

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004156-2022>

Contract

Printing of Election and Electoral Registration Materials

Dorset Council

F03: Contract award notice

Notice identifier: 2022/S 000-004156

Procurement identifier (OCID): ocds-h6vhtk-02f8c6

Published 14 February 2022, 2:49pm

Section I: Contracting authority

I.1) Name and addresses

Dorset Council

Dorset Council, County Hall, Colliton Park

Dorchester

DT1 1XJ

Contact

Ms Gayle Acors

Email

gayle.acors@dorsetcouncil.gov.uk

Telephone

+44 1305221278

Country

United Kingdom

NUTS code

UKK2 - Dorset and Somerset

Internet address(es)

Main address

<https://www.dorsetcouncil.gov.uk>

Buyer's address

<https://www.dorsetcouncil.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

Printing of Election and Electoral Registration Materials

Reference number

DN580297

II.1.2) Main CPV code

- 22458000 - Bespoke printed matter

II.1.3) Type of contract

Supplies

II.1.4) Short description

Printing services are required to meet the needs of the Council in respect on (1) its delivery of all elections and (2) the Annual Electoral Registration Canvass and ongoing electoral registration work.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £805,000

II.2) Description

II.2.2) Additional CPV code(s)

- 22821000 - Electoral forms
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKK2 - Dorset and Somerset

II.2.4) Description of the procurement

The Council intends to establish an agreement for a period of up to 4 years (2 years plus a further optional 2 years) for election and electoral registration printing materials as follows:

- Ballot papers and Corresponding Number Lists (CNLs)
- Postal vote ballot packs
- Poll cards
- Large print ballot papers
- Grass skirts
- Canvass Forms and Canvass Communication 'A's (CCAs)

- Invitation to Register (ITRs)
- Household Notification Letters (HNLs)
- Annual Postal Vote Personal Identifier (PI) Refresh letters

This shall include, but is not limited to, providing a full print and design service delivering poll cards, ballot papers, postal vote packs and relevant electoral registration forms.

Additionally the Contractor is required to arrange the provision of an automated response management service in respect of the annual canvas.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 45

Quality criterion - Name: Social Value / Weighting: 5

Price - Weighting: 50

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 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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-029015](#)

Section V. Award of contract

Contract No

DN580297

Title

Printing of Election and Electoral Registration Materials

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

8 February 2022

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Civica Election Services Limited

The Election Centre, 33 Clarendon Road

London

N8 0NW

Email

simon.hearn@civica.co.uk

Country

United Kingdom

NUTS code

- UKK2 - Dorset and Somerset

National registration number

02263092

Internet address

<https://www.civica.com/en-gb/civica-election-services/>

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £805,000

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Dorset Council

County Hall, Colliton Park

Dorchester

DT1 1XJ

Country

United Kingdom

Internet address

<https://www.dorsetcouncil.gov.uk>