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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

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

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 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 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

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

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