

NWUPC

North Western Universities Purchasing Consortium

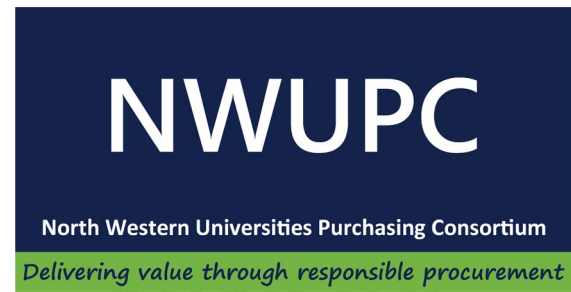
Delivering value through responsible procurement

NWUPC Market Engagement

Tender for Office, Paper Electronic and Library Supplies reference
OFF3166 NW

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Who are NWUPC?



NWUPC is a not for profit company limited by member guarantee. Our primary aim is:

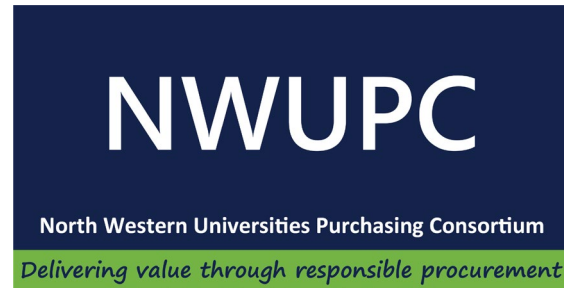
“To work in partnership with higher education institutions to collaboratively drive value through the responsible procurement of goods and services”.

We have 24 full members from within the higher education sector, and associate and affiliate members drawn from across the public sector. You can see our full list of members [here](#)

UKUPC

NWUPC are one of eight UK purchasing consortia working in partnership as UKUPC to establish routes for Higher and Further Education bodies to purchase goods and services. Six of the purchasing consortia collaboration [APUC, HEPCW, LUPC, NEUPC, NWUPC, SUPC] are regional organisations that provide procurement services to their members within a particular geographic area. There are two additional specialist organisations that focus on energy and catering. NWUPC also collaborates with CPC (Crescent Purchasing Consortium), who are a purchasing consortia for FE, Academies and Schools.

Why NWUPC?



- Agreements are accessible to all members of the HE sector, with the wider public sector also named
- PCR Compliant tender process
- Pre-agreed terms and conditions
- Call-off exercises are much faster and less process heavy for both Suppliers and Members than a full tender exercise, which will lead to savings in time and resource
- Opportunities for savings through aggregation of spend for both Suppliers and Members
- Access to marketing opportunities including: Attendance and Sponsorship Opportunities at the regional consortia annual conferences and COUP; Consortia Newsletters, Case Studies, Articles, Advertisements and Product Features; Web site presence; Category Group Meetings—presentations, product sampling, hosting of meetings; Training

Engagement Opportunity

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- This slide deck is being issued to provide some background to a potential future tender opportunity and is accompanied by a market engagement survey which enables you to submit information to the contracting authority on your organisation and provide comment on elements of the project detailed in this presentation.
- NWUPC will be hosting a supplier engagement day on 13th October – please e-mail david.yates@nwupc.ac.uk to register your interest in attending this event
- The information included in this presentation is being provided to support the initial market engagement. As such, the information will be subject to review and may change by the issuing of the tender opportunity.

Background to the Project

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- NWUPC lead on a framework agreement for Office Supplies on behalf of its members and the members of APUC, HEPCW, LUPC, NEUPC and SUPC. This is the second iteration of a HE sector specific agreement for Promotional Merchandise
- The agreement commenced on 01/08/2019 and has an end date of 31/07/2023
- Spend until August 2022 on this framework and the legacy from its predecessor totalled £17.8m. The Bulk Paper Framework spend from 1st Jan 18 to Aug 22 was £18.9m
- The agreement is well utilised by members across all consortia and there is an ongoing demand for a PCR compliant route for in-scope requirements.

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Scope & Coverage

- The current agreement is lotted as follows:
- Lot 1: Office Supplies
- Lot 2: Bulk Paper
- Lot 3: Electronic Supplies
- Lot 4: Library Supplies

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Contracting Route

Framework Agreement

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What is a Framework Agreement?

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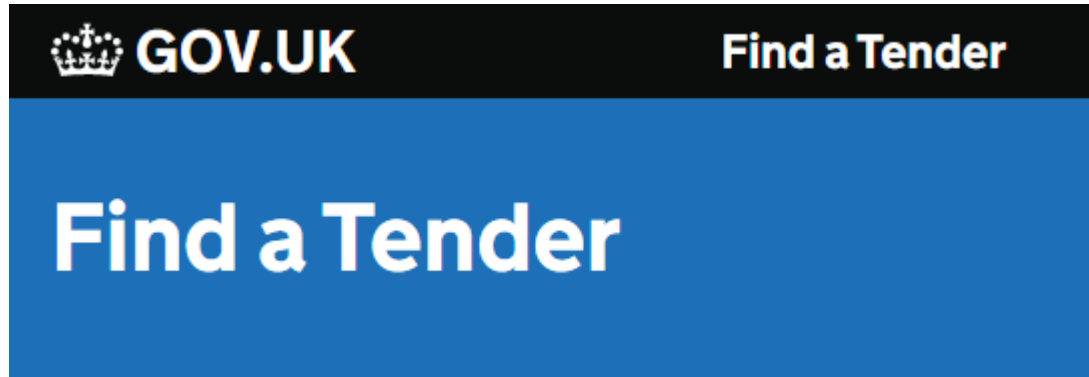
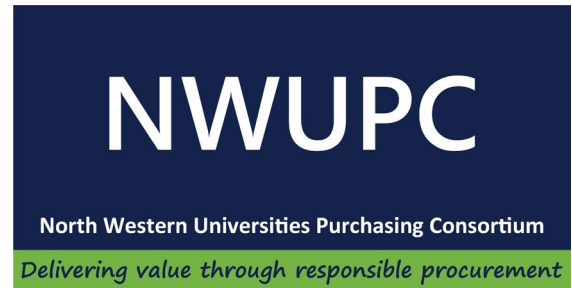
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“An agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price”
PCR 2015

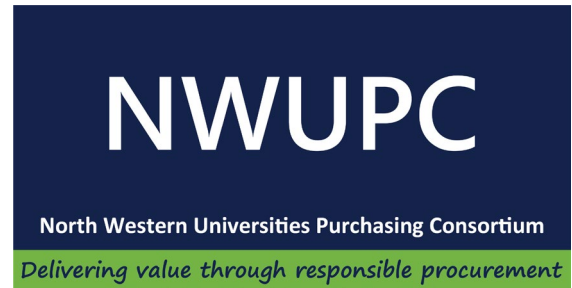
- It is not a contract and there is no commitment to purchase.
- Call-off contracts will be formed by member institutions under the framework agreement.
- NWUPC does not mandate use of its agreements by our members or other participating organisations, but we do gain prior commitment from members around the appetite for an agreement and specific member requirements.

Publication Sites



Contracts Finder

E-tendering System



<https://uk.eu-supply.com/login.asp?B=nwupc>

- ☰ Current tender opportunities
- ⚙️ Cookies
- 📅 Planned downtimes
- ☑️ Accessibility Statement

Login

Customer log in:

User name

Password

[Forgot your password?](#)

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Welcome to the EU Supply Demonstration Portal for the North Western Universities Purchasing Consortium.

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and suppliers.

DO YOU NEED TECHNICAL SUPPORT?

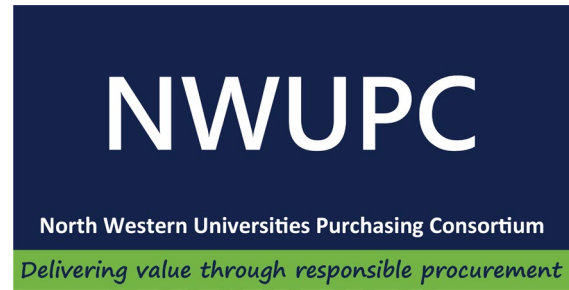
✉️ uksupport@eu-supply.com

☎️ 0800 840 2050 during office hours ONLY (09.00 to 17.00)

Marcell
| eu-supply.com |

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The Tender Process



NWUPC use the Open Procedure which has two parts to it:

1 Selection Questionnaire (SQ)

2 Award Criteria - made up of Pricing and Customer Requirements.

Selection Questionnaire

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Our standard selection questionnaire is taken from the CCS (Crown Commercial Services) template, which we use for all procurements. The questions cover areas such as:

- **Ground for Mandatory Exclusion** – Regulations 57 (1),(2) and (3) - including evidence of convictions and non-payment of taxes
- **Grounds for Discretionary Exclusion** – Regulation 57 (8) obligations in the field of environment, social and labour law.
- **Economic and Financial Standing (pass/fail)** – Liquidity ratio – if assets are less than liabilities Suppliers will fail this criteria.
- **Minimum Turnover (pass/fail)** –minimum financial turnover in the most recent financial year.
- **Technical and Professional Ability (scored)** – including experience and referee details.
- **Modern Slavery Act 2015 (pass/fail)** – requirements must be met under the Modern Slavery Act 2015
- **Compliance and Assurance (pass/fail)** – minimum levels of insurance, environmental management and health and safety (as applicable).

