This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/023054-2021">https://www.find-tender.service.gov.uk/Notice/023054-2021</a>

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 <a href="www.eastmidstenders.org">www.eastmidstenders.org</a>, (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.