



Quick Start Guide



Framework 164_22 Issue 2

Key facts...

Framework ref: 164_22

Start date: 21/04/2022

End date: 31/03/2026

Extension option:
N/A

FTS contract notice:
2021/S 000-022064

FTS award notice:
2022/S 000-014850



This framework
is available for
use nationally



Further Help or Questions?

Catalogue Procurement

0116 294 4249

catalogueprocurement@espo.org

Quote reference

ESPO framework 164_22

We would like to hear your feedback on this framework and how you think we could improve it in the future.

Promotional and Personalised Products

Framework scope

This Promotional Products framework offers the customer a quick, simple and competitive route to a choice of Suppliers, who are able to provide a comprehensive range of leading brands of Promotional Products including stationery, shopper bags, mugs, clothing, drinks bottles, umbrellas, tech products, badges, and rubber stamps.

All of the suppliers on this framework have been selected for their experience and ability to provide customers with a comprehensive range of products that combine quality and value.

This page is intended to provide you with an overview of what is available. Please refer to the full User Guide for more information.

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Who can use this Framework?

The framework is available for use nationally by any public body in the UK including, but not limited to...

- Schools & Academies
- Local Authority Establishments
- Police & Emergency Services
- NHS & HSC Bodies
- Central Government Departments & their agencies
- Registered Charities

Benefits of using this Framework

- **Bespoke**...printed pens from just £0.20
- **Bespoke**...printed mugs from just £1.50
- **Bespoke**...printed shopper bags from just £1.00
- **Simple**...artwork origination to product print
- **Speedy**...delivery timescales
- This framework is compliant with UK procurement legislation - we've done the work, so there's no need for you to run a full procurement process.
- Suppliers listed on the framework were assessed during the procurement process for their track record, experience and technical & professional ability.
- What you see is what you pay – there are no additional charges.
- Pre-agreed terms & conditions to underpin all orders so no need to worry.

What else can ESPO help you with?

This is one of over 200 frameworks that ESPO has established. If you have found this one useful then here are some examples of others that may be of interest:

- **RM6017 – Postal Goods, Services and Solutions**
- **390 – Document Management Solutions**
- **981 – Secure Shredding and Disposal (Confidential Materials)**

Full details of our framework offer are available on the ESPO website www.espo.org

You will also find a range of products in the ESPO Catalogue which is available as either hard copy or via our website www.espocatalogue.org

ESPO can also undertake bespoke procurement exercises on your behalf. Please contact us to discuss your requirements.

Suppliers

- **Allwag Promotions Limited**
- **Banner Group Ltd**
- **Nivart Ltd T/A Extravaganza Promotional Merchandise**
- **PFG Brand Attraction EU Ltd t/a BrandHub**
- **Stamps Direct Ltd**
- **Streamline Corporate Ltd**
- **Sycal Umbrellas Print & Promotions Ltd**

A full list with contact details can be found in Section 3 of the full User Guide.

How to use this Framework

Step 1 - Complete the online Access and Confidentiality Agreement which can be found at Stage 2 of the 'Get Started' section on the ESPO website at the following link:
<https://www.espo.org/supply-of-promotional-and-personalised-products-164-22.html>

Step 2 - Review the User Guide to establish whether your needs can be met by a single supplier or whether you need to conduct a Further Competition. Section 5 contains more information on how to place an order. Typically smaller, more straightforward requirements can be met by one supplier, larger, more complex requirements will require a Further Competition to achieve the best supply solution.

If you decide that a single supplier can meet your requirements based on the pricing and/or other information provided in the User Guide simply place an order with that supplier. A template order form is available for you to use at Appendix 2 of the User Guide.

If you decide you need to conduct a Further Competition you may do so by seeking quotations from **all** of the suppliers that are able to meet your requirements in your particular location. More specific details on how to conduct a further competition can be found in Section 5 of the User Guide.

Please quote ESPO framework reference 164_22 on all correspondence.

About ESPO and our frameworks

ESPO is a local authority owned purchasing and supply consortium. It is jointly owned by the county councils of Cambridgeshire, Leicestershire, Warwickshire, Lincolnshire and Norfolk and city council of Peterborough.

We have over 40 years of experience in public sector procurement. All of our frameworks are let in full compliance with UK procurement regulations (and the EU procurement directive).

ESPO is a not for profit, self-funded organisation. ESPO recovers its overheads by means of a retrospective rebate from the suppliers. The rebate levied averages less than 1% of framework turnover.

ESPO's specialist buying teams have extensive experience of providing high quality procurement solutions to the public sector on a nationwide basis.

At ESPO we use our expertise to work with our strong and varied supply chain to bring you the best value procurement solutions possible.