Responsible Procurement

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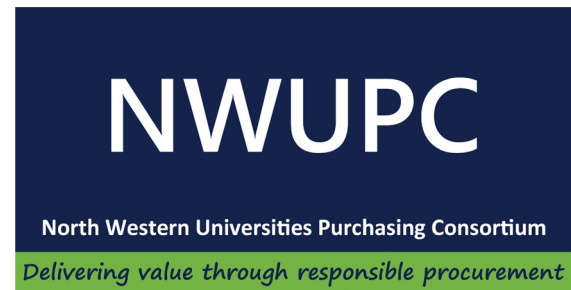
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The economic, environmental and social priorities of the consortia, participating member institutions and the project will be identified within the tender documentation and will be incorporated within the award criteria.

Furthermore, the tender will include a requirement to complete the NETpositive Futures Supplier Engagement Tool which is a sustainability action planning tool, and to sign up to the UKUPC Code of Conduct

Terms and Conditions



The framework will be governed by two set of terms and conditions:

- Framework Agreement- Relationship between NWUPC and Supplier
- Call-off Terms and Conditions – Relationship between Member Institution and Supplier

Both of these will be issued with the tender process. Any non-compliance with regard to the Terms and Conditions and the tender as a whole **MUST** be detailed within the non-compliance section of the tender and be included within your tender return. Areas raised after the submission will not be considered. Any non-compliance must be resolved before the award of the framework agreement.

- It is at the sole discretion of NWUPC to agree the matters raised by tenderers within the non-compliance statement. If NWUPC believe the matters cannot be agreed then the Supplier will not continue in the tender process.

NWUPC have included their standard terms and conditions for the supply of products and services with this slide deck for your review. There is an opportunity within the engagement survey for you to identify any significant areas of divergence. NWUPC will take all comments into consideration but cannot commit to implement proposed amendments.

Supplier Guide to Tendering

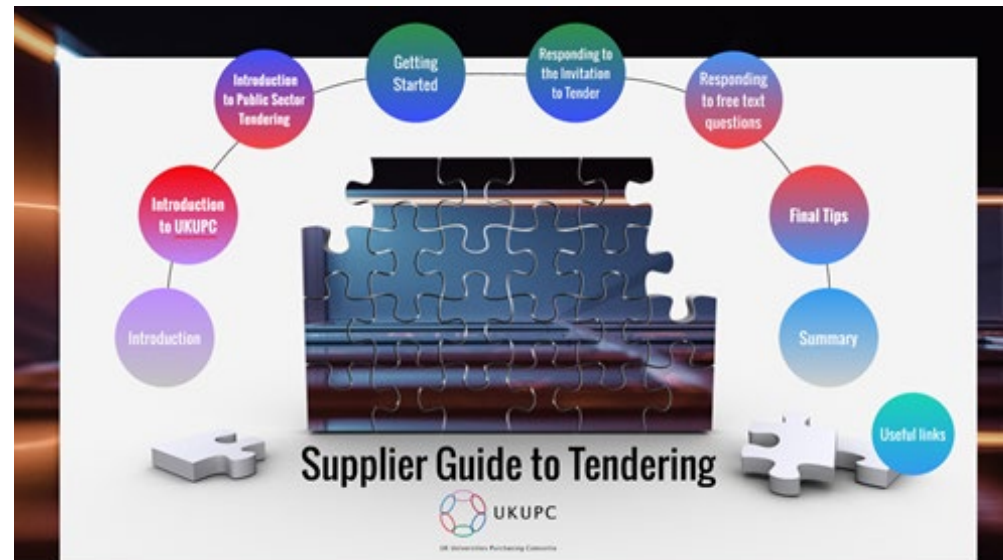
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We recognise that public sector tendering processes can appear complex and intimidating to the uninitiated. To support you in navigating the process we have produced a [‘Supplier Guide to Tendering’](#)

Which is supported by an interactive presentation



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Project Timeline- Framework

Key Milestones	Indicative Date
Undertake Market Engagement inc Issue PIN	7 th October
Issue Contract Notice	1 st February 23
ITT Return Date	6 th April 23
ITT Evaluation and Consensus	9 th June 23
Standstill Period	16 th – 26 th June 23
Award	27 th June
Lead in Period	July 23
Commencement of Framework Agreement	1 st August 23

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Thank you

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