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Planning

## Electronic Office Supplies 4

Yorkshire Purchasing Organisation  
The Association of North East Councils Limited

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-049800

Procurement identifier (OCID): ocds-h6vhtk-058a71 ([view related notices](#))

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## Scope

## Reference

001236

## Description

YPO is looking to re-procure their Electronic Office Supplies Framework. This will be the 4th iteration of the Framework; the previous reference was 001039 Electronic Office Supplies.

The purpose of the proposed procurement is to allow all Public Sector Authorities to purchase electronic office supplies and services through a compliant route to market. Within the proposed procurement, it is anticipated that Contracting Authorities will be able to purchase electronic office supplies, and services such as but not limited to:

Print Consumables and Peripherals

- OEM branded AND compatible own brand and/or unbranded ink and toner cartridges

- OEM branded AND compatible own brand and/or unbranded print consumables/peripherals such as but not limited to drums, fuser units and other related products to maintain a printer

#### Supply of Data Storage Media

USBs, CD's, DVD's, SD Cards and other data storage media

Other additional, non-mandatory products and services which may be applicable include:

- Collection and disposal/recycling services. Collection of redundant electronic office supplies such as but not limited to empty cartridges and utilise, where possible, recycling schemes.
- 3D print consumables and peripherals
- Small electronic office machines
- Photographic equipment
- Print hardware support services

The opportunity intends to offer award without competition and competitive selection process and this will be UK wide.

#### **Commercial tool**

Establishes a framework

#### **Total value (estimated)**

- £5,600,000 excluding VAT
- £7,000,000 including VAT

Above the relevant threshold

#### **Contract dates (estimated)**

- 5 December 2025 to 5 December 2029
- 4 years, 1 day

## **Main procurement category**

Goods

## **CPV classifications**

- 22000000 - Printed matter and related products
- 30100000 - Office machinery, equipment and supplies except computers, printers and furniture
- 30200000 - Computer equipment and supplies
- 31710000 - Electronic equipment
- 32550000 - Telephone equipment
- 35331500 - Cartridges
- 42991200 - Printing machinery
- 42991230 - Ticket printers
- 48519000 - Memory-management software package
- 48824000 - Printer servers
- 50300000 - Repair, maintenance and associated services related to personal computers, office equipment, telecommunications and audio-visual equipment
- 72000000 - IT services: consulting, software development, Internet and support
- 92312251 - Disk-jockey services

## **Contract locations**

- UK - United Kingdom

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## **Engagement**

### **Engagement deadline**

5 September 2025

### **Engagement process description**

The proposed procurement opportunity is to re-procure a previous YPO Framework offering.

From January 2025, YPO has engaged with suppliers regarding an upcoming tender opportunity for proposed procurement solution. Market engagement commenced prior to the Procurement Act 2023 coming into play. Originally, 001236 formed part of another proposed procurement solution for ICT Managed Services & Digital Transformation Solutions. However, after engaging heavily with the market and internal colleagues, the decision has been made to re-procure Electronic Office Supplies 4 alone, and not part of a wider Framework.

Due to previous Framework iterations and engagement, YPO had already established an anticipated Scope of Requirements and proposed procurement structure, which has strengthened, but not changed from the original scope set out.

Stage 1 (completed) of pre-engagement focussed initially on meeting with suppliers whereby we already had an existing relationship with, either via expired, or current Framework Agreements within the ICT Category. The suppliers outlined within this first stage of PME have not been placed at an advantage as YPO have not limited engagement to these suppliers only, this was just a starting point to commence engagement.

Stage 2 (completed) of engagement included undertaking research via Contracts Finder and Oxygen Finance, to understand customer spend and requirements further, as well as identify and engage with any Suppliers in which we had not captured via the first stage noted above.

Research Utilised;

- Contracts Finder
- Find a Tender
- Oyxgen Finance
- Current and expired Framework Agreement suppliers
- YPO internal procurement suppliers
- Industry events
- Stakeholder engagement sessions
- SWOT analysis of the solution, public sector landscape and market

YPO have also engaged with internal and external stakeholders who also have an interest in using this proposed procurement solution to understand any additional suppliers or requirements, to ensure all elements have been fully captured.

Other means this proposed solution has been advertised:

- through the YPO Technology Frameworks page, firstly included within the IT Managed Services & Digital Transformation Solutions landing page (IT Managed Services & Digital Transformation Solutions | YPO), but since removing from that proposed procurement solution, 001236 now has its own landing page which shows the opportunity to be coming soon and how to contact the buyer to discuss further:

Electronic Office Supplies 4 - 1236 Coming Soon

- at industry events such as YPO Supplier summit, BETT and Procurex in which ICT Category members attended, scoped out suppliers and were on the stand
- discussed at SPG and customer engagement sessions

All discussions have focussed on the same agenda areas (detailed below).

