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User Guide | Ref No: 001236

Electronic Office Supplies 4

Framework Agreement





This is an interactive PDF

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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 the UK's largest public sector buying organisation 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.

This framework is designed to meet the needs of all public sector organisations, including NHS, education, local authorities, central government, charities, housing and emergency services.

Overview

Start date

10 February 2026

Expiry date

09 February 2030

Extension(s) (if applicable)

N/A

Contracting authority (CA) call-off period:

CAs can specify a contract period, based on the term that will best suit their requirements. YPO do not stipulate contract lengths.

Contract award notice ref. no:

2025/S 000-056289

Geographical Location(s)

National

Rebate

(payable by the supplier)

Upon any spend via the Framework, the supplier must pay YPO 1% retrospective rebate. Free to access and utilise by all public sector customers.

To access the framework agreement and any further information such as:

- Price lists which showcase the scope of products and services they can provide under the Lot.
- Evaluated pricing schedule
- Framework assessment scores/results from Framework tender
- Responses to the Framework tender
- The full specification
- Call-off templates
- Step by step guide on how to make an award without competition or run a competitive selection process
- Anything further you may require

Customers should complete and return the Customer Access form.

Please email itservices@ypo.co.uk for the Access Form, or to ask any questions relating to this framework.

Lot Structure

Lot	Description	Number of suppliers/ providers	Method of call off contracts
Lot 1 – Electronic Office Supplies	Supply of Original Equipment Manufacturer Print Consumables and Peripherals - OEM branded ink and toner cartridges - OEM branded print consumables/peripherals such as but not limited to drums, fuser units and other related products used to maintain a printer. - Supply of Own Branded Print Consumables and Peripherals (compatible with OEM equipment) - Own branded ink and toner cartridges - Own branded or compatible own brand - Own branded and/or unbranded 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 USB's, CD's, DVD's, 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. Other electronic office products such as but not limited to: - 3D print consumables and peripherals - Lamination machines - Document binding machines - Roll laminators - Barcode scanners - Document scanner - Label writers - Receipt printer - Shredders - Fax machines - Photographic equipment - Cameras/web cameras <i>Continued on the next page...</i>	8	Competitive Selection Process or Award Without Competition

Lot structure

Lot 1 – Electronic Office Supplies	Print hardware support services • Meeting equipment such as but not limited to: - Interactive boards - Digital projectors - Document cameras - Overhead projectors - Projector and monitor accessories - Televisions • Telephones such as but not limited to: - Conference telephones - Corded telephones - Cordless telephones - Headset and telephone cables - Mobile phones • Computer accessories such as but not limited to: - Keyboard - Mouse - Monitors - Cabling - Laptop stand/raise • Batteries and/or electrical accessories such as but not limited to: - Batteries and/or rechargeable batteries - Battery chargers - Cable tidy - Plugs - Lighting - Extension leads • Audio visual equipment • Ability for Contracting Authorities to place orders via a secure online portal/catalogue which is secure and clearly gated to the YPO 001236 Framework/Call-off Agreement. Tenderers who wish to facilitate orders via an online portal must self-certify they meet all Mandatory Requirements in Section 3 below AND all Mandatory Requirements stipulated within Section 4 – Online Portal Mandatory Requirements.	8	Competitive Selection Process or Award Without Competition
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Providers were assessed on the following criteria, which has been used to establish the framework:

CRITERION	PERCENTAGE WEIGHTINGS	SUB CRITERION		PERCENTAGE WEIGHTINGS
Cost	50%	1.1	Pricing Schedule	70%
		1.2	Service Pricing Approach (Cost Award Question)	30%
		1.3	Supplier Price List	0% - For information purposes only
Quality	30%	2.1	Meeting the Minimum Specification (Award Question)	50%
		2.2	Supply Chain Management (Award Question)	50%
Social Value/Sustainability/Modern Slavery	20%	3.1	Social Value and Environmental Initiatives	60%
		3.2	Modern Slavery	40%



Benefits of using the framework

YPO's framework agreements are established to allow customers to purchase goods and services from providers via either award without competition or a competitive selection process. Benefits of using the framework agreement:

1. Available to use by all UK public sector bodies

This framework is compliant with the PA2023 procurement legislation – we've done the work, so there's no need for you to run a full procurement process, reducing risk and timescales.

2. Assured provider standards

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.

3. Provider choice

YPO have awarded 8 suppliers on the framework across offering excellent choice and industry expertise.

4. Pre-defined terms and conditions

The T&Cs of the contract have already been established, accepted and signed by the providers. Upon awarding contracts, customers have the option to use YPO's standard framework agreement terms and conditions as established or use their own if preferred (permitted within competitive selection processes).

5. No defined call off length

Customers can specify a contract period based on

the term that will best suit your requirements. YPO do not stipulate lengths of contracts.

6. Simplified single lot structure

Single Lot structure, meaning simplicity when calling-off.

7. Choice of call-off routes

Award without competition for a quick, easy and compliant route to market, or re-open award criteria weightings at competitive selection process to suit your specific requirements.

8. 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

9. 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.

10. Full support service

YPO can assist you with your procurement and managing the call off-process, from the building of documents, running competitive selection processes and award without competitions. YPO can conduct competitive selection processes 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.

