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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

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

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

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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

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