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Tender

## **50\_23 Office Filing, Presentation and Storage Products**

ESPO

F02: Contract notice

Notice identifier: 2022/S 000-023763

Procurement identifier (OCID): ocds-h6vhtk-0362df

Published 25 August 2022, 12:53pm

### **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**

50\_23 Office Filing, Presentation and Storage Products

Reference number

50\_23

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

- 30192700 - Stationery

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

Framework for the supply of ring binders, box files, manilla files and folders and dividers along with plastic filing, presentation and storage products including punched pockets, plastic pocket wallets, plastic files, display books, pencil and document cases, desktop products, book covers, clip boards and carry cases for delivery to the ESPO distribution centre, Leicester and book bags for delivery direct to end user establishments.

To tender: (a) Go to <https://www.eastmidstenders.org/>; (b) Register (if not already registered on ProContract); (c) Search for tender opportunity '50\_23' (via "View Opportunities" from the 'EastMidsTenders' Portal); (d) Express an interest; (e) Download the tender from the website (documents can be found in the first question of the Online Questionnaire, but to see these you will first need to click on "Start my response" followed by "Edit" next to the Question set, and "Answer question" next to the first question).

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

Value excluding VAT: £15,000,000

#### **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**

Lot 1 - Punch Pockets

Lot No

1

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

- 18923000 - Pouches and wallets

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of punch pockets for bulk 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: £925,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 2 - Plastic Pocket Wallets

Lot No

2

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

- 18923000 - Pouches and wallets

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of plastic pocket wallets for bulk 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: £750,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 3 - Plastic Files and Display Products

Lot No

3

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

- 18923000 - Pouches and wallets
- 22852000 - Folders

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of plastic files and display products for bulk 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: £2,200,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 4 - Pencil and Document Cases

Lot No

4

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

- 22852000 - Folders
- 30192134 - Pencil holders
- 30199500 - Box files, letter trays, storage boxes and similar articles

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of pencil and document cases for bulk 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: £2,200,000

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

Start date



1 March 2023

End date

31 March 2025

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) Description**

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

Lot 5 - Desktop Products

Lot No

5

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

- 22852000 - Folders
- 30199500 - Box files, letter trays, storage boxes and similar articles

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of desktop products for bulk 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: £450,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 6 - Book Covers

Lot No

6

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

- 18923000 - Pouches and wallets
- 22852000 - Folders

**II.2.3) Place of performance**

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of book covers for bulk 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: £525,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 7 - Clipboards and Carry Cases

Lot No

7

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

- 22852000 - Folders
- 30191130 - Clipboards
- 30199500 - Box files, letter trays, storage boxes and similar articles

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of clipboards and carry cases for bulk 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: £550,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 8 - Manila document wallets and folders

Lot No

8

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

- 18923000 - Pouches and wallets
- 22852000 - Folders

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of document wallets, folders and spring files for bulk 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: £1,750,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 9 - Lever Arch Files and Ring Binders

Lot No

9

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

- 22851000 - Binders
- 22852000 - Folders
- 30197210 - Ring binders
- 30199500 - Box files, letter trays, storage boxes and similar articles

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of lever arch files, ring binders and box files for bulk 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: £3,500,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 10 - Dividers

Lot No

10

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

- 30199600 - Dividers for stationery

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland



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

Supply of file dividers and index tabs for bulk 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: £1,500,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

## Lot 11 - Suspension Files

Lot No

11

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

- 30199000 - Paper stationery and other items

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

NUTS codes

- UKF21 - Leicester
- UKF22 - Leicestershire CC and Rutland

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

Supply of suspension files for bulk 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: £525,000

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

Start date

1 March 2023

End date

31 March 2025

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) Description**

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

Lot 12 - Book Bags

Lot No

12

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

- 18923000 - Pouches and wallets

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

NUTS codes

- UK - United Kingdom

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

Supply of book bags for direct delivery to the End User Establishments.

### **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: £125,000

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

Start date

1 March 2023

End date

31 March 2025

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.

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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

#### **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

26 September 2022

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

26 September 2022

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.

