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Tender

61_25 Supply of Writing Instruments

ESPO

F02: Contract notice

Notice identifier: 2024/S 000-029713

Procurement identifier (OCID): ocds-h6vhtk-049b8f

Published 17 September 2024, 2:45pm

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

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

61_25 Supply of Writing Instruments

Reference number

61_25

II.1.2) Main CPV code

- 39292400 - Writing instruments

II.1.3) Type of contract

Supplies

II.1.4) Short description

Framework for the supply of writing instruments for delivery to the ESPO distribution centre and 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 '61_25' (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: £24,000,000

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 - ESPO smartbuy Writing Instruments

Lot No

1

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens
- 30192123 - Fibre pens
- 30192124 - Felt-tipped pens
- 30192125 - Markers
- 39292400 - Writing instruments

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Delivery to the ESPO distribution centre.

II.2.4) Description of the procurement

Supply of ESPO's private label writing instruments for bulk 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: £4,000,000

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

Start date

1 January 2025

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 33 months. The total estimated value stated includes the option period.

II.2) Description

II.2.1) Title

Lot 2 - Writing Instrument Ranges

Lot No

2

II.2.2) Additional CPV code(s)

- 30192121 - Ballpoint pens
- 30192122 - Fountain pens
- 30192123 - Fibre pens
- 30192124 - Felt-tipped pens
- 30192125 - Markers
- 30192126 - Technical pens

- 37822000 - Drawing pens
- 39292400 - Writing instruments

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Delivery to the ESPO distribution centre.

II.2.4) Description of the procurement

Supply of ESPO's private label writing instruments for bulk 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: £20,000,000

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

Start date

1 January 2025

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 33 months. The total estimated value stated includes the option period.

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. However in summary, Tenderers are required to have positive net assets / shareholder funds.

If a Tenderer fails to pass the financial assessment and is part of a larger group, provided that the group accounts are provided to ESPO on request and these pass the financial test, a parent company guarantee may be acceptable provided the Tenderer is a 100% wholly owned subsidiary within the group.

In addition, ESPO will use a Credit Reference Agency to provide information on Tenderers. Where the Credit Reference Agency assigns the Tenderer a score indicating higher than moderate financial risk, ESPO will give further consideration to the financial information and financial stability of the Tenderer.

If ESPO has any reasonable cause for concern in relation to this information that cannot be reasonably resolved then this could give rise to the tender being rejected.

This contract will contain a contract monitoring clause which will require suppliers to ensure that there is no material detrimental change in their financial standing and/or their credit rating (as determined by use of a Credit Reference Agency). Bi-annual review meetings will be held.

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

17 October 2024

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

17 October 2024

Local time

12:01pm

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

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.