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Contract

Electoral and Electoral Registration Printing Contract

Uttlesford District Council

F03: Contract award notice

Notice identifier: 2022/S 000-001151

Procurement identifier (OCID): ocds-h6vhtk-02d770

Published 14 January 2022, 12:15pm

Section I: Contracting authority

I.1) Name and addresses

Uttlesford District Council

Council Offices, London Road

Saffron Walden

CB11 4ER

Contact

Selina Muir

Email

selina.muir@chelmsford.gov.uk

Telephone

+44 1245606606

Country

United Kingdom

NUTS code

UKH3 - Essex

Internet address(es)

Main address

www.delta-esourcing.com

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 and Electoral Registration Printing Contract

Reference number

2021/SM/UDCElect

II.1.2) Main CPV code

- 79824000 - Printing and distribution services

II.1.3) Type of contract

Services

II.1.4) Short description

Uttlesford District Council are seeking to procure printing services for its elections, polls and annual electoral registration activities.

Quality, reliability and a proven track record in printing and delivering electoral printing are key requirements.

Uttlesford District Council has an electorate of 69,000 residing at 39,000 properties, with 11,000 being postal votes.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £200,000

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

Main site or place of performance

Essex

II.2.4) Description of the procurement

Electoral printing and mailing services to cover a 5 year cycle of elections although the contract will allow for an further 2 year extension.

The contract will include the printing of poll cards, postal voting packs, elector registration documents, ballot books and other related items.

Distribution of many of these items is also required.

Uttlesford District Council has an electorate of 69,000 residing at 39,000 properties, with 11,000 being postal votes. These numbers will rise slightly during parliamentary elections due to taken in from its neighbouring district – proposed Epping Forest (approx. 400 postal voters and 3,600 electors).

II.2.5) Award criteria

Price

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: No

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-020481](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

11 January 2022

V.2.2) Information about tenders

Number of tenders received: 9

Number of tenders received from SMEs: 6

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 9

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Print Image Network Limited

Riverside House, Yew Street, Kings Reach Business Park

Stockport

SK4 2HD

Country

United Kingdom

NUTS code

- UKD6 - Cheshire

National registration number

04009079

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £225,000

Total value of the contract/lot: £225,000

Section VI. Complementary information

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

To view this notice, please click [here](#):

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=657427301>

GO Reference: GO-2022114-PRO-19501018

VI.4) Procedures for review

VI.4.1) Review body

Chelmsford City Council

Civic Centre

Chelmsford

CM1 1JE

Telephone

+44 1245606606

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Chelmsford City Council

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Chelmsford

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