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Tender

Electoral Services Printing

London Borough of Merton
London Borough of Wandsworth
London Borough of Richmond upon Thames

F02: Contract notice

Notice identifier: 2021/S 000-001356

Procurement identifier (OCID): ocids-h6vhtk-028ca2

Published 22 January 2021, 3:10pm

Section I: Contracting authority

I.1) Name and addresses

London Borough of Merton

Civic Centre, London Rd

Morden

SM4 5DX

Email

commercial.services@merton.gov.uk

Country

United Kingdom

NUTS code

UKI6 - Outer London – South

Internet address(es)

Main address

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

Buyer's address

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

I.1) Name and addresses

London Borough of Wandsworth

London

Email

commercial.services@merton.gov.uk

Country

United Kingdom

NUTS code

UKI6 - Outer London – South

Internet address(es)

Main address

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

I.1) Name and addresses

London Borough of Richmond upon Thames

Twickenham

Email

commercial.services@merton.gov.uk

Country

United Kingdom

NUTS code

UKI6 - Outer London – South

Internet address(es)

Main address

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

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://procontract.due-north.com/Opportunities/Index>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Home/About>

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 Services Printing

Reference number

DN521260

II.1.2) Main CPV code

- 22821000 - Electoral forms

II.1.3) Type of contract

Supplies

II.1.4) Short description

The London Borough of Merton, The London Borough of Richmond upon Thames and the Wandsworth Borough Council (hereinafter referred to as the “Authority”), are inviting completed Selection Questionnaires from suitably qualified and experienced providers to provide printing services for all election and/or electoral registration printing.

II.1.5) Estimated total value

Value excluding VAT: £382,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Elections Print and Post

Lot No

1

II.2.2) Additional CPV code(s)

- 22821000 - Electoral forms

II.2.3) Place of performance

NUTS codes

- UKI6 - Outer London – South

II.2.4) Description of the procurement

Services required include all election printing, including but not limited to the production and despatch of polling cards, the production, insertion and despatch of postal voting packs and the production and delivery of ballot papers. Some additional products may also be required for specific elections such as large print ballot paper posters, handheld ballot papers, polling station posters, training ballot papers, and other generic polling and count stationery.

II.2.5) Award criteria

Quality criterion - Name: Quality assurance / Weighting: 5

Quality criterion - Name: Production and Delivery / Weighting: 5

Quality criterion - Name: Flexibility to change / Weighting: 5

Quality criterion - Name: Compliance to legislation / Weighting: 5

Quality criterion - Name: Service delivery proposal / Weighting: 10

Quality criterion - Name: Risk management approach / Weighting: 5

Quality criterion - Name: Social value / Weighting: 5

Price - Weighting: 50

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The proposed contract will be for a period of 4 years with the option to extend for each authority, subject to satisfactory performance and continued need, for 12 months.

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

II.2) Description

II.2.1) Title

Statutory Registration, Annual Canvass, Household Notification Letters (HNL)

Lot No

2

II.2.2) Additional CPV code(s)

- 22821000 - Electoral forms

II.2.3) Place of performance

NUTS codes

- UKI6 - Outer London – South

II.2.4) Description of the procurement

Services required include all annual canvass printing, including printing and despatch/delivery of initial Canvass Communication A and B forms (CCA and CCB), reminder CCB and enquiry forms for hand canvassing where applicable. The annual canvass takes place

each year between July and December.

II.2.5) Award criteria

Quality criterion - Name: Value for money / Weighting: 5

Quality criterion - Name: Capacity and Capability / Weighting: 5

Quality criterion - Name: Service delivery proposal / Weighting: 10

Quality criterion - Name: Risk management approach / Weighting: 5

Quality criterion - Name: Social Value / Weighting: 5

Price - Weighting: 50

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The proposed contract will be for a period of 4 years with the option to extend for each authority, subject to satisfactory performance and continued need, for 12 months.

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

Restricted 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.2.2) Time limit for receipt of tenders or requests to participate

Date

15 February 2021

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

3 March 2021

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

English

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

The Royal Courts of Justice

London

Country

United Kingdom