £300,000

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

Start date

1 March 2022

End date

31 March 2024

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The framework agreement has the option to extend for up to a further 23 months. The total estimated value stated in Section II.1.5 includes the option period.

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.2.14) Additional information

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

II.2) Description

II.2.1) Title

Flipchart pads including ESPO's smartbuy range

Lot No

8

II.2.2) Additional CPV code(s)

- 30197621 - Flipchart pad

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The supply of flipchart pads for delivery to the ESPO Distribution Centre, Leicester.

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 March 2022

End date

31 March 2024

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The framework agreement has the option to extend for up to a further 23 months. The total estimated value stated in Section II.1.5 includes the option period.

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.2.14) Additional information

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

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 the credit rating agency, Creditsafe Business Solutions Limited.

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.

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

18 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

18 October 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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.