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Tender

## **Elections Stationery**

Broxtowe Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-007269

Procurement identifier (OCID): ocds-h6vhtk-0322ff

Published 17 March 2022, 8:47am

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

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

Broxtowe Borough Council

Council Offices, Foster Avenue

Beeston

NG9 1AB

#### **Contact**

Mr Kevin Coxon

#### **Email**

[kevin.coxon@broxtowe.gov.uk](mailto:kevin.coxon@broxtowe.gov.uk)

#### **Telephone**

+44 1159173296

#### **Country**

United Kingdom

**NUTS code**

UKF1 - Derbyshire and Nottinghamshire

**Internet address(es)**

Main address

<http://www.broxtowe.gov.uk>

Buyer's address

<http://www.broxtowe.gov.uk>

**I.3) Communication**

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

<https://procontract.due-north.com/Advert?advertId=0921eff-c8a5-ec11-8112-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert?advertId=0921eff-c8a5-ec11-8112-005056b64545>

**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**

Elections Stationery

Reference number

DN602615

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

- 22000000 - Printed matter and related products

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

Supplies

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

A Consortium of eight local Councils within Nottinghamshire is undertaking a joint procurement exercise. This is on behalf of and under the direction of their individual Returning Officers and Electoral Registration Officers for the procurement of electoral printed stationery with a view of achieving administrative and financial benefits by working together and in partnership with the successful Supplier.

The Councils are seeking an experienced and established provider of electoral printed stationery. Broxtowe Borough Council is acting as lead buyer for the Consortium, which includes Ashfield District Council, Bassetlaw District Council, Broxtowe Borough Council, Gedling Borough Council, Mansfield District Council, Newark and Sherwood District Council, Nottingham City Council, and Rushcliffe Borough Council.

### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Lot No

1

### **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

- UKF1 - Derbyshire and Nottinghamshire

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

Requirements for Elections:

Lot 1 includes:

- Ordinary Poll Cards
- Postal Poll Cards
- Empty Property Poll Cards
- Postal Voting Packs
- Ballot Papers
- Tendered Ballot Papers

The printing of poll cards and postal vote poll cards for the purpose of all elections and referenda during the Contract Period for dispatch by Royal Mail or other providers, or returned to Councils for hand delivery.

The printing of all ballot papers for all elections and referenda held during the Contract Period.

The printing of Postal Voting Packs (including outer envelope, Envelope A, Envelope B, Postal Vote Statement, instruction sheet) and associated mail house functions including their loading, sealing and posting via a postal provider or returned to the relevant Council for in-house loading for all elections and referenda during the Contract Period.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 June 2022

End date

31 May 2026

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: No

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

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

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

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

Requirements for Canvassing / Electoral Registration:

Lot 2 includes:

- Annual Canvas – Initial Mail (CCAs, CCBs or CFs)
- Annual Canvas – Reminder Mail (CCBs or CFs)
- Annual Canvas – Final Reminder (CFs)
- Annual Canvas – Invitation to Register (ITRs)
- Annual Canvas – Reminder to Register (ITRs)
- Annual Canvas – Final Reminder to Register ((ITRs)
- Postal Vote Applications

The printing of forms (CCAs, CCBs, CFs and ITRs) information leaflets and envelopes for the purpose of the annual canvass; and associated mail house functions including their loading, sealing and posting via a postal provider or to be returned to the local authority for hand delivery – to be approved by the individual Councils.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 June 2022

End date

31 May 2026

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: No

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 22000000 - Printed matter and related products

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

NUTS codes

- UKF1 - Derbyshire and Nottinghamshire

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

Requirements for other 'Business as Usual' day to day activities:

Lot 3 includes:

- PI Refresh
- ITR

- Letter - Single Side to Four Sides
- BRE

The printing and posting out of day to day correspondence via a hybrid mail service on an ad hoc basis. This could include but not limited to ITRs, registration confirmations, postal and proxy forms and acknowledgements, opt-out acknowledgements and Type-A Reviews

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 June 2022

End date

31 May 2026

This contract is subject to renewal

No

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

Variants will be accepted: Yes

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

Options: No

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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: No

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

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

Date

20 April 2022

Local time

3:00pm

#### **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

20 April 2022

Local time

3:00pm

Place

Tenders will be held in a secure electronic Vault, which will be unlocked after 20/04/2022

at 15:00

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Broxtowe Borough Council

Beeston

NG9 1AB

Country

United Kingdom