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Tender

## **ID 5029674 - EONI - Printing of Ballot Papers and Associated Documents**

The Electoral Office for Northern Ireland

F02: Contract notice

Notice identifier: 2024/S 000-001258

Procurement identifier (OCID): ocds-h6vhtk-042d16

Published 15 January 2024, 12:43pm

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

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

The Electoral Office for Northern Ireland

c/o CPD, 303 Airport Road West

BELFAST

BT3 9ED

#### **Email**

[Justice.CPD@finance-ni.gov.uk](mailto:Justice.CPD@finance-ni.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://www.eoni.org.uk/Home>

Buyer's address

<https://www.finance-ni.gov.uk/topics/procurement>

## **I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

## **I.3) Communication**

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

<https://etendersni.gov.uk/epps>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etendersni.gov.uk/epps>

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

Body governed by public law

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

#### **II.1.1) Title**

ID 5029674 - EONI - Printing of Ballot Papers and Associated Documents

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

- 79800000 - Printing and related services

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

Services

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

The Electoral Office for Northern Ireland (EONI) wish to engage a supplier to print and deliver ballot papers and associated documents. Printing services will be required for all elections called during the contract period. The contract is for an initial period of two (2) years, followed by three optional extension periods of one (1) year each. Please refer to the Specification for full details of the requirements.

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

Value excluding VAT: £400,000

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

This contract is divided into lots: No

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

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

- 79810000 - Printing services
- 22000000 - Printed matter and related products

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

NUTS codes

- UKN - Northern Ireland

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

The Electoral Office for Northern Ireland (EONI) wish to engage a supplier to print and deliver ballot papers and associated documents. Printing services will be required for all elections called during the contract period. The contract is for an initial period of two (2) years, followed by three optional extension periods of one (1) year each. Please refer to the Specification for full details of the requirements.

#### **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: £400,000

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

Duration in months

24

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: Yes

Description of options

The contract is for an initial period of two (2) years, followed by three optional extension periods of one (1) year each.

#### **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

15 February 2024

Local time

3:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 15 May 2024

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

Date

15 February 2024

Local time

3:30pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.3) Additional information**

Neither CPD nor the Department of Justice can provide any guarantee as to the level of business under this contract. The estimated contract value is a broad estimate only, and includes additional quantum for unforeseen demand. The estimate is not deemed to be a condition of contract nor a guarantee of minimum demand or uptake. No compensation will be payable to a contractor should the actual demand be less than that stated.

Contract monitoring: the successful Contractor(s) performance on the contract will be regularly monitored. Contractors not delivering on contract requirements is a serious matter. It means the public purse is not getting what it is paying for. If a Contractor fails to reach satisfactory levels of contract performance they will be given a specified time to improve. If, after the specified time, they still fail to reach satisfactory levels of contract performance, the matter will be escalated to senior management in CPD for further action. If this occurs and their performance still does not improve to satisfactory levels within the specified period, it may be regarded as an act of grave professional misconduct and they may be issued with a notice of written warning and notice of unsatisfactory performance, and this contract may be terminated. The issue of a notice of written warning and notice of unsatisfactory performance will result in the Contractor being excluded from all procurement competitions being undertaken by Centres of Procurement. Expertise on behalf of bodies covered by the Northern Ireland Procurement Policy for a period of up to 3 years from the date of issue of the notice. The Authority expressly reserves the rights: (i) not to award any contract as a result of the procurement process commenced by publication of this notice; (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; (iii) to award (a) contract(s) in respect of any part(s) of the services covered by this notice; and (iv) to award contract(s) in stages. And under no circumstances will the Authority be liable for any costs incurred by Candidates.

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

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

The UK does not have any special review body with responsibility for appeal/mediation procedures in public procurement competitions. Instead; any challenges are dealt with by the High Court, Commercial Division, to which proceedings may be issued.

N/A

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

CPD will comply with the Public Contracts Regulations 2015 and, where appropriate, will incorporate a standstill period (i.e a minimum of 10 calendar days) at the point information on the award of the contract is communicated to tenderers. That notification will provide full information on the award decision. This provides time for unsuccessful tenderers to challenge the award decision before the contract is entered into.