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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): ocids-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](mailto: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](http://www.pembrokeshire.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0255](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

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**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

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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: 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

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## **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](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