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Tender

169_26 Paper Stationery, Office Storage Boxes and Associated Products

Leicestershire County Council, trading as ESPO

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

Notice identifier: 2025/S 000-071866

Procurement identifier (OCID): ocds-h6vhtk-050945 ([view related notices](#))

Published 7 November 2025, 9:45am

Changes to notice

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

The Tender submission deadline has been extended by 1 week to 21 November 2025, 12:00pm (with the Enquiry deadline also being extended by a further week)

Scope

Reference

169_26

Description

ESPO catalogue framework covering the supply of repositionable notes, self-adhesive labels, envelopes, notebooks, pads, flipchart pads, cardboard storage boxes, filing modules and other associated products.

The Framework is divided into 9 lots.

Please refer to the tender documents for further details - the closing date for submission of Tenders has been extended to 12:00 (12 noon) on 21 November 2025.

To tender (please proceed to step (e) if an expression of interest has already been completed):

(a) Go to <https://www.eastmidstenders.org/>; (b) Register (if not already registered on ProContract); (c) Search for tender opportunity '169_26' (via "View Opportunities" from the EastMidsTenders Portal); (d) Express an interest; (e) Download the tender documents (from the ProContract Activity summary screen).

Any questions or clarifications relating to this tender opportunity should be submitted to ESPO as a message on the eProcurement Portal, once an Expression of interest has been completed.

Commercial tool

Establishes a framework

Total value (estimated)

- £8,000,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 March 2026 to 31 March 2027
- Possible extension to 28 February 2030
- 4 years

Description of possible extension:

Once the initial period of the contract has ended (i.e., 31 March 2027), there is an option to extend the framework by up to a further 35 months. This is dependent on ESPO, ESPO Customers, and market needs, as well as the performance of sales.

Total estimated values captured in this notice include the option to extend the framework as noted above.

Options

The right to additional purchases while the contract is valid.

ESPO reserves the right to add or remove to the products listed within Appendix 1 - Pricing Schedule throughout the lifetime of the Framework so long as they are in line with the Framework scope.

Main procurement category

Goods

Contract locations

- UK - United Kingdom
- GG - Guernsey
- IM - Isle of Man
- JE - Jersey

Not the same for all lots

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

Lot 1. Envelopes

Description

This Lot is for the supply and delivery of envelopes including, but not limited to envelopes with windows, enveloped without windows, air cushioned envelopes, board backed envelopes and large format envelopes to the ESPO distribution centre.

For further details, please refer to the tender documents.

Lot value (estimated)

- £912,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 30190000 - Various office equipment and supplies

Same for all lots

Contract locations, contract dates and options are shown in the Scope section, because

they are the same for all lots.

Lot 2. Adhesive Labels (including ESPO's smartbuy range)

Description

This Lot is for the supply and delivery of adhesive labels including, but not limited to multipurpose labels, recycled standard labels, spine labels and coloured labels to the ESPO distribution centre.

The objective of the smartbuy products included within this Lot is to provide the best value option for ESPO customers.

For further details, please refer to the tender documents.

Lot value (estimated)

- £1,440,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 30192800 - Self-adhesive labels
- 30199000 - Paper stationery and other items

Same for all lots

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

Lot 3. Premium Adhesive Labels

Description

This Lot is for the supply and delivery of premium adhesive labels including, but not limited to laser address labels, laser shipping labels, resistant labels, recycled quick peel labels and jam free labels to the ESPO distribution centre.

For further details, please refer to the tender documents.

Lot value (estimated)

- £576,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 30192800 - Self-adhesive labels
- 30199000 - Paper stationery and other items

Same for all lots

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

Lot 4. Repositionable Notes (including ESPO's smartbuy range)

Description

This Lot is for the supply and delivery of repositionable notes including, but not limited to branded repositionable notes, recycled notes, extra sticky notes, pop up notes and

repositionable index tabs to the ESPO distribution centre.

The objective of the smartbuy products included within this Lot is to provide the best value option for ESPO customers.

For further details, please refer to the tender documents.

Lot value (estimated)

- £720,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 22816300 - Sticky-note pads
- 30199000 - Paper stationery and other items

Same for all lots

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

Lot 5. Premium Repositionable Notes

Description

This Lot is for the supply and delivery of premium repositionable notes including, but not limited to standard colour notes, extra adhesive notes, recycled notes and repositionable index tabs to the ESPO distribution centre.

For further details, please refer to the tender documents.

Lot value (estimated)

- £576,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 22816300 - Sticky-note pads
- 30199000 - Paper stationery and other items

Same for all lots

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

Lot 6. Notebooks and Pads (including ESPO's smartbuy range)

Description

This Lot is for the supply and delivery of notebooks and pads including, but not limited to twin wirebound notebooks, project books, casebound notebooks, shorthand notebooks, pocket sized notebooks and refill pads to the ESPO distribution centre.

The objective of the smartbuy products included within this Lot is to provide the best value option for ESPO customers.

For further details, please refer to the tender documents.

Lot value (estimated)

- £989,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery

Same for all lots

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

Lot 7. Educational Notebooks, Registers and Revision Aids

Description

This Lot is for the supply and delivery of educational notebooks, registers and revision aids including, but not limited to diaries, planners, education books, registers, index and revision cards, revision notepads and laboratory books to the ESPO distribution centre.

For further details, please refer to the tender documents.

