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Tender

## **TD2206 - Elections and Electoral Registration Bulk Mailing and Printing Services**

DERBY CITY COUNCIL

F02: Contract notice

Notice identifier: 2025/S 000-000691

Procurement identifier (OCID): ocds-h6vhtk-04cea7

Published 9 January 2025, 3:04pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

DERBY CITY COUNCIL

The Council House, Corporation Street

Derby

DE12FS

#### **Email**

[procurement@derby.gov.uk](mailto:procurement@derby.gov.uk)

#### **Telephone**

+44 1332640768

#### **Country**

United Kingdom

#### **Region code**

UKF11 - Derby

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.derby.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.eastmidstenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.eastmidstenders.org/>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

TD2206 - Elections and Electoral Registration Bulk Mailing and Printing Services

Reference number

TD2206 (DN752918)

### **II.1.2) Main CPV code**

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Derby City Council (the Council) is undertaking this procurement to establish a contract for Elections and Electoral Registration Bulk Mailing and Printing Services.

The procurement process adopted by the Council is based on the 'Open' tendering procedure as detailed in the Public Contracts Regulations 2015

The contract period is 2 years; the contract is estimated to commence on 1st April 2025 and expire on 31st March 2027.

There will be an option to extend the contract for 3 years in annual increments.

Please note suppliers wishing to express interest and obtain the documentation must do so by 12:00pm on Sunday 9th February 2025. It is recommended that you express interest and obtain the documentation well before this time to allow sufficient time to prepare and submit a bid.

The deadline for returns is 12:00pm on Monday 10th February 2025.

Documents are available at [www.eastmidstenders.org](http://www.eastmidstenders.org)

(<https://www.eastmidstenders.org>)

Please search for TD2206 or DN752918.

Please note: we will only accept expressions of interest through the e-tendering system.

### **II.1.5) Estimated total value**

Value excluding VAT: £272,500

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 22821000 - Electoral forms

### **II.2.3) Place of performance**

NUTS codes

- UKF11 - Derby

### **II.2.4) Description of the procurement**

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Please search for TD2206 or DN752918.

Please note: we will only accept expressions of interest through the e-tendering system.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement

documents

### **II.2.6) Estimated value**

Value excluding VAT: £272,500

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

Start date

1 April 2025

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

The initial contract period is 2 years; the contract is estimated to commence 1st April 2025 and expire 31st March 2027.

There will be an option to extend the contract for 3 years in annual increments, subject to satisfactory performance and business needs. Maximum contract period is 5 years.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

There will be an option to extend the contract for 3 years in annual increments.

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## **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**

Open 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

10 February 2025

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

11 February 2025

Local time

9:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Derby City Council

The Council House, Corporation Street

Derby

DE1 2FS

Email

[procurement@derby.gov.uk](mailto:procurement@derby.gov.uk)

Telephone

+44 1332640768

Country

United Kingdom

Internet address

<https://www.derby.gov.uk/>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Derby City Council will incorporate a minimum 10 calendar days standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into.

Applicants have 2 working days from the notification of the award decision to request additional debriefing and that information has to be provided a minimum of 3 working days

before the expiry of the standstill period. Such additional information should be required from the contact details provided in section 1.1 of this notice.

If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (Si 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (generally within 3 months).

Where a contract has not been entered into the Court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the Court may only award damages. The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.