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Tender

## **NEPO502 - Office Supplies, Educational & Catering Disposables**

The Association of North East Councils Limited

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

Notice identifier: 2025/S 000-069717

Procurement identifier (OCID): ocds-h6vhtk-055cf1 ([view related notices](#))

Published 30 October 2025, 12:44pm

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

Deadline of Submission has been extended from Noon on the 6th November 2025 to Noon on the 27th November 2025

### **Scope**

### **Reference**

NEPO502

## Description

The Association of North East Councils Trading as the North East Procurement Organisation (NEPO) is seeking to establish a multi-supplier, multi-lot Framework for Office Supplies, Educational & Catering Disposables for use by contracting authorities throughout the United Kingdom.

NEPO intends to publish an Invitation to Tender via the Open eTendering system. Suppliers wishing to be considered for this Framework Agreement must register their expression of interest and submit a tender through the NEPO eTendering system. If not already registered, candidates should register on the Open eTender system at:

<https://open-uk.org/>

Tenders must be submitted using the link above. Tenders submitted via post or email methods will not be accepted.

Guidance for how to create an account, search for opportunities and respond is included within the Supplier's hub.

If you require further support please email [open.support@nepo.org](mailto:open.support@nepo.org)

## Commercial tool

Establishes a framework

## Total value (estimated)

- £65,000,000 including VAT

Above the relevant threshold

## Contract dates (estimated)

- 1 May 2026 to 30 April 2030
- 4 years

### **Main procurement category**

Goods

### **Contract locations**

- UK - United Kingdom

### **Not the same for all lots**

CPV classifications are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. General Office Supplies.**

### **Description**

This Lot will provide users with access to office supplies, including but not limited to; stationary, writing books, pens, folders and Office First Aid Supplies. Users will also have the ability to order items outside of the Core List (Non-Core) at a competitive price.

### **Lot value (estimated)**

- £65,000,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 30192000 - Office supplies

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Electronic Office Consumables.**

### **Description**

This Lot will provide users with access to Electronic Office consumables, including but not limited to; printer ribbons and cartridges across a variety of manufacturers, as well as compatible items. Users will also have the ability to order items outside of the Core List (Non-Core) at a competitive price.

### **Lot value (estimated)**

- £65,000,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 30124000 - Parts and accessories of office machines
- 30125000 - Parts and accessories of photocopying apparatus

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 3. Educational Products.**

### **Description**

This lot will provide users with access to Educational Products, including but not limited to; Exercise Books, Art Suppliers, Planners, Diaries, Registers, and Exercise Paper. Users will also have the ability to order items outside of the Core List (Non-Core) at a competitive price.

### **Lot value (estimated)**

- £65,000,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 22111000 - School books
- 22112000 - Textbooks

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 4. Promotional Print Materials.**

### **Description**

This lot will provide users with access to personalisation of items including but not limited to; Lanyards, Badges, Mugs, Pens, Chargers, Tote Bags, Coasters, Note Books and Laptop Bags. Users will be able to utilise the Frameworks Tendered Cost Plus % Margin for reference purposes upon call-off. Users will then develop their own bespoke basket of requirements and will conduct a Mini/Further Competition with the awarded supplier(s).

### **Lot value (estimated)**

- £65,000,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 39294100 - Information and promotion products

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 5. Catering Disposables.**

### **Description**

This lot will provide users with access to catering disposables, including but not limited to; catering foil, film fronted bags, paper cups, food bags, & disposable cutlery. Users will also have the ability to order items outside of the Core List (Non-Core) at a competitive

price.

### **Lot value (estimated)**

- £65,000,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 39222000 - Catering supplies

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 6. Light Kitchen Equipment.**

### **Description**

This lot will provide users with access to Light Catering Equipment, including but not limited to; tableware, glassware, cutlery, and pots and pans. Users will also have the ability to order items outside of the Core List (Non-Core) at a competitive price.

