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Tender

GLA 82178 - Design, Print, Distribution and Project Management for 2024 Mayor of London & London Assembly Election Ballot Papers

Greater London Authority

F02: Contract notice

Notice identifier: 2023/S 000-000090

Procurement identifier (OCID): ocids-h6vhtk-0394e1

Published 3 January 2023, 4:30pm

Section I: Contracting authority

I.1) Name and addresses

Greater London Authority

KAMAL CHUNCHIE WAY

LONDON

E161ZE

Contact

Lavinia Tidy-Jones

Email

laviniatidyjones@tfl.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Greater London Authority

GLA

Internet address(es)

Main address

<https://tfl.gov.uk>

I.3) Communication

Access to the procurement documents is restricted. Further information can be obtained at

<https://s1-eu.riba.com/Sourcing/Main/ad/selfRegistration?realm=TfL>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://s1-eu.riba.com/Sourcing/Main/ad/selfRegistration?realm=TfL>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

GLA 82178 - Design, Print, Distribution and Project Management for 2024 Mayor of London & London Assembly Election Ballot Papers

Reference number

GLA 82178

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Transport for London (TfL) are conducting this procurement on behalf of the Greater London Authority (GLA). The GLA, on behalf of the Greater London Returning Officer (GLRO), wish to procure a Service Provider for the Design, Print, Distribution and Project Management of approx 18 million ballot papers ahead of polling day so that every eligible registered has the opportunity to vote, including attainers. Attainers are 16 and 17-year-olds who will turn 18 during this period.

In order to ensure successful and timely delivery of the ballot papers, the service provider will also be responsible for the overall project management of these activities.

The Standard Selection Questionnaire (SSQ) and all ITT tender documents will be made available on Tuesday 3rd January.

SSQ deadline is 31st January 2023 at 12:00. Shortlisted suppliers following SSQ stage will be invited to ITT stage.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Mayor of London and London Assembly 2024 Election Ballot Papers is a statutory requirement.

The Service Provider will be required to Design, Print, Project Manage and Deliver approximately 18 million ballot papers ahead of the elections taking place on 2nd May 2024.

II.2.5) Award criteria

Quality criterion - Name: Technical / Weighting: 70

Price - Weighting: 30

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

12 June 2023

End date

12 August 2024

This contract is subject to renewal

No

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 3

Objective criteria for choosing the limited number of candidates:

The Standard section questionnaire is contained in the procurement documents.

Top 3 scoring bidders will be invited to ITT (Invitation to Tender) stage.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

31 January 2023

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

23 February 2023

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The Selection Questionnaire (SQ) is now live via the e-procurement platform SAP Ariba.

In order to receive access to the live tender (SQ and ITT documentation), you must be

registered on the SAP Ariba platform via the address indicated:

<https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?realm=TfL>

Once registered, please email : laviniatidyjones@tfl.gov.uk to complete the registration process and gain access to the tender documentation.

Please note, you will not be able to access the tender documentation unless your registration is complete. This should be completed as soon as possible to avoid delays.

Any questions or issues please contact : Lavinia Tidy-Jones - laviniatidyjones@tfl.gov.uk

A PIN (Prior Information Notice) was published for this opportunity, to engage the market interest and allow interested suppliers to take part in an MSQ (Market Sounding Questionnaire) exercise. An error was made on the PIN notice published under the type of service. Therefore, cannot be linked to this notice. Please see 2022/S 000-030730 and then click 'newer publications' under reference: 2022/S 000-034077. An error was made due to the original notice stating supplies rather than services therefore not allowing the notices to be linked.

The Pin Notice also was named GLA 82178- Ballot Paper Procurement. This has been updated to reflect actual requirements to : GLA 82178 - Design, Print, Distribution and Project Management for 2024 Mayor of London & London Assembly Election Ballot Papers.

VI.4) Procedures for review

VI.4.1) Review body

Transport for London

5 Endeavour Square

London

E20 1JN

Country

United Kingdom