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Tender

## **Electoral Print Service**

Dover District Council

F02: Contract notice

Notice identifier: 2024/S 000-000923

Procurement identifier (OCID): ocds-h6vhtk-042c46

Published 11 January 2024, 11:30am

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

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

Dover District Council

Council Offices, White Cliffs Business Park

Whitfield, Dover

CT16 3PJ

#### **Contact**

Mrs Emma Morgan

#### **Email**

[emma.morgan@dover.gov.uk](mailto:emma.morgan@dover.gov.uk)

#### **Telephone**

+44 1304872419

#### **Fax**

+44 1304872104

**Country**

United Kingdom

**Region code**

UKJ44 - East Kent

**Internet address(es)**

Main address

<http://www.dover.gov.uk/>

Buyer's address

<http://www.kentbusinessportal.org.uk/>

**I.3) Communication**

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

<http://www.kentbusinessportal.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.kentbusinessportal.org.uk/>

**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**

Electoral Print Service

Reference number

DN706065

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

- 79800000 - Printing and related services

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

Services

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

Dover District Council (The Council) wishes to select and appoint a suitable provider for the provision of Printing and Delivery of Electoral Registration and Election Materials.

The initial contract is for a period of 3 years with the option to extend for a further 2 years in yearly increments.

Completed tender responses must be submitted electronically by the Kent Business Portal [www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk) by 12.00pm on 12th February 2024.

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

Value excluding VAT: £375,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 22458000 - Bespoke printed matter

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

NUTS codes

- UKJ44 - East Kent

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

Dover District Council (The Council) wishes to select and appoint a suitable provider for the provision of Printing and Delivery of Electoral Registration and Election Materials, this includes elections printing, printing / email services for the Annual Canvass and other ad-hoc printing / services relating to elections or electoral registration as required. All services and printing provided must comply with the latest electoral legislation and have regard to Electoral Commission guidance and Performance Standards.

The initial contract is for a period of 3 years with the option to extend for a further 2 years in yearly increments.

Completed tender responses must be submitted electronically by the Kent Business Portal [www.kentbusinessportal.org.uk](http://www.kentbusinessportal.org.uk) by 12.00pm on 12th February 2024.

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

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

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

Start date

1 June 2024

End date

31 May 2027

This contract is subject to renewal

Yes

Description of renewals

Option to extend the contract for a further 2 years in yearly increments, subject to agreement by the Authority and the Supplier.

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

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **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

12 February 2024

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

12 February 2024

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Subject to the allowed extension(s) option being enacted, a new procurement procedure will be undertaken approximately 6 months prior to the end of this contract.

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

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

High Court

Royal Courts of Justice, Strand

London

WCA 2LL

Country

United Kingdom