### **Lot value (estimated)**

- £65,000,000 including VAT

Framework lot values may be shared with other lots

## **CPV classifications**

- 39221100 - Kitchenware
- 39221180 - Cooking utensils
- 39221210 - Plates
- 39221230 - Saucers
- 39223000 - Spoons, forks

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Framework**

### **Maximum number of suppliers**

18

### **Maximum percentage fee charged to suppliers**

2.5%

### **Further information about fees**

NEPO operates a contract rebate arrangement whereby Suppliers are asked to repay NEPO a set percentage of each invoice in respect of orders placed by NEPO or any Contracting Authority accessing the Framework. The maximum rebate taken by NEPO against the value of awarded contracts will not exceed 2.5%

## Framework operation description

The successful Tenderer will enter into a Framework Agreement (NEPO502 Office, Educational & Catering Supplies) with NEPO. This Framework will be made accessible to the Member Authorities and the Associate Members of NEPO via Call-Off contracts. NEPO will establish overarching terms and conditions that define the core principles of the Framework.

Pricing will be determined through the tender process and evaluated against predefined award criteria and associated weightings. All tenderers will be assessed accordingly.

Pricing submitted as part of this Framework will apply to requirements Nationally.

Pricing will be fixed for the first 9 months of the Framework. Thereafter, Suppliers will have the opportunity to provide NEPO with a pricing review notification to conduct an annual pricing review using the NEPO Pricing Review Notification Process.

Contracting Authorities may establish Call-Off contracts through either Direct Award or Mini/Further Competition. A Direct Award may be used to award to the Primary Awarded Supplier from lots 1, 2, 3, 5, & 6 of the Solution, however, Contracting Authorities reserve the right to award to the contingency awarded supplier as follows:

- Where a Contracting Authority has sufficient business or commercial reason and are able to establish an objective mechanism for supplier selection. Such as:
- In the event that the Primary Supplier is unable to meet their requirements. The rationale may include, but not limited to, the necessity for urgency relating to timescales, or the availability of supply. This is subject to the Contracting Authority's internal procurement and legal guidelines permitting a Direct Award.

In cases of Direct Award, pricing will be based on the Tendered rates within the Framework.

All Suppliers awarded to each lot of the Framework may be invited to participate in Mini/Further Competitions. The evaluation criteria for any Mini/Further Competitions will be specified by the Contracting Authority and included in the competition documentation. Suppliers will be required to submit pricing based on the specific project requirements.

## **Award method when using the framework**

Either with or without competition

## **Contracting authorities that may use the framework**

The Framework will be open and accessible to all NEPO Member Authorities and Associate Members.

A full list of NEPO Member Authorities can be found - <https://www.nepo.org/about>

A full list of Associate Members can be found - <https://www.nepo.org/associate-membership>

## **Contracting authority location restrictions**

- UK - United Kingdom

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## **Participation**

### **Particular suitability**

**Lot 1. General Office Supplies.**

**Lot 2. Electronic Office Consumables.**

**Lot 3. Educational Products.**

**Lot 4. Promotional Print Materials.**

**Lot 5. Catering Disposables.**

**Lot 6. Light Kitchen Equipment.**

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

## **Submission**

### **Tender submission deadline**

27 November 2025, 12:00pm

### **Submission address and any special instructions**

NEPO intends to publish an Invitation to Tender via the Open eTendering system. Suppliers wishing to be considered for this Framework must register their expression of interest and submit a tender through the Open eTendering system at <https://open-uk.org/>

Tenders must be submitted via the link above. Submissions via email or post will not be accepted.

Guidance for how to create an account, search for opportunities and respond is included within the Suppliers Hub. If you require further support please email [open.support@nepo.org](mailto:open.support@nepo.org)

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

29 January 2026

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## Award criteria

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Price	Price	65%
Quality	Quality	25%
Social Value	Quality	10%

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## Other information

### Applicable trade agreements

- Government Procurement Agreement (GPA)

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Contracting authority

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

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

Northern Design Centre

Gateshead

NE8 3DF

United Kingdom

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

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

Region: UKC22 - Tyneside

Organisation type: Public authority - sub-central government