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Tender

Electronic Office Supplies 4

Yorkshire Purchasing Organisation
The Association of North East Councils Limited

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-056289

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

Published 12 September 2025, 3:36pm

Scope

Reference

001236

Description

YPO are looking for Suppliers to be appointed onto a Framework Agreement following a Competitive Tendering Procedure for the provision Electronic Office Supplies. The Framework is designed to meet the needs of all public sector Contracting Authorities which may also include YPO's and NEPO's internal requirements by establishing an agreement where the end customer will place the order with the Supplier and the Supplier delivered direct to the end customer.

Commercial tool

Establishes a framework

Total value (estimated)

- £9,600,000 excluding VAT
- £12,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 17 December 2025 to 16 December 2029
- 4 years

Options

The right to additional purchases while the contract is valid.

Any resulting Contract shall be deemed to cover any item that can be supplied by the successful Tenderer(s) over the life of the Contract within the scope of Electronic Office Supplies 4

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

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

1%

Further information about fees

Retrospective Rebate of 1% will be payable on all business transacted under the Framework

Framework operation description

Customers can call-off the Framework using either a competitive selection process or an Award without competition.

Where an Award without Competition is being carried out, it should be in accordance with the criteria and guidance set out at within the Tender Particulars. The following objective mechanism for supplier selection shall apply to a Call-Off Contract using an Award Without Competition and shall be applied 100% to the Cost Criteria to determine best value for money. To evidence this, the Contracting Authority must undertake a desktop analysis to determine the Provider meets their statement of requirements.

Step 1 - Supplier Price List Review

Review of Supplier Price Lists in order for the Contracting Authority to select Providers who can meet the stated requirements.

Step 2 - Desktop Analysis

Once the Contracting Authority has a list of Providers who can meet their requirements, they should conduct further desktop analysis to see which suppliers determine best value for money. This analysis should include:

- Prices submitted within the Suppliers Price Lists
- Prices submitted within the Pricing Schedules (applicable within the first year of the Framework only)
- Cost Award Questions which cover Costing Methods & Fees, Price Volatility, Cost Support & Discounts and Value for Money
- Total Cost of Ownership (TCO) Evaluation

Step 3 - Outcomes of Desktop Analysis

The outcome of the desk top analysis should then evidence for the customer:

- Actual monetary price savings (for example savings against current contract, monetary savings from the tender exercise, savings made from efficiencies and eliminating the requirement to run own procurement, savings achieved from remaining with incumbent, savings from cost of change etc.)

- Best Value for Money

Step 4 - Determining Award Where Multiple Suppliers Demonstrate Equal Best Value

This step applies where, following completion of Steps 1 to 3, more than one supplier is identified as offering equal best value for money. An example of this may include, but is not limited to, where two suppliers return identical pricing.

In such cases, the Contracting Authority should award the contract to the supplier who achieved the highest score on Quality and Social Value/Sustainability/Modern Slavery criterions combined at Framework Establishment stage. The overall highest scoring supplier should then be awarded the Contract.

In accordance with the Procurement Act 2023, orders may be placed under this Framework Agreement provided the Contracting Authority can objectively identify which Provider offers the most advantageous tender (MAT) for their specific requirements from the information at Framework establishment stage.

Where this cannot be identified, the customer requirements are bespoke, or the customer wishes to re-open competition then a competed Call-off Contract(s) will be awarded following a Competitive Selection Process.

The mechanism for Supplier selection under a Competitive Selection Process by OCAs, NEPO or YPO will be as follows:

The Customer will identify their Statement of Requirements and all Supplier's will be invited to compete in the process. Customers conducting a Competitive Selection Process will write their own specification around their own requirements which will be evaluated and scored at Competitive Selection stage based on the Competitive Selection award criteria as set out in this Tender exercise.

Contracting Authorities are permitted to undertake a Single or Multi-stage Competitive Selection Process and will be allowed to stipulate Conditions of Participation and Mandatory Requirements to refine those set out for framework assessment and define them specific to their Call-Off requirements.

Suppliers awarded to the Framework Agreement will be invited to compete in the process. Suppliers will be required to submit "sealed bids" via the customer's choice of e-tendering site. The Award Criteria for such competitions are specified in the Tender documents

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

<https://www.ypo.co.uk/about/customers/permissible-users>

<https://www.nepo.org/associate-membership/permissible-users>

Participation

Legal and financial capacity conditions of participation

Please refer to the procurement documents

Technical ability conditions of participation

Please refer to the procurement documents

Particular suitability

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

Submission

Enquiry deadline

1 October 2025, 12:00pm

Tender submission deadline

14 October 2025, 12:00pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

6 December 2025

Recurring procurement

Publication date of next tender notice (estimated): 14 September 2029

Award criteria

Name	Description	Type	Weighting
Cost	<p>Cost criteria question 1.1 is the pricing question with a weighting of 70% allocated to it of the overall 50% weighting applied to the Cost criteria. Pricing approach is cost criteria question 1.2 with a weighting of 30% allocated of the overall 50% weighting applied to the Cost criteria. Supplier Price List is cost criteria question 1.3 with a weighting of 0% allocated to it of the overall 50% weighting applied to the Cost criteria.</p>	Price	50%
Quality	<p>Quality criteria question 2.1 is meeting the specification with a weighting of 50% allocated to it of the overall 30% weighting applied to the Quality criteria. Quality criteria question 2.2 is supply chain management with a weighting of 50% allocated to it of the overall 30% weighting applied to the Quality criteria.</p>	Quality	30%

Name	Description	Type	Weighting
Social Value/Sustainability/Modern Slavery	<p>Social Value/Sustainability/Modern Slavery</p> <p>Quality criteria question 3.1 is Social Value and Environmental initiatives with a weighting of 60% allocated to it of the overall 20% weighting applied to the Social Value/Sustainability/Modern Slavery criteria.</p> <p>Social Value/Sustainability/Modern Slavery criteria question 3.2 is modern slavery with a weighting of 40% allocated to it of the overall 20% weighting applied to the Social Value/Sustainability/Modern Slavery criteria.</p>		20%

Other information

Payment terms

Please refer to tender documents

Description of risks to contract performance

Please refer to tender documents

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

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

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

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

Region: UKC21 - Northumberland

Organisation type: Public authority - sub-central government

Contact organisation

Contact Yorkshire Purchasing Organisation for any enquiries.