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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](mailto: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](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**

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](http://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.

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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 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.

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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

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

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## **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.