

**United Kingdom-Wakefield: Filing equipment**

**OJ S 113/2014 14/06/2014**

**Contract notice**

**Supplies**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Yorkshire Purchasing Organisation

Postal address: 41 Industrial Park

Town: Wakefield

Postal code: WF2 0XE

Country: United Kingdom

Contact person: Contracts

For the attention of: Melanie Godley

E-mail: [contracts@ypo.co.uk](mailto:contracts@ypo.co.uk)

Telephone: +44 1924885903

**Internet address(es):**

Address of the buyer profile: <https://etendering.ypo.co.uk/epps>

Electronic access to information: <https://etendering.ypo.co.uk/epps>

Electronic submission of tenders and requests to participate: <https://etendering.ypo.co.uk/epps>

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

Education

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: Please see below

Town: UK-Wide

Country: United Kingdom

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Filing.

**II.1.2. Type of contract and place of performance or delivery**

Supplies

Main site or place of performance: UK-Wakfield.

NUTS code

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

**II.1.4. Information about framework agreement**

Framework agreement with several operators

Maximum number envisaged maximum number of participants to the framework agreement  
: 4

**Duration of the framework agreement**

Duration in months: 48

**Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 8 500 000 GBP

**II.1.5. Short description of the contract or purchase(s)**

YPO are looking for Providers to be appointed onto a Framework Agreement for the supply of Filing Products, for use mainly in the education market. The 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.

**II.1.6. CPV code(s)**

30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

Estimated value excluding VAT: 8 500 000 GBP

**II.2.2. Information about options**

**II.2.3. Information about renewals**

**II.3. Duration of the contract or time limit for completion**

Start 25.9.2014. Completion 26.9.2018

Information about lots

Lot No: 1

Lot title: Premiun Quality Filing

**1) Short description**

**2) CPV code(s)**

30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 2

Lot title: Metallic Folders

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 3

Lot title: YPO Branded Filing

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 4

Lot title: Lever Arch and Box Files

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 5

Lot title: Ring Binders

- 1) Short description**
- 2) CPV code(s)**

30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 6

Lot title: Plastic Pockets 1 Volume

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 7

Lot title: Plastic Pockets 2

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 8

Lot title: Dividers

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 9

Lot title: Indexes

- 1) Short description**
- 2) CPV code(s)**

30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 10

Lot title: Suspension

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 11

Lot title: Manilla

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 12

Lot title: Plastic Pockets Urgent

- 1) Short description**
- 2) CPV code(s)**  
30191100 Filing equipment, 39132000 Filing systems, 30197210 Ring binders, 30197200 Ring binders and paper clips, 19520000 Plastic products, 30199600 Dividers for stationery
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions related to the contract**

##### **III.1.1. Deposits and guarantees required**

- III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**
- III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**
- III.1.4. Contract performance conditions**  
The performance of the contract is subject to particular conditions: no
- III.2. Conditions for participation**
  - III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**
  - III.2.2. Economic and financial ability**
  - III.2.3. Technical and professional ability**
  - III.2.4. Information about reserved contracts**
- III.3. Conditions specific to services contracts**
  - III.3.1. Information about a particular profession**
  - III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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- IV.1. Type of procedure**
  - IV.1.1. Type of procedure**  
Open
  - IV.1.2. Information about the limits on the number of candidates to be invited**
  - IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**
- IV.2. Award criteria**
  - IV.2.1. Award criteria**  
The most economically advantageous tender in terms of Criteria below
    1. Cost. Weighting 50
    2. Quality & Sustainability. Weighting 25
    3. Delivery. Weighting 25
  - IV.2.2. Information about electronic auction**  
An electronic auction will be used: no
- IV.3. Administrative information**
  - IV.3.1. File reference number attributed by the contracting authority**  
000567
  - IV.3.2. Previous publication concerning this procedure**  
**Prior information notice**  
Notice number in the OJ S: [2013/S 137-237653](#) of 17.7.2013

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

**IV.3.4. Time limit for receipt of tenders or requests to participate**

25.7.2014 - 14:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

English.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in days: 90 (from the date stated for receipt of tender)

**IV.3.8. Conditions for opening of tenders**

Date: 28.7.2014

## **Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**VI.3. Additional information**

For more information please email the contacts stated above. The procurement process will take place through YPO's e-procurement system. Can all tenderers wishing to receive the tender document please go online to <https://etendering.ypo.co.uk/epps/home.do> and 'register as a supplier'. Once you have registered, please follow these steps: click on the 'opportunities register', click on the title interest, click on 'show opp menu', click on 'expression of interest'. You should then be able to view the tender documents by clicking on the 'opp documents' or also start to answer the questions by clicking on 'tender questions and returns'.

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

10.6.2014