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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

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

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

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

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.

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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

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

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

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