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Tender

Canvassing and Electoral Registration Printing

Pembrokeshire County Council

F02: Contract notice

Notice identifier: 2022/S 000-006601

Procurement identifier (OCID): ocds-h6vhtk-032063

Published 10 March 2022, 2:55pm

Section I: Contracting authority

I.1) Name and addresses

Pembrokeshire County Council

County Hall, Haverfordwest

Pembrokeshire

SA61 1TP

Email

donna.barker@pembrokeshire.gov.uk

Telephone

+44 1437775905

Country

United Kingdom

NUTS code

UKL14 - South West Wales

Internet address(es)

Main address

www.pembrokeshire.gov.uk

Buyer's address

https://www.sell2wales.gov.wales/search/Search AuthProfile.aspx?ID=AA0255

I.3) Communication

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

https://etenderwales.bravosolution.co.uk/web/login.shtml

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://etenderwales.bravosolution.co.uk/web/login.shtml

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

Canvassing and Electoral Registration Printing

Reference number

PROC/2122/099

II.1.2) Main CPV code

• 79520000 - Reprographic services

II.1.3) Type of contract

Services

II.1.4) Short description

Pembrokeshire County Council is looking for an experienced company to handle all our canvassing election printing.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22100000 Printed books, brochures and leaflets
- 22000000 Printed matter and related products
- 22450000 Security-type printed matter
- 22458000 Bespoke printed matter
- 22821000 Electoral forms
- 19212310 Canvas items

II.2.3) Place of performance

NUTS codes

• UKL14 - South West Wales

II.2.4) Description of the procurement

The Electoral Registration Officer (ERO) of Pembrokeshire County Council (PCC) is undertaking an exercise for the procurement of electoral registration print materials including Canvass forms, invitation to register forms, PI refresher forms, household notification letters and associated printing ("printing material").

II.2.5) Award criteria

Quality criterion - Name: Service Delivery / Weighting: 15

Quality criterion - Name: Quality Check / Weighting: 10

Quality criterion - Name: Design / Weighting: 7

Quality criterion - Name: Capacity / Weighting: 7

Quality criterion - Name: Business Continuity / Weighting: 7

Quality criterion - Name: Welsh Language / Weighting: 7

Quality criterion - Name: Distribution / Weighting: 7

Price - Weighting: 40

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

12 month extension option

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

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

12 April 2022

Local time

2:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

12 April 2022

Local time

2:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=119498

(WA Ref:119498)

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