

About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services. Established in 1974 by a group of 13 local authorities, we’re one of the largest public sector buying organisations in the UK and we’re still 100% publicly-owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the heart of the public sector. Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.

Overview

Start date:	4 May 2021
Expiry date:	30 April 2025
Extension(s) (if applicable):	Not applicable
Contracting authority (CA) call-off period:	CAs can specify a contract period, based on the term that will best suit their requirements
Contract notice ref. no:	2021/S 000-002742
Rebate:	1% on spend, payable by the supplier/provider. Free to access and utilise by all public sector customers
Potential maximum value:	£5,000,000 - £7,000,000
Geographical location(s):	National

Overview

This framework is for the provision of electronic office supplies which is designed to meet the needs of all public sector organisations. The scope of the framework includes supply of print consumables and peripherals such as ink/toner cartridges and print maintenance products, supply of data storage media such as USBs, CDs, DVDs plus other IT consumables and additional associated services such as collection, disposal, and recycling for redundant electronic office supplies.

Lot Structure

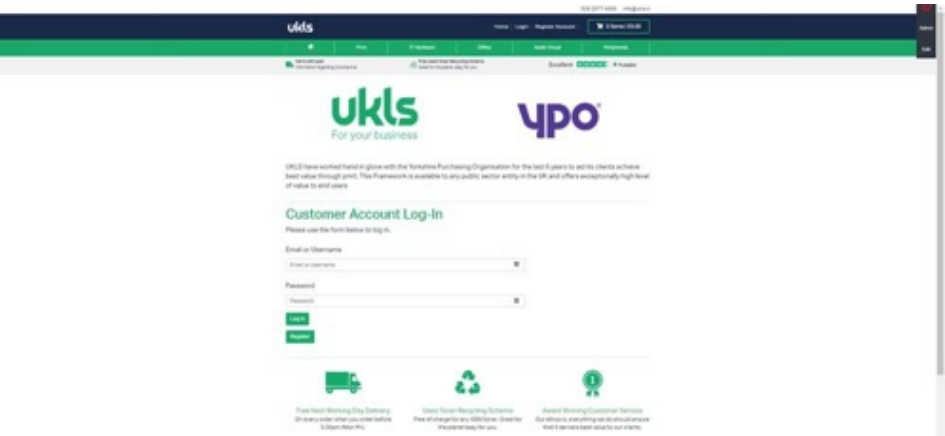
This framework is divided into the following lots:

LOT	DESCRIPTION	NUMBER OF SUPPLIERS/ PROVIDERS PER LOT	METHOD OF CALL-OFF CONTRACTS
1	<p>Electronic Office Supplies</p> <p>This lot is for the provision of electronic office supplies across a wide range of manufacturers, including but not limited to:</p> <ul style="list-style-type: none">• Supply of print consumables and peripherals OEM branded and compatible own brand and/or unbranded ink and toner cartridges, remanufactured ink and toner cartridges, print consumables/ peripherals such as but not limited to drums, fuser units and other related products used to maintain a printer• Supply of data storage media USBs, CDs, DVDs, SD Cards and other data storage media• Electronic office supplies collection and disposal/ recycling services To collect redundant electronic office supplies such as but not limited to empty cartridges and utilise, where possible, recycling schemes. <p>The list provided is indicative but not exhaustive. Customers may write their own specification to suit their exact needs and requirements within the stipulation of the lot.</p>	5	Direct award and further competition

2	<p>Sole Supplier Portal for Electronic Office Supplies</p> <p>This lot is for the provision of electronic supplies across a wide range of manufacturers, including the products and services listed within lot 1, but available to purchase by customers via an online catalogue/portal making your procurement simple and easy to operate.</p> <p>Access to the online catalogue/portal will be via password protected log-in and will facilitate online ordering for secure electronic transactions. This is provided, securely hosted, managed and monitored solely by the awarded supplier/provider in line with all relevant security accreditations.</p> <p>The supplier's/provider's catalogue/portal has in place relevant payment accreditations for processing payments, including level 3 payment card security as minimum, 2 factor authentication and are cyber essentials certified.</p> <p>The secure online catalogue/portal can be accessed via this link; ukls.it/ypo</p> <p>Please see further details below.</p>	1	Direct award
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How to set up an account and place an order

1. Go to <https://ukls.it/ypo>



2. If this is your first time using UKLS you'll need to register an account via the link on this page in order to access the bespoke YPO pricing and benefits:
<https://ukls.it/ypo-sign-up>
3. Complete the dedicated YPO registration and a member of our support team will verify your details and set up your account. When this is complete you will receive a confirmation email with your account number and log-in details
4. Log in with the details sent to you via the Portal: **<https://ukls.it/ypo>**
5. Once you have logged in you will be taken to your 'My Products' section.

YPO Sign-up

To order to set up an account please complete the following form. A member of our support team will verify your details and assign your account to YPO Supported pricing and benefits.

Customer Name
Organisation
Customer Address
Post Code
Email Address
Contact Number
Public Sector

☐ I am a Public Sector User

Sign up

These products and pricing have been agreed with the YPO and are bespoke to public sector organisations. If you would like to tailor these products to your organisation, please get in touch with a member of our dedicated support team via the email: **info@ukls.it**

Quick Order Pad

Search for Products:
Enter a full or partial product code/name to find products:

Search UKLS

Product Code	Product	Availability	Price	Qty
TH2010	BROTHER TONER CARTRIDGE BLACK TH2010	IN STOCK	£29.04 ex VAT	0
TH2010	BROTHER TH2010 TONER CARTRIDGE 1,000PS	IN STOCK	£29.04 ex VAT	0
TH2010	BROTHER TH2010 TONER CARTRIDGE 2,000PS	IN STOCK	£46.76 ex VAT	0
LC100BN	BROTHER LC100BN BK CART BLACK	IN STOCK	£76.76 ex VAT	0
LC100Y	BROTHER LC100Y BK CART YELLOW	IN STOCK	£76.76 ex VAT	0
TH2010N	BROTHER TH2010N BLACK TONER	IN STOCK	£27.84 ex VAT	0

6. Add the quantities of products you would like to order in the menu
- Scroll to the bottom of the page and click proceed to checkout

Cart Overview

Product Title	Price (ex VAT)	Quantity	Sub Total (ex VAT)
BROTHER TONER CARTRIDGE BLACK TH2010	£29.04	5	£145.20
Product #TH2010			

Sub Total (ex VAT): £145.20
VAT: £15.60
Total (including shipping): £160.80

Proceed to Checkout

7. Your billing address is automatically set against the details used to set up your account
 - Edit this or click confirm to proceed
 - If your shipping address matches, make sure to click the button at the bottom of this page

8. If necessary you can edit your shipping address
 - If you have several shipping addresses for different locations across the UK get in touch with a member of our support team at info@ukls.it and we can add these to your address book to make this process quicker for you

9. The last stage of the ordering process allows you to review your order
 - You have the option to place an order as an invoice or via debit/credit card
 - If ordering as an invoice via credit make sure to enter your purchase order number

Lot 2, Sole Supplier Portal, is designed for ease of use for customers who are looking to procure quickly, easily and securely.

The online catalogue/portal is managed, monitored and updated by UK Laser, the sole supplier/provider. The price shown on the online catalogue/portal is the total price the customer pays (ex VAT). Delivery is UK wide with standard next day delivery free of charge.

UK Laser is a specialist in the provision of OEM and Remanufactured IT Consumables. They are able to manufacture, source and supply any and all consumable based products required to service this framework. They have extensive partnerships with all leading OEM Manufacturers of EOS products, such as Brother, Canon, Hewlett Packard, Kyocera, Lexmark and Xerox amongst others. In addition, they also have their own purpose built in-house remanufacturing facility. They manufacture 90% of the products provided as OEM alternatives. They also offer a free of charge used cartridge and toner collection service. Collections can be made on a regular timed basis or as and when required. Collections can be arranged via phone or email.

Direct award and further competition options provide you with a choice of compliant routes to market, whilst unlimited call off contract lengths provide flexibility for your call-off requirements.

There are five suppliers/providers awarded across both lots, 40% of which are SME's, all who can provide a high quality of services to the whole of the public sector.

How to use the framework agreement

To access the framework agreement and accompanying documents, customers should complete and return the Customer Access Agreement found in the 'Documents' tab of the framework website: <https://www.ypo.co.uk/frameworks-home/900599#details>

Upon the signed access agreement YPO can provide CAs with the tender documentation and requirements to help assist with their procurement process.

Award criteria

Suppliers/providers were assessed on the following award criteria, which has been used to establish the agreement;

AWARD CRITERIA - LOT 1	
ASSESSMENT CRITERIA	PERCENTAGE/WEIGHTINGS
Cost	50%
Non cost	50%
Specification	20%
Supply chain	20%
Product quality assurance and processes	20%
Logistics	5%
Customer service and complaints handling	10%
Joint marketing	5%
Social value	10%
Modern slavery	10%

AWARD CRITERIA - LOT 2	
ASSESSMENT CRITERIA	PERCENTAGE/WEIGHTINGS
Cost	50%
Non cost	50%
Specification	15%
Supplier portal management	15%
Supply chain	15%
Product quality assurance and processes	15%
Logistics	5%
Customer service and complaints handling	10%
Joint marketing	5%
Social value	10%
Modern slavery	10%

Direct award within lot 1 may be evaluated on price only (100%) or price and quality. At further-competition stage the full weightings may be re-opened to compete at the CAs discretion, to suit their specific requirements, but must add up to 100%. CA's can also set any appropriate KPI's and/or service levels within the quality award criteria.

YPO envisages that the 'Quality' award criteria may be made up of (but not limited to) the questions under the areas listed below:

- Quality of service
- Supplier/provider standards and certification
- Social value
- Sustainability
- Corporate social responsibility
- Customer service and account management
- Delivery and logistics
- Lead times
- Innovation and added value

How to call-off the framework

YPO have completed a full OJEU compliant process to allow our customers easy call-offs via direct award or further competition, through any of the awarded suppliers/providers on the relevant lot, subject to the lot which they are utilising.

A direct award is where a CA carries out an assessment on the criteria set in the YPO framework documentation, to determine which supplier/provider they will call-off to, this can be based on price and quality.

A further competition gives CAs the ability to evaluate supplier/provider capabilities on both quality and price, using criteria and specifications relevant to their own organisation's individual requirements.

As soon as you make the decision to utilise the framework, please contact YPO to receive a unique reference code for the opportunity, which should be referenced on all documentation and any supplier/provider engagement.

Direct award

Direct award allows you to call-off directly to a chosen supplier/provider without conducting a full competitive process.

Suppliers/providers have been ranked based on the score achieved at tender evaluation stage. Direct award can be made to any awarded supplier/provider if the participating CA can demonstrate the selected supplier/provider offers them the most economically advantageous solution.

CAs will be responsible for their assessment of providers to determine a direct award, which can be based on quality and price.

To assess the suitability of the supplier/provider, CAs will be able to view the following documentation:

- The results of the tender evaluation including supplier/provider responses and scores
- Supplier/provider pricing submitted as part of the tender process
- Supplier/provider price list showcasing the scope of products, work, and services they can provide under each lot

If you are unable to find a match to your requirements, you can raise a Request for Information (RFI) to the suppliers/providers on your relevant lot. You will need to provide a statement of your requirements, so they can direct you to an existing submitted offer or add this solution to their price list.

Throughout the lifetime of the framework agreement, prices for direct award will be re-evaluated to ensure they remain relevant. Suppliers/providers can add/amend solutions to their individual price lists, so their offers and prices remain current and competitive.

