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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): ocds-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](mailto:jonathan.huxley@warwickdc.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKG13 - Warwickshire

**Internet address(es)**

Main address

[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

Buyer's address

[www.csv-jets.co.uk](http://www.csv-jets.co.uk)

**I.3) Communication**

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

[www.csv-jets.co.uk](http://www.csv-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

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## **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

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### **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

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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

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

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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

High Court for England and Wales

London

Email

[information@warwickdc.gov.uk](mailto:information@warwickdc.gov.uk)

Country

United Kingdom