The services we offer includes:

- Publishing the competitive selection process's on our e-tendering portal
- Assisting with award without competitions
- Request for Quotes (RFQ)
- Request for Information (RFI)
- Pre-engagement support
- Templates
- And much more.

- Aggregation of spend – customers will receive the benefits of the aggregated spend volume and increased leverage in the market
- Pre-defined terms and conditions – when awarding contracts customers have the option to use YPO's standard framework agreement terms and conditions as established or use their own terms and conditions



To find out more about the suppliers awarded or the Framework, please visit the framework website page:

[Electronic Office Supplies | YPO](#)

Supplier/Provider	Lot 1 Electronic Office Supplies
GBM Digital Technologies Limited T/A Sync	✓
Integrated Tech Ltd	✓
Lyreco UK Limited	✓
Printerinks Europe Ltd	✓
Tegex Ltd	✓
Thomas Stoner Supplies Limited	✓
UK Laser Supplies Limited	✓



How to carry out an award without competition

Making an award without competition allows you to call-off directly to a chosen supplier without conducting a full competitive process, assuming that customers can demonstrate the selected supplier offers them the most advantageous solution. Customers will be responsible for their assessment of providers to determine an award without competition. Upon signing the Access Form, Customers will be able to view the following documentation:

- Step by step guide on how to make an award without competition
- The results of the tender evaluation, including supplier responses and scores
- Supplier price lists showcasing the scope of products and services they can provide under the Lot
- Evaluated pricing schedules

If you are unable to find a match to your requirements, you can raise a Request for Information (RFI) to the suppliers. 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.

Within an award without competition, customers will need to provide the supplier with the relevant information to deliver your requirements. The following needs to be completed within an award without competition:

- Notify the supplier that you wish to award to them for the contract
- Complete the call-off contract which also includes the order form. You can contact itservices@ypo.co.uk for a copy of this.

- Complete the confirmation of award document (located on the Framework landing page) and send this to itservices@ypo.co.uk

Customers should ensure to follow any internal processes and procedures to assess supplier capability and determine if this route offers best value for your procurement.

How to carry out a competitive selection process

Customers will be able to evaluate providers on cost, quality and social value/sustainability/modern slavery criteria within their competitive selection process. Like with an award without competition, the customer is ultimately responsible for their competitive selection process, but YPO can assist as much as required.

Customers may request access to the following documentation to support the creation of their competitive selection tender.

- The results of the Framework tender evaluation including supplier responses and scores
- Supplier price list showcasing the scope of products, work, and services they can provide under each lot
- Pricing schedules which were evaluated at Framework level

Customers may run their own competitive selection process, but must ensure the Framework is referenced within documents and ensure YPO have been notified by emailing itservices@ypo.co.uk



The Customer will identify their Statement of Requirements and all Supplier's will be invited to compete in the process. Customers conducting a Competitive Selection Process will write their own specification around their own requirements which will be evaluated and scored at Competitive Selection stage based on the Competitive Selection award criteria as set out in this Tender exercise.

Customers are permitted to undertake a Single or Multi-stage Competitive Selection Process and will be allowed to stipulate Conditions of Participation and Mandatory Requirements to refine those set out for framework assessment and define them specific to their Call-Off requirements.

Suppliers awarded to the Framework Agreement will be invited to compete in the process. Suppliers will be required to submit "sealed bids" via the customer's choice of e-tendering site. The Award Criteria for such competitions are specified in table on the right.

CRITERIA FOR COMPETITIVE SELECTION PROCESS		
Criterion	Weighting	Description
Condition of Participation	N/A	Customers will be allowed to include conditions of participation and MRs to refine those set out for framework assessment. This may also include PSQ for Central Government Authorities.
Cost	10%-80%	Customers will have the option to amend weightings at the Competitive Selection stage to suit their internal needs/policies. Customers may reopen this criterion in full, or scores may be carried through from the Framework Establishment stage. The total Criterion weightings must add up to 100%.
Non-Cost (Quality)	10%-80%	Customers will have the option to amend weightings at the Competitive Selection stage to suit their internal needs/policies. Customers may reopen this criterion in full, or scores may be carried through from the Framework Establishment stage. The total Criterion weightings must add up to 100%.
Social Value and Sustainability	10%-30%	Customers will have the option to amend weightings at the Competitive Selection stage to suit their internal needs/policies. Customers may reopen this criterion in full, or scores may be carried through from the Framework Establishment stage. The total Criterion weightings must add up to 100%.

Customers have the flexibility to adjust the award criteria at Competitive Selection Process stage as per the above table if they wish, the total % must add to 100%.

There are no minimum or maximum timescales that a competitive selection process should be published within, however YPO would suggest that the timescales are relevant to the detail of the specification and documents you publish. Please ensure that the suppliers have

Contact information

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

Name	Sam Rigg
Category	ICT
Telephone	07917 968790
Email	sam.rigg@ypo.co.uk or itservices@ypo.co.uk

sufficient time to respond.

YPO can help customers in developing specifications, tender questions, pricing schedules etc. YPO can also manage the competitive selection process, as well as any clarifications which are raised. YPO also hold templates such as decision letters, so please reach out to itservices@ypo.uk for assistance.

A 10-day standstill period is then voluntary under the YPO framework. When the successful supplier is awarded, customers must complete:

- The Call-off contract which also includes the order form
- The confirmation of award document