At direct award stage you need to provide the supplier/provider with the relevant information to deliver the service you require. The following needs to be completed for a direct award:

- Advise the supplier/provider of the direct award
- Complete the call-off contract that is provided on the YPO website
- Complete the order form that is provided on the YPO website
- Complete the direct award confirmation template to advise YPO of the award

Best Practice Tip: *Direct award is best suited to situations such as (but not limited to); low value/low complexity requirements, goods or services which are exclusive to one supplier/provider, continuity or additions to existing goods or services, urgent/one-off requirements. Ensure to follow any internal processes and procedures to assess supplier/provider capability and determine if this route offers best value for your procurement.*

For further guidance on the direct award process, please refer to the 'Direct Award Guidance' found in the 'Documents' tab of the framework website page

Further competition

On creation of any framework, YPO aims to evaluate suppliers/providers based on criteria relevant to any organisations that may decide to utilise the agreement. A further competition gives CAs the ability to evaluate suppliers'/providers' capabilities on both quality and price, using criteria and specifications relevant to their own organisation's individual requirements.

Upon receiving the signed access agreement, YPO will be able to provide you with any tender documentation and requirements to assist you with your further competition process.

Award criteria

Suppliers/providers were assessed on the following award criteria, which has been used to establish the framework agreement;

ASSESSMENT CRITERIA	PERCENTAGE/WEIGHTINGS
Cost	50%
Non cost	50%

CAs may use the criteria and weightings published by YPO, or the full weightings may be re-opened to compete at the CAs discretion, to suit their specific requirements, but must add up to a total of 100%. CA's can also set any appropriate KPI's and/or service levels within the quality award criteria.

There are no set questions that CAs must include in their further competition, we would suggest that these are related back to your specification and the outcome you are trying to achieve. YPO envisages that the award criteria may be made up of (but not limited to) the questions under the areas listed below:

CRITERION	Example award criteria
Cost	Price Lifecycle costs Cost effectiveness

CRITERION	Example award criteria
Quality	Quality of service Supplier standards and certification Social Value / Sustainability / CSR Customer service and account management Delivery and logistics Lead times Innovation and added value Pre/post service support

YPO can assist CAs to produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition, FOC.

Further competition process

For complex requirements, or those which exceed the threshold value of the current Public Contract Regulations, CAs must run a further competition process either via their own internal processes or through YPO's procurement portal.

YPO has standard further competition template documents that can be downloaded either via the YPO website or at request from the YPO team, please contact itservices@ypo.co.uk. CAs may also use their own templates if they prefer.

Here's a quick overview of the further competition process;

1. Pre-engage to help define your requirements

Prior to publishing your further competition opportunity, you may find it useful to pre-engage with awarded suppliers/providers, especially for large complex requirements, to seek additional information, help refine your requirements and explore available solutions.

2. Define your requirements

Your specification should give suppliers/providers a clear understanding of the specific goods/services you require them to deliver. CAs must also supply suppliers/providers with the evaluation methodology, based on the cost and quality criteria set out above.

3. Create documentation

CAs need to complete the further competition documents, either using the YPO templates or their own if preferred.

All documentation must reference the framework and lot number, and will need to include;

- Invitation to Tender (ITT) – including requirements specification, mandatory requirements, award criteria, timetable, evaluation methodology
- Any additional schedules

4. Issue the further competition

The opportunity must be published to all suppliers/providers awarded to the relevant lot/s, to invite them to bid against your requirement. If your requirement covers multiple lots, only suppliers/providers who are awarded to all lots that you are utilising, will be invited to compete.

There are no minimum or maximum timescales that a further competition should be published within, however YPO would suggest the timescales are relevant to the complexity of your requirements/documents.

Best Practice Tip: Allow sufficient time for suppliers/providers to respond to your further competition, taking into consideration any bank holidays and the complexity of your requirements. Best practice would advise that you allow a deadline of at least four weeks or more, depending on the complexity of your requirement, less than this may result in poor submissions or a lower amount of supplier/provider responses.

The further competition can be issued via your own portal, or via YPO's e-tendering portal, we can assist with managing the process or provide you access to the portal to manage internally. If the CA decides to undertake their own further competition YPO must be informed via e-mail and notified of the outcome, using the monitoring/award form found on the YPO website.

CAs will need to provide clarification responses, which will be shared publicly unless the information contained is commercially sensitive to either party.

Responses received must be kept secure and unopened until the designated closing date and time for final submissions has passed. Responses received after the specified date and time should be rejected.

