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Tender

WDC - supply and provision of election and electoral registration printing

Warwick District Council

F02: Contract notice

Notice identifier: 2023/S 000-010854

Procurement identifier (OCID): ocids-h6vhtk-03beef

Published 14 April 2023, 4:45pm

Section I: Contracting authority

I.1) Name and addresses

Warwick District Council

Riverside House, Milverton Hill

Royal Leamington Spa

CV32 5HZ

Contact

Jonathan Huxley

Email

jonathan.huxley@warwickdc.gov.uk

Country

United Kingdom

NUTS code

UKG13 - Warwickshire

Internet address(es)

Main address

www.warwickdc.gov.uk

Buyer's address

www.csw-jets.co.uk

I.3) Communication

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

www.csw-jets.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

WDC - supply and provision of election and electoral registration printing

Reference number

WDC - 15948

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

Tenders are invited for the supply of Ballot papers, Corresponding Numbers Lists, Postal vote ballot packs, Poll cards (all types), postal vote refresh letters, Large print ballot papers, Canvass Household Enquiry Forms (HEFs) along with Monthly Invitations to registers and HEFs and Household notification letters. To manage and provide the required processes for providing printing and delivery services for Electoral Registration and Canvassing. To provide and maintain Online, Telephone and SMS automated Response Service required for Electoral Registration and Canvassing. To provide for all scheduled elections and for all casual vacancy elections, polls or referendums held throughout the year. The contract will commence July 2023 and complete June 2026, with an option to extend for 2 years. The authority is intending to tender using an open procedure. Estimated timeframe for tendering is April 2023 to July 2023.

II.1.5) Estimated total value

Value excluding VAT: £1,200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79810000 - Printing services
- 22821000 - Electoral forms
- 79800000 - Printing and related services
- 79823000 - Printing and delivery services

II.2.3) Place of performance

NUTS codes

- UKG13 - Warwickshire

II.2.4) Description of the procurement

Tenders are invited for the supply of Ballot papers, Corresponding Numbers Lists, Postal vote ballot packs, Poll cards (all types), postal vote refresh letters, Large print ballot papers, Canvass Household Enquiry Forms (HEFs) along with Monthly Invitations to registers and HEFs and Household notification letters. To manage and provide the required processes for providing printing and delivery services for Electoral Registration and Canvassing. To provide and maintain Online, Telephone and SMS automated Response Service required for Electoral Registration and Canvassing. To provide for all scheduled elections and for all casual vacancy elections, polls or referendums held throughout the year. The contract will commence July 2023 and complete June 2026, with an option to extend for 2 years. The authority is intending to tender using an open procedure. Estimated timeframe for tendering is April 2023 to July 2023.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

II.2.6) Estimated value

Value excluding VAT: £1,200,000

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

Start date

1 July 2023

End date

30 June 2026

This contract is subject to renewal

No

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

15 May 2023

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

15 May 2023

Local time

12:00pm

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

High Court for England and Wales

London

Email

information@warwickdc.gov.uk

Country

United Kingdom