



Record of an Authority decision delegated to an Officer as required under Regulation 7 of the Openness of Local Government Bodies Regulation 2014

Subject of decision	Award the provision of Office Supplies to Banner Group Ltd The contract is anticipated to commence in 1st April 2026 for a period of 2 years, with the option to extend for 24 months in 12 month increments.
Officer name	John Butlin
Job title	Assistant Director/Area Commander- Prevention
Date decision taken	25/02/2026
Reasons for the decision	Hereford and Worcester Fire Authority (the Authority) needs to re-tender its stationary provision due to the contract expiring 31 st March 2026.
Details of decision	Following a further competition issued by YPO using Office Supplies IV 1201 Framework Banner Group Ltd have been awarded the contract due to being the Most Advantageous Tender (MAT). The opportunity was managed and published by YPO YPO Supplier Tendering Portal The tender was published on 26th January with a closing date of 20th February 2026. The estimated contract value per annum £5,000 Prices shall be fixed and firm for the first year of the Contract The tenders were evaluated based on Mandatory Questions- Pass/Fail Compliance with the Specification- Quality 30% Price 60% Sustainability 10%* * This criteria is not being reopened for competition, therefore the scores from the original tender will be carried forward. The following tenders were received 1. Banner Group Ltd 2. Bates Office Services Ltd 3. Lyreco UK Ltd
Details of alternative options considered and rejected (if any)	N/A
Any interests declared by a Member or	N/A

For decisions regarding spend of £100,000 and above

To be completed by Information Governance & Committee Services
 Log No

Officer	
Links to relevant background documents or information	N/A



Signed

Date:17 March 2026

For decisions regarding spend of £100,000 and above

To be completed by Information Governance & Committee Services
Log No