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Tender

YPO - 001219 The Supply of Filing Products

YPO

F02: Contract notice

Notice identifier: 2023/S 000-031550

Procurement identifier (OCID): ocds-h6vhtk-040f14

Published 26 October 2023, 8:29am

Section I: Contracting authority

I.1) Name and addresses

YPO

41 Industrial Park

Wakefield

WF2 0XE

Contact

The Contracts Team

Email

contracts@ypo.co.uk

Telephone

+44 01924664685

Country

United Kingdom

Region code

UKE45 - Wakefield

Internet address(es)

Main address

<http://www.ypo.co.uk/>

Buyer's address

<https://procontract.due-north.com/register?ReadForm>

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://procontract.due-north.com/register?ReadForm>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/register?ReadForm>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

YPO - 001219 The Supply of Filing Products

Reference number

001219

II.1.2) Main CPV code

- 30191100 - Filing equipment

II.1.3) Type of contract

Supplies

II.1.4) Short description

YPO are looking for Providers to be appointed onto a Framework Agreement for the provision of Filing Products. The Framework is designed to meet the needs of all public sector organisations which includes YPO's internal requirements. YPO are looking for Providers to be appointed onto a Framework Agreement for the supply of Filing Products for use primarily in the education market. This Framework is designed to meet the needs of YPO by establishing an agreement for Providers to deliver stock into YPO's distribution centre in Wakefield, West Yorkshire

II.1.5) Estimated total value

Value excluding VAT: £20,000,000

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 - YPO Own Brand Paper Filing

Lot No

1

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30197210 - Ring binders
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of YPO Own Brand paper filing products. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 2 - YPO Own Brand Plastic Filing

Lot No

2

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of YPO Own Brand plastic filing products. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 3 - YPO Own Brand Pencil Cases

Lot No

3

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of YPO Own Brand pencil cases. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 4 - Manilla Dividers and Indexes

Lot No

4

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30199000 - Paper stationery and other items
- 30199600 - Dividers for stationery

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of Manilla dividers and indexes. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the

contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 5 - Popper Wallets

Lot No

5

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of popper wallets. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 6 - Punch Pockets

Lot No

6

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of punch pockets. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 7 - Display Books

Lot No

7

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of display books. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 8 - Pencil Cases and Polypropylene Bags

Lot No

8

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of pencil cases and polypropylene bags. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the

commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 9 - Economy Ring Binders, Lever Arch and Box Files

Lot No

9

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30197210 - Ring binders

- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of economy ring binders, lever arch and box files. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 10 - Premium Laminating Products

Lot No

10

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30197210 - Ring binders
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of premium laminating products. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

II.2) Description

II.2.1) Title

Lot 11 - Report Files

Lot No

11

II.2.2) Additional CPV code(s)

- 30191100 - Filing equipment
- 30199000 - Paper stationery and other items

II.2.3) Place of performance

NUTS codes

- UKE45 - Wakefield

II.2.4) Description of the procurement

This Lot is for the provision of report files. Goods will be delivered to YPO's distribution centre in Wakefield.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 20%

Quality criterion - Name: Delivery and Customer Service / Weighting: 10%

Quality criterion - Name: Social Value/Sustainability / Weighting: 10%

Price - Weighting: 60%

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

Start date

1 April 2024

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

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 will cover the period from 1st April 2024 to 31st March 2026 with two options to extend for an additional 12 months. The first decision to extend the contract period will be taken by the end of December 2025 and will be dependent on satisfactory completion of all aspects of the contract to date, the current market conditions for this category and YPO's contracting structures. The maximum contract period will

therefore be 4 years, from 1st April 2024 to 31st March 2028 (subject to an annual review, incorporating price negotiations and KPI performance).

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

The specification needs to be met, however for any numerical sizes, YPO will accept a tolerance up to 5% above the minimum specification.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Organisations must ensure that they are not in breach of any of the mandatory or discretionary exclusions contained in Regulation 57 of the Public Contracts Regulations 2015. Please refer to the

Tender Documentation/ Online Tender located on our E-Procurement system. The web address can be found under 'Procurement Documents' in 'Communication' section in this notice.

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

Please refer to the Framework Agreement Terms and Conditions located on our E-Procurement system. The web address can be found under Procurement Documents in 'Communication' Section in this notice.

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

30 November 2023

Local time

2:00pm

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

30 November 2023

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: There is a possibility that this framework will be subject to renewal after 3.5 years from the commencement date.

VI.3) Additional information

“YPO are purchasing on the behalf of other contracting authorities. Please see the below link

for details: <https://www.ypo.co.uk/about/customers/missible-users> .

YPO will incorporate a standstill period at the point of notification of the award of the contract is provided to all bidders. The standstill period will be for a minimum of 10 calendar days, and provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into. The Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

VI.4) Procedures for review

VI.4.1) Review body

High Court of England and Wales

London

Country

United Kingdom