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Tender

## **Specialist Printing for Electoral Services**

Bracknell Forest Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-011823

Procurement identifier (OCID): ocds-h6vhtk-0334cc

Published 6 May 2022, 12:06pm

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

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

Bracknell Forest Borough Council

Time Square, Market Street

Bracknell

RG12 1JD

#### **Contact**

Mr Paul Marriott

#### **Email**

[Procurement.Team@Bracknell-Forest.Gov.UK](mailto:Procurement.Team@Bracknell-Forest.Gov.UK)

#### **Telephone**

+44 1344352830

#### **Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

<http://www.bracknell-forest.gov.uk>

Buyer's address

<http://www.bracknell-forest.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>

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>

**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**

Specialist Printing for Electoral Services

Reference number

DN611006

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

- 79824000 - Printing and distribution services

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

Services

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

The Council is seeking to appoint a single contract supplier to deliver specialist printing services for Electoral Services, as detailed in the specification.

The supplier shall provide a fit for purpose printing solution for electoral registration and electoral activity.

The contract duration will be for a maximum of 4 years, covering an initial period of 3 years plus 1 optional extension of 1 year (i.e. 3 + 1).

In order to receive any clarifications or changes to tender documents organisations must register their interest on the South East Business portal. The Council will not be held responsible for not communicating important information to any organisation who has not officially registered their interest.

The Council reserves the right not to award the contract in whole or in part, to cancel or amend the tender process and does not bind itself to accept any tender. The Council shall not be liable under any circumstances for any costs, charges or expenses incurred by any bidder or prospective bidder in responding to this notice or in taking part in this procurement process.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKJ11 - Berkshire

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

The Council is seeking to appoint a single contract supplier to deliver specialist printing services for Electoral Services, as detailed in the specification.

The supplier shall provide a fit for purpose printing solution for electoral registration and electoral activity.

The contract duration will be for a maximum of 4 years, covering an initial period of 3 years plus 1 optional extension of 1 year (i.e. 3 + 1).

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Start date

16 August 2022

End date

15 August 2025

This contract is subject to renewal

Yes

Description of renewals

This contract is for an initial period of three years, with an optional extension of a further one year

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

Date

7 June 2022

Local time

3:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

7 June 2022

Local time

3:00pm

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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**

Bracknell Forest Borough Council

Bracknell

Country

United Kingdom