Lot value (estimated)

- £867,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 22111000 - School books
- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles

of printed stationery

Same for all lots

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

Lot 8. Flipchart Pads (including ESPO's smartbuy range)

Description

This Lot is for the supply and delivery of flipchart pads to the ESPO distribution centre.

The objective of the smartbuy products included within this Lot is to provide the best value option for ESPO customers.

For further details, please refer to the tender documents.

Lot value (estimated)

- £1,440,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 30197621 - Flipchart pad

Same for all lots

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

Lot 9. Office Storage Boxes and Filing Modules

Description

This Lot is for the supply and delivery of office storage boxes and filing modules including, but not limited to storage boxes, archive boxes, magazine files and environmentally friendly boxes to the ESPO distribution centre.

For further details, please refer to the tender documents.

Lot value (estimated)

- £480,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 22853000 - File holders
- 30190000 - Various office equipment and supplies
- 39132000 - Filing systems

Same for all lots

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

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

1%

Further information about fees

Framework Fees will be based on a percentage of the total turnover of business conducted by Suppliers under the Framework.

For further details, please refer to the tender documents.

Framework operation description

It should be noted that the Framework could be used, as outlined in option 1 and 2 below, by ESPO where paper stationery, office storage boxes and associated products are required:

Option 1 - Call-off without competition

'Calling-off' Goods from the awarded Supplier who is a) included in the Framework and b) identified as offering the most advantageous solution to ESPO's requirements, based on the Framework award decision.

For all Lots (including sub-lots), purchase orders will be placed with the awarded Supplier(s) as required by ESPO.

Option 2 - Call-off with competition (Further Competitive Selection Process)

'Calling-off' by conducting a competition (further competitive selection process) amongst those Suppliers identified in the Framework as being able to provide the required Goods.

Please refer to the tender documents for any further details.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Establishing party only

Participation

Legal and financial capacity conditions of participation

Lot 1. Envelopes

Lot 2. Adhesive Labels (including ESPO's smartbuy range)

Lot 3. Premium Adhesive Labels

Lot 4. Repositionable Notes (including ESPO's smartbuy range)

Lot 5. Premium Repositionable Notes

Lot 6. Notebooks and Pads (including ESPO's smartbuy range)

Lot 7. Educational Notebooks, Registers and Revision Aids

Lot 8. Flipchart Pads (including ESPO's smartbuy range)

Lot 9. Office Storage Boxes and Filing Modules

Refer to the tender documents for conditions of participation (note: the Procurement Specific Questionnaire which includes Conditions of Participation questions, is captured as a Question set in the eProcurement Portal, ProContract, and is completed online there once a response has been started).

Technical ability conditions of participation

Lot 1. Envelopes

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Refer to the tender documents for conditions of participation (note: the Procurement Specific Questionnaire which includes Conditions of Participation questions, is captured as a Question set in the eProcurement Portal, ProContract, and is completed online there once a response has been started).

Particular suitability

Lot 1. Envelopes

Lot 2. Adhesive Labels (including ESPO's smartbuy range)

Lot 3. Premium Adhesive Labels

Lot 4. Repositionable Notes (including ESPO's smartbuy range)

Lot 5. Premium Repositionable Notes

Lot 6. Notebooks and Pads (including ESPO's smartbuy range)

Lot 7. Educational Notebooks, Registers and Revision Aids

Lot 8. Flipchart Pads (including ESPO's smartbuy range)

Lot 9. Office Storage Boxes and Filing Modules

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

14 November 2025, 5:00pm

Tender submission deadline

21 November 2025, 12:00pm

Submission address and any special instructions

Please refer to all instructions captured via <https://www.eastmidstenders.org/>.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

30 January 2026

Award criteria

Lot 1. Envelopes**Lot 2. Adhesive Labels (including ESPO's smartbuy range)****Lot 4. Repositionable Notes (including ESPO's smartbuy range)****Lot 6. Notebooks and Pads (including ESPO's smartbuy range)****Lot 7. Educational Notebooks, Registers and Revision Aids****Lot 8. Flipchart Pads (including ESPO's smartbuy range)****Lot 9. Office Storage Boxes and Filing Modules**

Name	Type	Weighting
Price (Lots 1, 2, 4, 6, 7, 8 and 9)	Price	80%
Non-Price (Lots 1, 2, 4, 6, 7, 8 and 9)	Quality	20%

Lot 3. Premium Adhesive Labels**Lot 5. Premium Repositionable Notes**

Name	Type	Weighting
Price (Lots 3 and 5)	Price	70%
Non-Price (Lots 3 and 5)	Quality	30%

Other information**Applicable trade agreements**

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://www.eastmidstenders.org/>

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(a) Go to <https://www.eastmidstenders.org/>; (b) Register (if not already registered on ProContract); (c) Search for tender opportunity '169_26' (via "View Opportunities" from the EastMidsTenders Portal); (d) Express an interest; (e) Download the tender documents (from the ProContract Activity summary screen).

Technical specifications to be met

<https://www.eastmidstenders.org/>

Please refer to the tender documents (see above for further details including summary instructions on how to access these).

Contracting authority

Leicestershire County Council, trading as ESPO

- Public Procurement Organisation Number: PYDD-1122-TCVN

Barnsdale Way, Grove Park, Enderby

Leicester

LE19 1ES

United Kingdom

Contact name: Catalogue Procurement Team

Email: tenders@espo.org

Website: <https://www.espo.org/>

Region: UKF22 - Leicestershire CC and Rutland

Organisation type: Public authority - sub-central government