The purpose of engagement was to ensure that the proposed specification and routes to market contains fair, achievable requirements for both SME's and larger organisations, which are in line with the market and customer buying trends. The aim of pre-engagement sessions was to improve on previous Framework offerings and discuss the following:

- Any potential new products and opportunities
- Development of YPO T&Cs to ensure suitability for both the market and Contracting Authorities. The standard YPO T&Cs have also been shared with all suppliers who have engaged for review prior to the tender being released, this is to aim to reduce clarifications and amendments at tender stage. New suppliers are still able to reach out via the contact details below to request visibility of proposed T&Cs. The T&Cs will also be attached to the tender for another opportunity for suppliers to review.
- Relevant insurance requirements.
- Relevant legislative requirements, quality standards and industry practices.
- Social value requirements relevant within the market
- YPO's approach to the proposed procurement route and customer buying trends and how customers buy, i.e. further competition and direct award which will now be known as competitive selection procedures and award without competition.
- Supplier pricing models and mechanisms.
- Appropriate procedure, Conditions of Participation and Mandatory Requirements which are relevant and achievable for both SME's as well as larger enterprises and meets customer requirements and expectations.

#### Outcomes as of August 2025

- Specification development ensuring that the proposed structure is suitable and future proofed.
- Development of lot structure and ensuring the products/services within are relevant and achievable for both SME's and larger enterprises as well as meeting customer requirements and expectations.
- Intended decision to utilise YPO Standard T&Cs for goods and services. YPO intend to utilise their standard Framework Agreement for goods and services for this proposed procurement solution. These terms will be attached to the tender opportunity, so suppliers have an opportunity to clarify.
- Setting the appropriate insurance levels which are in line with the products/services which may be purchased within this proposed procurement solution, ensuring they are achievable for both SMEs and larger enterprises.
- Setting the appropriate legislative requirements, quality standards and industry practices

ensuring they are in line with what may be purchased within this proposed procurement solution and ensuring they are achievable for both SME's and larger enterprises.

- Setting achievable and relevant social value KPIs aligned to YPO's new social value proxy initiative ensuring they are achievable for SME's as well as larger enterprises.
- Developing Call-off mechanisms for customers utilising the proposed procurement solution.
- Developing a suitable cost evaluation mechanism for the proposed procurement solution.
- Designed an appropriate procedure, Conditions of Participation and Mandatory Requirements which are relevant and achievable for both SME's as well as larger enterprises and meets customer requirements and expectations.

### Continued Engagement

YPO have continued to allow interested suppliers to reach out to the Buyer responsible for this proposed procurement solution via the Electronic Office Supplies 4 Coming Soon landing page:

Electronic Office Supplies 4 - 1236 Coming Soon

Alternatively, contact can be made by using the email address on this PME Notice.

The invitation for suppliers to contact YPO for further discussion is still open and will remain open until the tender is released. Once the tender is released, all communication must be conducted through the e-tendering portal. The intention is to utilise the Pro Actis, Due North e-tendering portal, but YPO reserves the right to utilise alternative e-tendering portal if required.

### Proposed Tenders Conference

YPO anticipate holding an online tenders conference within the first 2 weeks of the tender being published to provide Tenderers with an opportunity to seek clarification on any matters relating to the Procurement and the requirements in an open forum. The proposed date of this is 11th September 2025, however this date may change depending on when the proposed tender is published. YPO Reserve right not to go ahead with the conference if there is insufficient interest.

It is anticipated the tenders conference will be online, via Teams. Finalised information such as dates, times and instructions to attend will be confirmed within the tender documents once advertised.

## Contact Details

Please contact [Katie.Beaumont@ypo.co.uk](mailto:Katie.Beaumont@ypo.co.uk) Category Buyer, YPO for further information and updates on this proposed procurement.

YPO reserves the right to not commit to advertising this tender if we do so wish. Should YPO wish to proceed further a formal procurement process will be followed in accordance with YPO's contract procedure rules and in line with the Procurement Act 2023 as relevant. Please note that any information is being sought without prejudice and without commitment.

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## Participation

### Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## Contracting authorities

### Yorkshire Purchasing Organisation

- Public Procurement Organisation Number: PMRV-4748-MNJV

41 Industrial Park

Wakefield

WF2 0XE

United Kingdom

Contact name: Katie Beaumont

Email: [katie.beaumont@ypo.co.uk](mailto:katie.beaumont@ypo.co.uk)

Region: UKE45 - Wakefield

Organisation type: Public authority - sub-central government

### **The Association of North East Councils Limited**

- Companies House: 05014821
- Public Procurement Organisation Number: PYVX-2132-JNMM

County Hall

Morpeth

NE61 2EF

United Kingdom

Email: [cdpnepoteam@nepo.org](mailto:cdpnepoteam@nepo.org)

Website: <http://www.nepo.org>

Region: UKC21 - Northumberland

Organisation type: Public authority - sub-central government

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### **Contact organisation**

Contact Yorkshire Purchasing Organisation for any enquiries.