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Tender

## **YPO 1207 - Book Coverings, Note Pads & Envelopes**

YPO

F02: Contract notice

Notice identifier: 2024/S 000-040968

Procurement identifier (OCID): ocds-h6vhtk-04c991

Published 19 December 2024, 1:12pm

### **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](mailto:contracts@ypo.co.uk)

#### **Telephone**

+44 7901239756

**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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

YPO 1207 - Book Coverings, Note Pads & Envelopes

Reference number

001207

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

- 22000000 - Printed matter and related products

#### **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 supply of Book Coverings, Notepads and Envelopes 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 and also for Providers to deliver to YPO customers on a direct basis whereby the end customer places the order with YPO and YPO places the order with the Provider, but the Provider delivers direct to the end customer.

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

Value excluding VAT: £9,600,000

#### **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 Branded Notebooks

Lot No

1

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

- 22815000 - Notebooks

### **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 branded notebooks to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 2 - Premium Casebound

Lot No

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

- 22815000 - Notebooks

## **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 casebound to be delivered into YPO's distribution centre in Wakefield

## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 3 - Wirebound Polyprop

Lot No

3

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

- 22815000 - Notebooks

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of wirebound polyprop to be delivered into YPO's distribution centre in Wakefield

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

#### **II.2.11) Information about options**



Options: Yes

#### Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 4 - Twinwire Polyprop

Lot No

4

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

- 22815000 - Notebooks

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of twinwire polyprop to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 5 - Recycled Notebooks

Lot No

5

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

- 22815000 - Notebooks

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of recycled notebooks to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

## **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 6 - Green Pressboard

Lot No

6

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

- 22815000 - Notebooks

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of green pressboard to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 7 - Premium Pressboard

Lot No

7

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

- 22815000 - Notebooks

## **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 pressboard to be delivered into YPO's distribution centre in Wakefield

## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 8 - Fashion Notebooks

Lot No

8

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

- 22815000 - Notebooks

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



NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of fashion notebooks to be delivered into YPO's distribution centre in Wakefield

## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

## **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 9 - Hardback Memo Books

Lot No

9

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

- 22815000 - Notebooks

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of hardback memo books to be delivered into YPO's distribution centre in Wakefield

## **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

## **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 10 - Office and Event Books

Lot No

10

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

- 22815000 - Notebooks

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of office and event books to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 11 - Flipchart Pads

Lot No

11

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

- 30197621 - Flipchart pad

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of flipchart pads to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 12 - Spiral Flipcharts

Lot No

12

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

- 30197621 - Flipchart pad

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of spiral flipcharts to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

#### Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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) Description**

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

Lot 13 - Book Cover Films

Lot No

13

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

- 22000000 - Printed matter and related products

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of book cover films to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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 variants that will be accepted on this Lot are as follows:

1. + / - 5% tolerance on the required plasticizer content
2. + / - 10% tolerance on the required micron

**II.2) Description****II.2.1) Title**

Lot 14 - Book Jackets

Lot No

14

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

- 22000000 - Printed matter and related products

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

NUTS codes

- UK - United Kingdom

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

This Lot is for the provision of book jackets to be delivered into YPO's distribution centre in Wakefield as well as directly to the end user.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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 variant that will be accepted on this Lot is as follows:

+ / - 10% tolerance on the required micron

**II.2) Description****II.2.1) Title**

Lot 15 - Envelopes

Lot No

15

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

- 30199230 - Envelopes

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

NUTS codes

- UKE45 - Wakefield

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

This Lot is for the provision of envelopes to be delivered into YPO's distribution centre in Wakefield

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 35%

Quality criterion - Name: Delivery and Customer Service / Weighting: 15%

Quality criterion - Name: Social Value/Sustainability / Weighting: 20%

Price - Weighting: 30%

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

Start date

1 April 2025

End date

31 March 2029

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: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The Framework Agreement will cover the period from 1st April 2025 to 31st March 2027 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 January 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 2025 to 31st March 2029 (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

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## **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.



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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

7 February 2025

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

7 February 2025

Local time

2:00pm

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## **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/permissible-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

