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Tender

## **Supply of Annual Canvass Forms**

Caerphilly County Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-003311

Procurement identifier (OCID): ocds-h6vhtk-03138a

Published 4 February 2022, 4:45pm

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

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

Caerphilly County Borough Council

Penallta House, Tredomen Park, Ystrad Mynach

Hengoed

CF82 7PG

#### **Contact**

Connor Thomas

#### **Email**

[Thomac21@Caerphilly.gov.uk](mailto:Thomac21@Caerphilly.gov.uk)

#### **Telephone**

+44 1443863161

#### **Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

**I.3) Communication**

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

<https://supplierlive.proactisp2p.com/Account/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://supplierlive.proactisp2p.com/Account/Login>

**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**

Supply of Annual Canvass Forms

Reference number

CCBC/PS2153/22/CT

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

- 22000000 - Printed matter and related products

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

Supplies

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

Caerphilly County Borough Council are seeking tender bids for the Supply of Annual Canvass Forms for the annual canvassing registration project.

Full details can be found in the ITT which which is available at:

<https://supplierlive.proactisp2p.com/Account/Login>

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

Value excluding VAT: £250,000

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

This contract is divided into lots: No

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

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

- 22820000 - Forms
- 22458000 - Bespoke printed matter
- 22822000 - Business forms

- 22821000 - Electoral forms
- 22900000 - Miscellaneous printed matter
- 22452000 - Postal orders

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the boundaries of Caerphilly CBC

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

Caerphilly County Borough Council's Electoral Services are seeking to contract with an organisation for the purpose of providing Annual Canvas Forms. The contract will facilitate the annual canvassing registration project.

The evaluation process shall follow a two stage process as follows

Stage One - Compliance Questions

Stage Two - Cost 90% / Quality 10%

The quality element shall consist of Social Value

Full details can be found in the ITT which which is available at:

<https://supplierlive.proactisp2p.com/Account/Login>

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

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 90

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

Start date

1 May 2022

End date

30 April 2025

This contract is subject to renewal

Yes

Description of renewals

The contract period shall be for an initial period of three years, with the option to extend for a further period of up to 24 months. It is envisaged that the contract will begin on 1 May 2022.

#### **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.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Date

8 March 2022

Local time

12:00pm

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

English, Welsh

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

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

8 March 2022

Local time

12:00pm

Information about authorised persons and opening procedure

Rhys James

Derek Morris

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

LEASE NOTE REGISTERING AN INTEREST IN THE SELL2WALES NOTICE IS NOT

REGISTERING AN INTEREST IN THIS TENDER YOU MUST FOLLOW THE INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER:

1. Log in to the Proactis Supplier Portal at:  
<https://supplierlive.proactisp2p.com/Account/Login> ;
2. Click the 'Sign Up' option on the Portal homepage (If already registered go to point 11);
3. Enter your correct Organisation Name, Details and Primary Contact Details;
4. Make a note of the Organisation ID and User Name, then click 'Register';
5. You will then receive an email from the system asking you follow a link to activate your account;
6. Enter the information requested, clicking on the blue arrow to move on to the next stage and follow the instructions ensuring that you enter all applicable details;
7. In the Classification section ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice, it is essential that only CPV Codes specific to your organisation are added to your profile;
8. Buyer Selection — At this stage you are required to indicate which Buyer Organisations you would like to register with. Remember to register with Caerphilly this ensures that you

will be alerted to all relevant opportunities;

9. Terms and Conditions — Read the terms and conditions of the use of this Supplier Portal and tick the box to denote you have read and understood the terms and that you agree to abide by them. If you do not agree you cannot complete the registration process. Once you have agreed click on the blue arrow to move on to the next stage;

10. Insert a password for the admin user and repeat it. The password Must be between 6 and 50 characters in length. It must contain at least 2 number(s). Once completed select 'Complete Registration' and you will enter the Supplier Home page;

11. From the Home Page, go to the 'Opportunities' icon, all current opportunities will be listed. Click on the blue arrow under the field 'Show Me' of the relevant opportunity then click to register your interest on the applicable button;

12. Refresh your screen by clicking on the opportunities icon located on the left hand side, to view the opportunity click the blue arrow;

13. Note the closing date for completion of the relevant project. To find all available documentation drop-down the 'Request Documents' option and click to download all documents;

14. You can now either complete your response or 'Decline' this opportunity.

All queries are to be made via the messaging system on the Proactis portal. We will not accept any questions/queries via telephone/email.

A supplier guide is available via the portal detailing how to use the Proactis Plaza system.

If you require assistance please contact Jemma Ford. 01443 863165;  
[fordj1@caerphilly.gov.uk](mailto:fordj1@caerphilly.gov.uk) or the procurement team on 01443 863161.

Procurement Clinics are also available should you require further assistance completing and submitting your tender or for general tendering advice.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at  
[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=117413](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=117413).

(WA Ref:117413)

The buyer considers that this contract is suitable for consortia.

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

**VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom