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Tender

## **DELIVERY OF PRINT SERVICES FOR ELECTIONS AND ELECTORAL REGISTRATION FOR SOUTH STAFFORDSHIRE DISTRICT COUNCIL (SSDC)**

Staffordshire County Council

F02: Contract notice

Notice identifier: 2025/S 000-003831

Procurement identifier (OCID): ocds-h6vhtk-04dbe6

Published 5 February 2025, 2:28pm

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

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

Staffordshire County Council

1 Staffordshire Place

STAFFORD

ST162LP

#### **Contact**

Nathaniel Taylor

#### **Email**

[nathaniel.taylor@staffordshire.gov.uk](mailto:nathaniel.taylor@staffordshire.gov.uk)

#### **Telephone**

+44 1785854658

**Country**

United Kingdom

**Region code**

UKG24 - Staffordshire CC

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.staffordshire.gov.uk/Homepage.aspx>

**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>

**I.4) Type of the contracting authority**

Regional or local Agency/Office

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

DELIVERY OF PRINT SERVICES FOR ELECTIONS AND ELECTORAL REGISTRATION FOR SOUTH STAFFORDSHIRE DISTRICT COUNCIL (SSDC)

Reference number

IA3300

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

- 79800000 - Printing and related services

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

Services

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

South Staffordshire District Council (SSDC) are seeking to appoint a single Supplier for Electoral Services' PRINTING AND MAILING services for canvassing and elections which SSDC is required to carry out by Statute. All materials must be printed by the Supplier in accordance with the relevant current and up to date legislation, prevailing Electoral Commission and / or Ministry of Housing, Communities and Local SSDC require a rapid and cost-effective provision of services by The Supplier to meet strict statutory electoral services deadlines, including electoral registration and elections.

#### **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)**

- 22000000 - Printed matter and related products

- 79800000 - Printing and related services

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

NUTS codes

- UKG24 - Staffordshire CC

Main site or place of performance

SSDC is based at South Staffordshire Council, Council Offices, Wolverhampton Road, Codsall WV8 1PX.

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

The contract is to cover print products during the contract period in relation to: -

a) electoral registration; including the annual electoral registration canvass and specified elements of business-as-usual year-round, rolling registration; and

b) all scheduled and unscheduled elections (either by-elections or changes arising from the English Devolution White Paper),

- 2026 Fallow Year
- 6th May 2027 District and Parish Elections
- 4th May 2028 Police, Fire and Crime Commissioner Election
- 2029 United Kingdom Parliamentary General Election.
- 3rd May 2029 County Council Elections
- 2030 Fallow Year

For further information, please access the specificatino in the tender pack.

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

Quality criterion - Name: Quality Questions / Weighting: 60%

Price - Weighting: 40%

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

Value excluding VAT: £250,000

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

Start date

1 June 2025

End date

31 May 2030

This contract is subject to renewal

Yes

Description of renewals

This provision will be a perpetual need of South Staffordshire District Council, therefore, this will be procured in the same or similar method.

NB - this provision may change depending on the outcome of local government devolution.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

The initial term of the agreement is for two years, 01/06/2024 to 31/05/2027, with three optional extension periods to 31/05/2028, 31/05/2029 & 31/05/2030 respectively.

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

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

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

Minimum level(s) of standards possibly required

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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: No

### **IV.2) Administrative information**

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

Date

7 March 2025

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: 4 (from the date stated for receipt of tender)

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

Date

7 March 2025

Local time

12:30pm

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## **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**

Public Procurement Review Service

London

Country

United Kingdom