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Contract

Supply and Delivery of Postal Vote Mailers and Poll Cards

Caerphilly County Borough Council

F03: Contract award notice

Notice identifier: 2024/S 000-009037

Procurement identifier (OCID): ocds-h6vhtk-03ea1d

Published 20 March 2024, 2:32pm

Section I: Contracting authority

I.1) Name and addresses

Caerphilly County Borough Council

Penallta House

Hengoed

CF82 7RG

Contact

Leah Emery

Email

EMERYL@caerphilly.gov.uk

Telephone

+44 1443863060

Fax

+44 1443863167

Country

United Kingdom

NUTS code

UKL16 - Gwent Valleys

Internet address(es)

Main address

<https://www.caerphilly.gov.uk>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272

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

Supply and Delivery of Postal Vote Mailers and Poll Cards

Reference number

CCBC/PS2422/23/HS

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

This is not a call for competition, it is to notify the market of a contract award to Latcham Direct Ltd and Print Image Network Ltd for the Supply and Delivery of Postal Vote Mailers and Poll Cards. The contract term is 15 November 2023 - 14 November 2025, with the option to extend for a further period of twenty-four (24) months (renewable annually)

The requirement is divided into three lots as follows;

Lot 1 - Postal vote mailers

Lot 2 - Poll Cards (Senedd and Local Government)

Lot 3 – Poll Cards (Parliamentary and Police and Crime Commissioner)

II.1.6) Information about lots

This contract is divided into lots: Yes

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £270,961.30

II.2) Description

II.2.1) Title

Poll Cards (Senedd and Local Government)

Lot No

2

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 22821000 - Electoral forms
- 22900000 - Miscellaneous printed matter
- 30199710 - Printed envelopes
- 30199711 - Printed window envelopes
- 30199712 - Printed non-window envelopes
- 42962000 - Printing and graphics equipment
- 79800000 - Printing and related services
- 79810000 - Printing services
- 79811000 - Digital printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services

II.2.3) Place of performance

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

within the boundaries of Caerphilly county borough council

II.2.4) Description of the procurement

This is not a call for competition, its to notify the market of a contract award to Latcham Direct Ltd for the Supply and Delivery of Postal Vote Mailers and Poll Cards - Lot 2 Poll Cards (Senedd and Local Government).

The contract period will be from 15 November 2023 - 14 November 2025 with an option to extend for a further period of up to 24 months extended on an annual basis.

The estimated contract value is including all extension options.

II.2.5) Award criteria

Quality criterion - Name: Tender Response / Weighting: 60

Price - Weighting: 40

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

II.2.14) Additional information

The estimated contract value is based on the Authority taking up the option of the full extension period for all three lots

II.2) Description

II.2.1) Title

Poll Cards (Parliamentary and Police and Crime Commissioner)

Lot No

3

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 22821000 - Electoral forms
- 22900000 - Miscellaneous printed matter
- 30199710 - Printed envelopes
- 30199711 - Printed window envelopes

- 30199712 - Printed non-window envelopes
- 42962000 - Printing and graphics equipment
- 79800000 - Printing and related services
- 79810000 - Printing services
- 79811000 - Digital printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services

II.2.3) Place of performance

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

within the boundaries of Caerphilly County borough council

II.2.4) Description of the procurement

This is not a call for competition, its to notify the market of a contract award to Print Image Network Ltd for the Supply and Delivery of Postal Vote Mailers and Poll Cards - Lot 3 Poll Cards (Parliamentary and Police and Crime Commissioner).

The contract period will be from 15 November 2023 - 14 November 2025 with an option to extend for a further period of up to 24 months extended on an annual basis.

The estimated contract value is including all extension options.

II.2.5) Award criteria

Quality criterion - Name: Tender Response / Weighting: 60

Price - Weighting: 40

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

II.2.14) Additional information

The estimated contract value is based on the Authority taking up the option of the full extension period for each lot

II.2) Description

II.2.1) Title

Postal Vote Mailers

Lot No

1

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 22821000 - Electoral forms
- 22900000 - Miscellaneous printed matter
- 30199710 - Printed envelopes
- 30199711 - Printed window envelopes
- 30199712 - Printed non-window envelopes
- 42962000 - Printing and graphics equipment
- 79800000 - Printing and related services
- 79811000 - Digital printing services
- 79810000 - Printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services

II.2.3) Place of performance

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the boundary of Caerphilly County Borough Council

II.2.4) Description of the procurement

This is not a call for competition, its to notify the market of a contract award to Latcham Direct Ltd for the Supply and Delivery of Postal Vote Mailers and Poll Cards - Lot 1 Postal Vote Mailers.

The contract period will be from 15 November 2023 - 14 November 2025 with an option to extend for a further period of up to 24 months extended on an annual basis.

The estimated contract value is including all extension options.

II.2.5) Award criteria

Quality criterion - Name: Tender Response / Weighting: 60

Price - Weighting: 40

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

II.2.14) Additional information

The estimated contract value is based on the Authority taking up the option of the full extension period for all three lots

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-021509](#)

Section V. Award of contract

Lot No

1

Title

Postal Vote Mailers

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

16 November 2023

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Latcham Direct Ltd

1 Western Drive

Bristol

BS140AF

Telephone

+44 7859350051

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £22,770

Section V. Award of contract

Lot No

2

Title

Poll Cards (Senedd and Local Government)

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

16 November 2023

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Latcham Direct Ltd

1 Western Drive

Bristol

BS140AF

Telephone

+44 7859350051

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £119,447.30

Section V. Award of contract

Lot No

3

Title

Poll Cards (Parliamentary and Police and Crime Commissioner)

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

16 November 2023

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Print Image Network Ltd

Image House, 10 Acorn Business Park, Heaton Lane

Stockport

SK41AS

Telephone

+44 1612094800

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £128,744

Section VI. Complementary information

VI.3) Additional information

(WA Ref:137860)

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