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Tender

Electoral Services Printing Contract (electoral registration, scheduled, and unscheduled elections)

North Hertfordshire District Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-003655

Procurement identifier (OCID): ocids-h6vhtk-060711

Published 15 January 2026, 5:43pm

Scope

Reference

NHDC01104686

Description

North Hertfordshire District Council is inviting tenders for the printing and dispatch of electoral paperwork (electoral registration, absent vote reapplication, annual canvass, scheduled, and unscheduled elections).

This involves the supply and delivery of Electoral Registration and Election Materials as detailed in Schedule 2: Specification of Requirement (SoR).

The Council is seeking a single supplier for all contract requirements, from 12 March 2026 until 31 March 2028. The supplier will support the Council's priorities of thriving communities, accessible services, responsible growth and sustainability.

Total value (estimated)

- £1,024,000 excluding VAT
- £1,228,800 including VAT

Above the relevant threshold

Contract dates (estimated)

- 12 March 2026 to 31 March 2028
- Possible extension to 31 March 2030
- 4 years, 20 days

Description of possible extension:

The Council proposes to enter into a contract for two years with the successful supplier commencing on 12 March 2026; with the option to extend the contract after that term up to a maximum of four years, extending for no more than 12 months at a time.

This is made up of a two-year initial term (12 March 2026 to 31 March 2028) which includes a break clause to be invoked no later than 31 March 2027, in addition to the option to extend on two occasions for a 12-month period each, up to 31 March 2030.

Main procurement category

Services

CPV classifications

- 64110000 - Postal services
- 72300000 - Data services
- 79800000 - Printing and related services

- 79823000 - Printing and delivery services

Submission

Enquiry deadline

26 January 2026, 5:00pm

Tender submission deadline

11 February 2026, 5:00pm

Submission address and any special instructions

North Hertfordshire District Council uses an E-Tendering system (In-Tend).

Tenders must be returned through the Supply Hertfordshire Portal at the following website: Supply Hertfordshire Electronic Tendering Site - <https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

You must be registered on this website to respond. If you are already registered' you will not need to register again, simply use your existing username and password. Please note that there is a password reminder link on the homepage.

Please ensure that you follow any instruction provided. If you experience any technical difficulties please contact the Intend Helpdesk on 0845 557 8079 or by email support@in-tend.com

Tenderers are required to supply an electronic copy of their ITT response and all supporting documents, in either a Microsoft Word or PDF format, to be uploaded to the Intend E-tendering system. You must ensure that the Quality and Price submissions are loaded separately and where indicated, in the system.

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

2 March 2026

Recurring procurement

Publication date of next tender notice (estimated): 12 December 2027

Award criteria

Name	Description	Type
Simple description	Any Contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most advantageous tender (MAT) to the Council. The Award Criteria are: 65% technical/quality. 25% price/ cost. 10% Social Value	Price

Weighting description

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most advantageous tender (MAT) to the Council. The Award Criteria are:

65% technical/quality.

25% price/ cost.

10% Social Value

Other information

Payment terms

In consideration of performing its obligations under the Contract, the Contractor shall be paid by the Council the Contract Price. Unless agreed otherwise by both Parties, payment will be made within 30 days of receipt and agreement of invoices, submitted monthly in arrears, for the Services provided to the satisfaction of the Council.

Description of risks to contract performance

The Government announcement is expected in summer 2026 regarding local government reorganisation which will impact on the types of elections held in future years as listed in the table included within Schedule 2 (Specification of Requirements) Sections 3 and 4 of the Invitation to Tender, which could impact on the volumes and dates provided in these sections.

The UK Parliamentary General Election must take place no later than August 2029, but a snap election could occur any time before this date.

Participation in flexible voting pilots may be applicable during the contract term.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

All procurement documentation available at this web address.

Contracting authority

North Hertfordshire District Council

- Public Procurement Organisation Number: PDWC-9574-WBPY

Council Offices, Gernon Road

Letchworth Garden City

SG6 3JF

United Kingdom

Email: shelley.abel@north-herts.gov.uk

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government