

How to Order Promotional Merchandise Products

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NWUPC Framework Agreement

Framework Reference: OFF3174 NW FTS Reference: 2022/S 000-022408
 Start Date: 01/05/23 – end date 30/04/23 with the option to extend 2 x 1years to 01/05/26.

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The Framework has been divided into 2 lots:

- **Lot 1 Promotional Merchandise**
- **Lot 2 Promotional Clothing**

Products covered under this agreement:

Lot 1 Promotional Merchandise includes, but is not limited to, the following scope; technology products, desk accessories, bags, hardware and safety products, key lights and torches, leisure and sports products, drinkware and ceramics, home and living products, key chains, badge holders and stress relievers, notebooks and portfolios, writing instruments, hats, sweatshirts, polo shirts, sweaters, hi vis vests, fleece jackets, cardigans, hoodies, varsity jackets, vest tops, padded jackets, bomber jackets, trousers, body warmers, shorts, ties, aprons, tunics, scarfs and shirts. This lot covers both sales to participating member institutions and direct student purchases through a webshop facility. It is not a mandatory requirement that awarded suppliers are able to offer a webshop facility. This list is not exhaustive.

Lot 2 Promotional Clothing includes, but is not limited to, the following scope; hats, sweatshirts, polo shirts, sweaters, hi vis vests, fleece jackets, cardigans, hoodies, varsity jackets, vest tops, padded jackets, bomber jackets, trousers, body warmers, shorts, ties, aprons, tunics, scarfs and shirts and will also include direct sales to students This list is not exhaustive.

How to Buy

- 1 Direct Award**
- 2 Desktop Exercise**
- 3 Mini-Competition**

1 Direct Award

You directly award a Call-Off Contract to a Supplier without re-opening competition when your requirements meet those outlined in the original tender documents. For example, if you wish to

purchase a product that is within the scope of the Agreement and you are satisfied that the requirements that were covered within the tender meet your needs then you would be able to conduct a Direct Award.

You should award to the highest scoring supplier in accordance with the Original Tender Process. You may award to another supplier that is not the highest scoring where you have a legitimate business-related justification. You should carry out a full assessment of your requirements and be satisfied that your approach delivers the most economically advantageous supplier.

If time is of the essence and organisations are comfortable with the terms of the proposed contract, and these do not require amendment or supplementary conditions then you may amend the award criteria to reflect local requirements. We recommended a variation of up to twenty (20) percentage points of the criterion. For example if price is 40% and customer requirements are 60% and you wished to increase the weighting of price because you had a restricted budget then you could amend price to 48% and reduce customer requirements to 52%.

You should be able to justify your reasons for altering criteria and this must be done proportionately and fairly and not used to circumvent the regulations.

Once you had selected the supplier following this process then you would follow the guidance given in Direct Award above.

Suppliers in Ranked Order:

Lot 1

Supplier	Service & Delivery	Technical Capability	Order Fulfilment	Sustainability	Pricing	Total Score
Maximum Weighted Score	4.50%	3.00%	10.00%	22.50%	60.00%	100.00%
Get Yourself Noticed	4.13%	3.00%	8.75%	22.50%	60.00%	98.38%
Hambleside	3.38%	3.00%	8.50%	22.50%	55.89%	93.27%
Streamline Corporate	3.26%	2.75%	8.25%	22.00%	53.02%	89.28%
Allwag Promotions	3.14%	2.75%	9.38%	22.50%	50.88%	88.65%
Pinfold Promotions	3.76%	2.63%	8.00%	21.50%	50.84%	86.73%
Lyreco	3.38%	3.00%	8.50%	22.50%	47.87%	85.25%
PA Promotions	3.26%	2.75%	7.50%	18.25%	53.47%	85.23%
The Purple Company	3.39%	2.38%	7.38%	20.25%	49.84%	83.24%
Banner Group	3.38%	2.75%	7.25%	22.00%	46.18%	81.56%
Extravaganza	1.75%	2.50%	6.38%	17.50%	52.55%	80.68%

Lot 2

Supplier	Service & Delivery	Technical Capability	Order Fulfilment	Sustainability	Pricing	Total Score
Maximum Weighted Score	4.50%	3.00%	10.00%	22.50%	60.00%	100.00%
International Insignia	2.88%	2.44%	8.25%	16.00%	60.00%	89.57%
T King Associates	3.13%	2.75%	8.88%	21.75%	45.73%	82.24%
Healthy Bean	3.26%	2.75%	8.38%	20.25%	44.46%	79.10%
JSW Marketing	3.51%	2.63%	7.50%	10.25%	49.03%	72.92%
Pinksheep	2.76%	3.00%	7.50%	15.50%	25.88%	54.64%

2 Desktop Exercise

Where the framework agreement pricing structure does not match the organisation's requirements, all suppliers within the relevant lot can be contacted for specific pricing related to the requirements of the organisation. The prices received are then inserted into the NWUPC Calculator tool and the price weighting is recalculated based on the prices received. The revised price scores are added to the customer requirements scores achieved at framework to create a total weighted score achieved. The organisation should award to the supplier with the highest total weighting achieved.

Award Criteria:

<p>Lot 1 Customer Requirements: 60% Price: 40%</p>	<p>Lot 2 Price 55% Customer Requirements: 45%</p>
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3 Mini competition

Where the requirements set out in the Framework Agreement are not sufficiently precise then you should undertake a mini-competition. For example, if you wish to procure a service which is bespoke to your organisation's requirement. A mini competition is so called because you are reopening the competition and the supplier you buy from may not be the one that scored the highest at the time of tender.

There are some key points to remember in a mini competition:

All the suppliers appointed to the relevant lot that are capable of meeting your requirements, must be invited to submit responses to the organisation's mini-competition tender document- prior to issuing your mini-competition documents, you may require the suppliers appointed to a lot to confirm their ability to meet your requirements and, should a supplier confirm that they do not have the relevant capacity, you are not obliged to issue the mini-competition documents to them

The original framework agreement evaluation criteria should be applied in the mini-competition tender document. As this is a Most Economically Advantageous Tender (MEAT) framework agreement, both technical and commercial evaluation criteria must be used in a mini competition tender process.

You can introduce sub-criteria under the main criteria but these must be relevant to the requirement and to the original criteria. The weighting of the criteria can be amended depending on importance to the requirement.

You cannot mix lots, you must treat these separately. You cannot invite suppliers outside of the framework agreement to be part of the mini competition. They have not been through the initial process and been successfully awarded.

The weightings of the criteria of this Framework are as follows:

Lot 1 & 2

Award Criteria	Section No. and Title	Total Maximum Percentage Weighting Available
	13 Award Criteria - Design	15.00%



Customer Requirements 60.00%	14 Award Criteria - Project Management	10.00%
	15 Award Criteria – Fulfilment	20.00%
	16 Award Criteria – Responsible Procurement & Social Value	15.00%
Price 40.00%	17 Award Criteria - Pricing	40.00%

Lot 1 Promotional Merchandise Suppliers

Allwag Promotions Ltd Website: https://www.allwag.co.uk/ E-Mail: sales@allwag.co.uk Tel Number: 01245-382600	Banner Group E-Mail: EducationQueries@BannerUK.Com Tel: 0843-5383311 Website: www.banneruk.com	Extravaganza Promotional Services Website: www.extravaganza.uk.com E-Mail: sales@extravaganza.uk.com Tel Number: 0116-285 2417
Get Yourself Noticed Website: https://getyourselfnoticed.com/ E-Mail: info@getyourselfnoticed.com Tel Number 01639-681000	Hambleside Merchandise Ltd Website: https://www.hambleside-merchandise.co.uk/ E-Mail: sales@hamblesdie-merchandise.co.uk Tel Number: 023 9235 54960	Lyreco UK Website: https://www.lyreco.com E-Mail: sales@lyreco.com Tel Number: 08000 858585
PA Promotions Ltd Website: https://www.pa-promotions.co.uk/ E-mail: hello@papromotions.co.uk Tel Number: 029 2079 0006	Pinfold Promotions Website: https://pinfoldpromotions.co.uk/ E-Mail: kerry@pinfoldpromotions.co.uk Tel Number: 01636 817400	Streamline Promotions Website: www.brandedbystreamline.com E-Mail: enquiries@streamlinecorporate.com Tel Number: 01884 32302
The Purple Company (UK) Ltd Website: https://thepurplecompany.co.uk E-Mail: sales@thepurplecompany.co.uk Tel Number: 01392 683397		

