

## Office, Computer and Library Supplies (OFF5021 LU)

## SUMMARY

**Start date:** 1st August, 2015

**End date:** 30th September, 2019

**OJEU Number:** 306435-2015

**Lead Consortium:** LUPC

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**Website:**  
<https://www.hecontracts.co.uk/agreements/206>

**Framework Agreement Management**

This Framework Agreement is lead and managed by LUPC, with contribution from APUC, HEPCW, NEUPC and SUPC.

## SCOPE

New: Standard HP skus will be replaced by C-sku products from 1 May 2017 onwards. The products are exactly the same but with more economical and environmentally friendly packaging. Please contact your supplier or [carla.davies-llewellyn@hp.com](mailto:carla.davies-llewellyn@hp.com).

Lot 1 - Office Supplies (including general stationery, paper and minor equipment)  
 Lot 2 - Computer Supplies (printer toner and ink, external storage and peripherals)  
 Lot 3 - Library Suppliers (book care, book trolleys, display, library security and referencing)

## AGREEMENT BENEFITS

- A choice of three suppliers for Lot One and Lot Two, and one supplier for Lot Three;
- Additional discounts, by adopting one or more of the four 'Managed Procurement Partnership' buying behaviours;
- Competitively-priced 'branded' Office, Computer and Library Supplies supplied by original equipment manufacturers (OEM);
- Options to purchase (at significantly lower-cost) 'own brand' stationery items and 'compatible' computer consumables, made available by agreement at the point of order under the suppliers' own guarantee of equivalent or better quality; And
- OJEU compliant tendering process.

**Pricing advantages (After MPP being applied)**

	Aug 2013-14 Purchased (value)	Banner	Gresswell (Demco Europe)	Office Depot UK	XMA
Lot One: Office, Computer and Library Supplies	£23,315,692	31.87%		1.43%	
Lot Two: Computer Supplies	£11,869,250	29.27%			48.20%
Lot Three: Library Supplies	£825,356		0.04%		
Savings Compared with Previous Prices and Profile		11.00% (Office Supplies Only)			25.00%

## USING THE FRAMEWORK

For Lots 1 and 2 Members may select their supplier using one of two options: 'desktop exercise' and 'mini-competition':

#### Desktop

If the weightings laid down in the agreement evaluation process do reflect the requirements of the Member then the supplier placed number one from the Framework Agreement evaluation will be awarded a contract by that Member. If however, the weightings laid down in the agreement evaluation process do not reflect the requirements of the Member, the Member is able to change the criteria weightings, as set out in our ITT document, (by +/- 10%) and on this basis re-calculate the scores and award to the highest scoring supplier that best meets their requirements; Or

#### Mini Competition

To seek mini competition before awarding a contract by inviting written tenders from all capable suppliers or where the terms laid down in the framework agreement are not precise or complete enough for the Member call-off or Contract award, a further competition should be held, with all those suppliers within the frameworks capable of meeting the particular need. To do this, the Member may make amendments to the Quality Requirements and require Suppliers to re-submit written responses accordingly. This does not mean that basic terms can be renegotiated, or that the specification used in setting up the framework can be substantively changed. Substantive modifications to the terms set out in the framework agreement itself are not permitted. It is more a matter of supplementing or refining the basic terms to reflect particular circumstances for the Member call-off.

Competition should only be re-opened when an institution has a particular requirement within the scope of the Agreement but there is insufficient information in the Agreement for the institution to make a decision. For example product quality, and switching products to sustainable products.

Both parties will sign a contract governed by the Model Contract (Schedule 1) supplemented as appropriate by such details as price and quantity which will be specified in the contract.

Correct application of the Supplier selection process is solely the responsibility of the Member.

Selection from Lot 3 is direct as there is only one supplier.

## SUPPLIERS

Lot	Suppliers
<b>Lot 1 Office, Computer and Library Supplies</b>	Banner Group Ltd, OT Group,
<b>Lot 2 Computer Supplies</b>	Banner Group Ltd, XMA Ltd ,
<b>Lot 3 Library Supplies</b>	WF Education Group Ltd. T/A Demco,

## SUSTAINABILITY

### Sustainability

All Supplier are expected to maintain a standard of environmental protection, including, where appropriate, accreditation to ISO 14001/EMAS or equivalent standards. They will also be expected to support carbon reporting to assist Members in meeting their environmental targets.

All Supplier shall have an active programme to embed sustainability across the supply chain. The Supplier shall possess and maintain a policy, plan, system and resources in order to effectively manage sustainability issues across its product supply chains and its services

### Ethical Sourcing Standards

All Suppliers have a written policy and procedure to ensure that its products are sourced from socially and ethically responsible organisations (e.g. organisations avoiding the use of child labour etc). All Suppliers will be expected to share their ethical sourcing policies and to maintain standards throughout their supply chain that promote appropriate standards regarding legal, ethical and social issues including, for example, health and safety, security of employment rights, equality, corruption and fair trade.

All Suppliers have an active programme to embed ethical trading across its supply chains. This will include meeting these Ethical Trading Initiatives Base Code:

1. Employment is freely chosen
2. Freedom of association and the right to collective bargaining are respected
3. Working conditions are safe and hygienic
4. Child labour shall not be used
5. Living wages are paid
6. Working hours are not excessive
7. No discrimination is practised
8. Regular employment is provided
9. No harsh or inhumane treatment is allowed

Link to further information:

<http://www.ethicaltrade.org/eti-base-code>

## NEXT STEPS

Please download the Buyers Guide for further information and details.

Please consider the price changes since 1 August 2015:

7 October 2015

It has become clear that the HP 'agreement specific' price support often referred to as an SBD had not been applied to the relevant HP products in Office Depot's tender's submission. Office Depot have now applied the applicable SBD discounts to all relevant OEM HP Products and an updated price file has been uploaded to the UNIBUY Portal. No other pricing has changed.

Office Depot have taken the decision to apply a great portion of their projected HP rebate, therefore their prices have been reduced again, and now when you compare with the last agreement is 14.41%

The previous Office Depot Price file has been removed. Please delete any copies of the previous file and only refer to this updated file dated 07OCTP15 going forward.

May 2016

Lyreco have reduced many of their prices, due to further negotiations with their suppliers and in accordance with the price structure their product costs have been reduced and therefore have passed on the reduction to our Framework Agreement.