5. Evaluation

CAs evaluate and identify their winning provider based on the most economically advantageous tender. The submitted response must be evaluated in accordance with the criteria stipulated in the original further competition document.

6. Award

On identifying the successful supplier/provider, YPO would suggest carrying out a standstill period of 10 calendar days, before contract award. This period is voluntary, but would be recommended especially for a long term, or high value call-off contract. The CA must ensure all suppliers/providers who tendered are advised of the outcome of the further competition in writing, including brief details on where scores were achieved and missed.

At the end of the standstill period, the CA will need to complete the following with the successful supplier/provider;

- Complete the order form provided on the YPO website
- Provide a PO where required
- CA and supplier/provider to inform YPO of the successful award and complete the 'Confirmation of award' template

A Contract Award Notice following any award via the framework agreement must be published within 30 days (YPO are able to do this on behalf of the CA if required).

For more guidance on the further competition process, please refer to the 'Further Competition Guidance' found in the 'Documents' tab of the framework website page.

How YPO can assist you

If you are looking to run an opportunity through this framework, YPO can assist you with the following (all FOC);

- Provide framework advice including suitable lots, call-off routes etc
- Work with CAs to run engagement/meet the supplier/provider sessions
- Publish RFIs to the supply base and gather responses
- Assist with developing further competition documents
- Compliance check of documents
- Advertise on our e-tendering site – this can be managed by YPO, or the CA may have log in access
- Manage the clarifications
- Assist with evaluation of price and any other non-quality aspects
- Guidance and assistance throughout the entire process
- Provide evaluation templates
- Produce award and rejection letters
- Award on our e-tendering site
- Assist with debriefs

In essence we will assist you as much or as little as needed, the only things we cannot do are: write your specification or evaluate the quality of the product/service as this needs to be done in house.

If you require any further guidance, or would like the YPO team to run your further competition please contact us at **itservices@ypo.co.uk**.

Benefits of using the framework agreement

YPO's framework agreements are established to allow customers to purchase goods, works or services from suppliers/providers via direct award or further competition.

Benefits of using the framework agreement:

- Available to use by all UK public sector bodies
- This framework is compliant with UK/EU procurement legislation - we've done the work, so there's no need for you to run a full EU procurement process, reducing cost, risk and timescales
- Third iteration and therefore an established framework
- Sole Supplier Portal established for customer ease of use
- Assured supplier/provider standards – suppliers/providers listed on the framework were assessed during the procurement process for their financial stability, compliance to legislation, experience, and technical and professional ability to give customers confidence of a quality service
- Supplier/provider choice – with five suppliers/providers available on the framework across both lots, offering excellent choice and industry expertise
- Pre-defined terms and conditions – terms and conditions of the contract have already been established and signed and accepted by the supplier/provider. On awarding contracts customers have the option to use YPO's standard framework agreement terms and conditions as established, or use their own if preferred
- No defined call off length – you can specify a contract period, based on the term that will best suit your requirements.
- Aggregation of spend - customers will receive the benefits of the aggregated spend volume and increased leverage in the market
- Aggregated competitions – YPO can assist with developing and running aggregated competitions with other buyers with similar requirements
- Simplified lot structure – easy to understand lot requirements which allow purchase decisions based on solutions and outcomes
- Choice of call off routes - direct award capability for a quick, easy and compliant call-off route or re-open award criteria weightings at further competition to suit your specific requirements
- Access to the latest technology – the framework allows for delivery of solutions using technologies that are currently available and those which evolve throughout the lifetime of the framework agreement, giving you access to the newest equipment and service offerings
- Easy to use - Customers need only to identify their requirements, present these to the market and award a contract. This can be done either via YPO or directly with the awarded suppliers/providers
- Full support service – YPO can assist you with your procurement and managing the call off-process, from the building of documents, running the further competition, through to evaluation. YPO can conduct this on your behalf (at no cost to you) taking care of all key areas making the process totally hassle free and compliant with as little or much involvement as you require

Awarded suppliers/providers

To find out more about our suppliers/providers please visit the framework website page <https://www.ypo.co.uk/frameworks-home/900599#details> where you can read an overview about their organisation and view a range of resources showcasing what they can provide.

Supplier/Provider Name	Lot 1 - Electronic Office Supplies	Lot 2 - Sole Supplier Portal for Electronic Office Supplies
UK Laser Supplies Ltd	Y	Y
ACS Business Supplies Ltd	Y	
Banner Group Limited	Y	
Lyreco UK Ltd	Y	
XMA Limited	Y	

Supplier/providers contact information

Prior to running your further competition, you may find it useful to pre-engage with awarded suppliers/providers on the contract, especially for large complex requirements, to seek additional information, refine your requirements and explore available solutions. You may pre-engage directly with the suppliers/providers using the contact details found below, or YPO can assist you with running a Request for Information exercise.

Please ensure that any pre-engagement references the framework number so suppliers/providers can identify the opportunity when this becomes available.

SUPPLIER/PROVIDER	CONTACT NUMBER	EMAIL ADDRESS
ACS Business Supplies Ltd	01274 556134	paul.white@acsacs.co.uk
Banner Group Ltd	0843 538 3311	ian.dickinson@banneruk.com
Lyreco UK Ltd	07870 721793	ian.bottoms@lyreco.com
UK Laser Supplies Ltd	029 20774000 07772 113861	dmatthews@ukls.it
XMA Ltd	01158 464778	print@xma.co.uk

Terms and conditions

Suppliers/providers awarded to this framework agreement have agreed to and signed YPO's standard Terms and Conditions. These can be amended by the CA and supplier by mutual agreement to include additional terms to supplement the standard Terms and Conditions. A variation form is included in the standard Terms and Conditions document to allow customers and suppliers to amend any terms if required.

Contact information

For further information or to discuss individual requirements, please use the contact details below:

Sam Rigg

Assistant Category Buyer | ICT

Tel: **07917 968 790** | Email: **sam.rigg@ypo.co.uk**

Joe Holland

Category Buyer | ICT

Tel: **07741 843613** | Email: **joe.holland@ypo.co.uk**

Robyn Lamport-Rann

Category Manager | ICT

Tel: **07814 290585** | Email: **robyn.lamport-rann@ypo.co.uk**

CUSTOMER ACCESS AGREEMENT
Contract: Electronic Office Supplies 3
YPO Contract Reference: 1039
Period of the Contract: 4th May 2021 to 30th April 2025

Prior to conducting any activity through this framework, please complete and return this form to YPO using the details given below.

Access Agreement: I/we confirm that the organisation detailed below intends to participate in the above mentioned YPO arrangement, and that in doing so will act in accordance with the Public Contracts Regulations 2015. I/we confirm that any guidance and/or template documentation provided to me will only be used in relation to this YPO arrangement and will only be used for other purposes where prior consent from YPO has been granted. I/we also confirm that in consideration of YPO acting in this capacity I/we authorise YPO to make such arrangements with its' suppliers/ providers relating to rebates (and to make enquiries in relation thereto) as it considers necessary in order to recover its operating costs.

I/We confirm that I/We will notify YPO of any awards (via further competition) made under this arrangement via e-mail to: **itservices@ypo.co.uk**

Signature		Date	
Name of person signing this form		Position	
Address			
Telephone no		Email	
Product/service/lot(s) of interest			
Estimated value		Estimated project start date	

To return this form, please email it to: **itservices@ypo.co.uk**

Confirmation of Award
Contract: Electronic Office Supplies 3
YPO Contract Reference: 001039

YPO must be informed of any activity conducted under this framework which is run directly by the CA. Upon award of your call-off contract please complete this form and return to **itservices@ypo.co.uk**.

Lead contact name	
Name and address of the organisation	
Email/telephone	
Lot number utilised	
Goods/services procured	
Awarded supplier/provider	
Call-of contract start date / date of purchase	
Contract period	
Total value of the call-off contract	
Savings achieved	
Please provide feedback of your experience using the Framework agreement	

To return this form, please email it to: **itservices@ypo.co.uk**