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Tender

## **Election printing and post**

Dumfries and Galloway Council

F02: Contract notice

Notice identifier: 2023/S 000-001998

Procurement identifier (OCID): ocds-h6vhtk-035849

Published 23 January 2023, 12:56pm

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

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

Dumfries and Galloway Council

Procurement Team, Carruthers House

Dumfries

DG1 2HP

#### **Contact**

Keith Munn

#### **Email**

[Procurement.EducationCorporate@dumgal.gov.uk](mailto:Procurement.EducationCorporate@dumgal.gov.uk)

#### **Telephone**

+44 3033333000

#### **Country**

United Kingdom

**NUTS code**

UKM92 - Dumfries & Galloway

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00219](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00219)

**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://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.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**

Election printing and post

Reference number

DGCC-00352

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

- 79823000 - Printing and delivery services

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

Services

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

Dumfries and Galloway Council will be inviting tenders for their Election Print materials. This will cover the printing of all Poll Cards, Ballot Papers included tender ballot papers for Station voters, postal voting packs including postal ballot papers and required inserts. Corresponding Number Lists for both ordinary and tendered Papers, A3 sized Ballot Papers with and without "Sample" for Display in polling stations will also be required.

Print will be required for the following Elections and any by-elections that may occur in the period Parliamentary General Elections – covering 2 constituencies, Scottish Parliamentary elections – covering 2 constituencies and including the regional list ballot paper and its required postal voting insert. Local Government Elections Print – out with any Scottish Government contract

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

Value excluding VAT: £300,000

#### **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
- 79811000 - Digital printing services
- 22821000 - Electoral forms
- 79320000 - Public-opinion polling services
- 72313000 - Data capture services
- 72314000 - Data collection and collation services
- 79820000 - Services related to printing
- 72110000 - Hardware selection consultancy services

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

NUTS codes

- UKM92 - Dumfries & Galloway

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

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

Quality criterion - Name: Technical/Quality / Weighting: 90

Price - Weighting: 10

### **II.2.6) Estimated value**

Value excluding VAT: £300,000

### **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 contract will be awarded for an initial four year period with the option of a twelve month extension.

#### **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 III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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.2.1) Previous publication concerning this procedure**

Notice number: [2022/S 000-021132](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

20 February 2023

Local time

12:00pm

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

20 February 2023

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 22808.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community benefits are to be delivered by the supplier who is awarded this contract

(SC Ref:711574)

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

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

Dumfries Sheriff Court

Buccleuch Street

Dumfries

Country

United Kingdom