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Tender

## Supply of Annual Canvass Forms

Caerphilly County Borough Council

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

Notice identifier: 2026/S 000-006373

Procurement identifier (OCID): ocds-h6vhtk-060dc8

Published 23 January 2026, 5:06pm

### Scope

### Reference

CCBC/PS2918/25/AB

### Description

Caerphilly County Borough Council is seeking to appoint a contractor for Supply of Annual Canvass Forms for the annual canvassing registration project undertaken by the Council every year in order to make sure that the register of electors is kept up to date.

### Total value (estimated)

- £350,000 excluding VAT
- £420,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2031
- 5 years

Description of possible extension:

2 x 12 month extensions

## **Main procurement category**

Goods

## **CPV classifications**

- 22820000 - Forms
- 22458000 - Bespoke printed matter
- 22900000 - Miscellaneous printed matter
- 22452000 - Postal orders

## **Contract locations**

- UKL16 - Gwent Valleys

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## **Participation**

## **Legal and financial capacity conditions of participation**

The Conditions of Participation are set out in full within the Tender.

## **Technical ability conditions of participation**

The Conditions of Participation are set out in full within the Tender.

## **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

11 February 2026, 12:00am

### **Submission type**

Tenders

### **Tender submission deadline**

18 February 2026, 12:00pm

## **Submission address and any special instructions**

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. Please 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. Please 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 please 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. Please remember to register with Caerphilly this ensures that you will be alerted to all relevant opportunities.
9. Terms & 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 please 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. Please note we will NOT accept any questions/queries via telephone/email. If you require assistance please contact Jemma Ford 01443 863163 - [fordj1@caerphilly.gov.uk](mailto:fordj1@caerphilly.gov.uk). When submitting a tender, an e tendering supplier guide has been produced which will help tenderers through completing a tender submission using our Proactis Plaza system.

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

19 March 2026

## **Recurring procurement**

Publication date of next tender notice (estimated): 1 December 2030

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## **Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Price	Price	100.00%

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## Other information

### Applicable trade agreements

- Government Procurement Agreement (GPA)

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Competitive flexible procedure

### Competitive flexible procedure description

This procurement will be evaluated as a two-stage process:

Stage One - The first stage of the evaluation process will consist of the Conditions of Participation using the Welsh Procurement Specific Questionnaire ("WPSQ").

Stage Two - The second stage of the evaluation process will consist of the Award Criteria.

### Justification for not publishing a preliminary market engagement notice

A Preliminary Market Engagement Notice was not published as the authority has sufficient knowledge of the market from previous, similar procurements and the requirements are clearly defined. Early market engagement was therefore not considered necessary or

proportionate, and the decision does not impact transparency, fairness, or competition.

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## **Contracting authority**

### **Caerphilly County Borough Council**

- Public Procurement Organisation Number: PWHP-2369-JPYL

Penallta House, Tredomen Park

Hengoed

CF82 7PG

United Kingdom

Contact name: Asher Bashir

Email: [bashia@caerphilly.gov.uk](mailto:bashia@caerphilly.gov.uk)

Website: <http://www.caerphilly.gov.uk>

Region: UKL16 - Gwent Valleys

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales