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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

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=0921efff-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=0921efff-c8a5-ec11-8112-005056b64545

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

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

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End date

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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

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

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