

OFF3166 NW

Office, Paper, EOS & Library Supplies (OPELS)

Contracting Authority NWUPC

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Key Information

Framework Start Date	01/11/2024
Current End Date	31/10/2026
Procurement Regulation	PCR2015

Framework Suppliers

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Antalis Ltd.
Banner Group Limited
Bates Office Services Ltd.
CPP Trading Group Ltd t/a Clyde Paper & Print
Comcen Computer Supplies Ltd
Commercial Services Education Ltd. T/A
Gresswell
Elliott Baxter & Co Ltd
Lyreco UK Ltd.
OfficeXpress Ltd.
Paragon Customer Communications (London)
Limited t/a Paragon Business Essentials
Premier Paper Group Ltd.
Springfield Business Papers Ltd.
WL Coller Ltd.
WildHearts Office Ltd.
XMA Ltd

Lot Information

01 : Office Supplies
Banner Group Limited
Bates Office Services Ltd.
Lyreco UK Ltd.
Paragon Customer Communications
(London) Limited t/a Paragon Business
Essentials
WildHearts Office Ltd.

02 : Bulk Paper
Antalis Ltd.
CPP Trading Group Ltd t/a Clyde Paper &
Print
Elliott Baxter & Co Ltd
Premier Paper Group Ltd.
Springfield Business Papers Ltd.
WL Coller Ltd.

03 : Electronic Office (Computer) Supplies
Comcen Computer Supplies Ltd
OfficeXpress Ltd.

Scope of Requirements

- Lot 1 – Office Supplies : general office products, cut paper (desktop delivery quantities), minor office equipment, envelopes, furniture and presentation, printer toner and ink, computer external storage, computer peripherals e.g. cables, media storage, book care, book trolleys and display supplies, library security supplies, referencing supplies, janitorial products for office use, other office supplies products, other computer supplies products, other library supplies products. This list is not exhaustive.
- Lot 2 – Bulk Paper includes, but is not limited to, the following scope: coated and uncoated papers, recycled and virgin papers, cut sheet and reel papers, a variety of paper sizes including SR, A4 and A3 and a variety of FSC and PEFC certified papers. This list is not exhaustive. This Lot is not intended to fulfil desktop paper requirements, as this is covered by the Office Supplies Lot (Lot 1). However, specialist papers can be purchased in smaller quantities rather than pallets.
- Lot 3 – Electronic Office (Computer) Supplies includes, but is not limited to, the following scope; printer toner and ink, computer external storage, computer peripherals e.g. cables, media storage, other computer supplies products. This list is not exhaustive.
- Lot 4 – Library Supplies includes, but is not limited to, the following scope; book care, book trolleys and display supplies, library security supplies, referencing supplies, other library supplies products.

Accessibility

Open to members of: APUC, HEPCW, LUPC, NEUPC, NWUPC, and SUPC

Call Off Method

This Framework Agreement allows you to buy through three options.

- Direct Award
- Desktop Exercise
- Mini-Competition

You should choose the option most appropriate to your purchase taking into consideration; your Organisational Procurement Guidance and Financial Regulations, the product you wish to purchase and the specific requirements of your organisation.

Responsible Procurement

The NETpositive Supplier Engagement Tool will be used as part of contract management. The UKUPC Supply Chain Code of Conduct was issued to suppliers as part of this tender.

At Selection Suppliers were assessed for:

- Compliance with the requirements of the Modern Slavery Act 2015
- Payment of the Real Living Wage
- Equality, Diversity and Inclusivity
- Carbon Reduction Plan

Recognising both the environmental and social risks associated with in-scope products, with the award criteria, suppliers were asked questions on the following topics:

- Labour Conditions
- Packaging Materials

Appendix 1 – Specification of Requirements

Section 13 covers packaging requirements including a requirement to limit packaging volume to the minimum amount of packaging required to maintain the necessary levels of safety, hygiene and acceptance of the packaged product. Suppliers are required on an annual basis, to evidence steps taken to reduce overall packaging volume and single-use plastic packaging. This will include, but not be limited to, a requirement to report on:

- Packaging composition and volume by individual product
- Percentage (%) of recycled packaging content by individual product

Section 14 Sustainability includes a requirement for suppliers to:

- Provide data on the recyclable and recycled content of products where requested by the Customer.
 - Provide tailored plans to customers that take into consideration the customer's pre-existing delivery requirements and product choices and develop incentive plans that will reward greener product and logistical choices to the benefit of both the member and supplier.
- Section 15 Social Value requires that suppliers establish a process, in conjunction with the Customer, to understand the Customer's strategic social objectives and identify, implement, measure and report on social value opportunities specific to the communities of the Customer-where proportionate.

Added Value

- More advantageous pricing based on economies of scale from aggregated spend.
- Savings can be base lined by comparing prices with the prices you previously paid.
- A single exercise to establish the overarching agreement and establish the Terms and Conditions of the Framework.
- Reduced administrative effort and associated cost savings.
- The development of a longer term relationship with suppliers which is mutually beneficial.
- You have the ability to call off from the agreement as and when required rather than needing to undertake a full tender process.
- The Framework allows for the flexibility to determine specific requirements at the call off stage.
- Framework Agreements support longer term business planning as they span a period of typically four years and allow some stability from market fluctuations.
- NWUPC and your Consortium will provide contract management support to you should you experience any issues with suppliers and will act in your best interests.

For further information, please refer to the [Buyers Guide](#)

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