Lot 2 Promotional Clothing

Healthy Bean Ltd Website: https://healthybean.org/ E-Mail: info@healthybean.org Tel Number: 0203 488 2755	International Insignia Ltd Website: https://www.internationalinsignia.co.uk/ E-Mail: sales@intinsignia.com Tel number 01902-714265
JSW Marketing Website: http://jswuniwear.designyourownclothes.co.uk/ E-mail: office@jswuniwear.co.uk Tel Number: 01543 274 465	Pinksheep Website: https://www.pinksheep.co.uk Tel: 0208-619-0451 e-mail: hello@pinksheep.co.uk
T King Associates www.tkingassociates.com 01280-824836 hello@tkingassociates.com	

Email all suppliers

Should members wish to email all suppliers for a benchmarking exercise on certain products, they can copy and paste all emails per Lot.



Lot 1 Suppliers:

sales@allwag.co.uk; E-Mail: EducationQueries@BannerUK.Com; sales@extravaganza.uk.com;
info@getyourselfnoticed.com; sales@hamblesdie-merchandise.co.uk; sales@lyreco.com;
hello@papromotions.co.uk; kerry@pinfoldpromotions.co.uk; enquiries@streamlinecorporate.com;
sales@thepurplecompany.co.uk

Lot 2 Suppliers

info@healthybean.org; sales@intinsignia.com; office@jswuniwear.co.uk; hello@pinksheep.co.uk;
hello@tkingassociates.com

Supplier Sustainable Products Webpages

Lot 1

Supplier	Sustainable Products Webpages
Allwag Promotions	https://www.allwag.co.uk/maincat_183_Eco-Gifts.aspx
Banner Group	https://www.easyflip.co.uk/B-Green/?utm_campaign=CSR&utm_source=hs_email&utm_medium=email&hsenc=p2ANqtz-99Lcit-yvTrHog965UTr2MCsOyl9e5nRHtB6cklOmb8KvQskxlZ57MPzlQ073uqDKeIle17VaGwD7k8NbXWPXRaOnTCm1fRI4TY_tAt4MB5A340
Extravaganza	https://www.extravaganza.uk.com/product-category/eco-sustainable-merchandise/
Get Yourself Noticed	https://getyourselfnoticed.com/product-tag/eco-friendly/
Hambleside	https://www.hambleside-merchandise.co.uk/eco-friendly-products
Lyreco	https://www.lyreco.com/webshop/ENEN/world-rainforest-day-landingpage-13748.html
Pinfold Promotions	https://pinfoldpromotions.co.uk/products/eco-products/
PA Promotions	https://www.pa-promotions.co.uk/ - select eco friendly tab
Streamline Corporate	https://www.brandedbystreamline.com/eco/
The Purple Company	https://thepurplecompany.co.uk/product-category/eco/

Lot 2

Supplier	Sustainable Products Webpages
Healthy Bean	https://healthybean.org/product-category/custom-safety-workwear/sustainable-workwear/
International Insignia	https://www.internationalinsignia.co.uk/sustainability/
JSW Marketing	http://jswuniwear.designyourownclothes.co.uk/ - view organic products and Environmental policy
Pinksheep	https://www.pinksheep.co.uk/sustainability/
T King Associates	https://www.tkingassociates.com/