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Tender

## **Provision of Election Services**

Angus Council  
Dundee City Council  
Perth & Kinross Council

F02: Contract notice

Notice identifier: 2025/S 000-012292

Procurement identifier (OCID): ocds-h6vhtk-04c1bc

Published 1 April 2025, 2:40pm

The closing date and time has been changed to:

**15 May 2025, 2:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Angus Council

Angus House, Orchardbank Business Park

Forfar

DD8 1AP

#### **Email**

[Procurement@angus.gov.uk](mailto:Procurement@angus.gov.uk)

#### **Telephone**

+44 3452777778

**Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

<http://www.angus.gov.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00236](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00236)

**I.1) Name and addresses**

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1QE

**Email**

[eprocurement@dundeecity.gov.uk](mailto:eprocurement@dundeecity.gov.uk)

**Telephone**

+44 1382434000

**Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00220](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220)

**I.1) Name and addresses**

Perth & Kinross Council

2 High Street

Perth

PH1 5PH

**Email**

[contracts@pkc.gov.uk](mailto:contracts@pkc.gov.uk)

**Telephone**

+44 1738475000

**Country**

United Kingdom

**NUTS code**

UKM77 - Perth & Kinross and Stirling

**Internet address(es)**

Main address

<http://www.pkc.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00372](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

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

## **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**

Provision of Election Services

Reference number

AC-24-089-LD

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

- 72140000 - Computer hardware acceptance testing consultancy services

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

Services

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

Angus Council, Dundee City Council and Perth & Kinross Council has a requirement to place a contract with an external service provider or providers for the provision of Electoral Services from 2025 initially to 2028 to cover any Scottish Parliamentary Elections, UK Parliamentary Elections, Local Government Elections, Local Government By Elections or Referendum.

This is to include:

1. Printing and Issuing of Postal Voting Packs and Printing of Ordinary and Tendered Ballot Packs.
2. Absent Vote Personal Identifier Verification System (PVMS)
3. Printing and Postage of Poll Cards

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,200,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
3

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Suppliers can bid for individual Lots or Lot 4 which will be an all encompassing service to deliver all requirements of the tender.

## **II.2) Description**

### **II.2.1) Title**

Combination of provision for Lots 1, 2 and 3

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 79820000 - Services related to printing

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM77 - Perth & Kinross and Stirling

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

Combination of provision for Lots 1, 2 and 3

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month renewal options

#### **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

### **II.2) Description**

#### **II.2.1) Title**

Printing and Issuing of Postal Voting Packs and Printing of Ordinary and Tendered Ballot Papers:

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 79820000 - Services related to printing

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM77 - Perth & Kinross and Stirling

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

The printing of all ballot papers (including ordinary, tendered and postal ballot papers) for all elections, by-elections and referenda (with the exception of scheduled Scottish local government elections which are covered by the Scottish Government Framework Agreement) held during the Contract Period.

The printing of postal voting packs (including postal ballot paper(s), outer envelope addressed to the postal voter, envelope A, envelope B, postal voting statement, instruction sheet and any other inserts required) and associated issuing functions including the collation, quality checking, sealing and posting of packs via Royal Mail or other postal provider of first class postal services for all elections and referenda during the Contract Period.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month renewal options

#### **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

## **II.2) Description**

### **II.2.1) Title**

Absent Vote Personal Identifier Verification System (Postal Vote Managed Service)

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 72313000 - Data capture services

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM77 - Perth & Kinross and Stirling

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

A Managed Service to verify absent vote personal identifiers on postal votes

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month renewal options

### **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

## **II.2) Description**

### **II.2.1) Title**

Printing and Postage of Poll Cards

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 79820000 - Services related to printing

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM77 - Perth & Kinross and Stirling

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

The printing of all types of Poll Cards (including but not limited to: elector voting in person; elector who has appointed a proxy; electors proxy; postal and postal proxy Poll Card) along with the delivery.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month renewal options

#### **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.1.3) 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: Yes

### IV.2) Administrative information

#### IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-038871](#)

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

Originally published as:

Date

1 May 2025

Local time

2:00pm

Changed to:

Date

15 May 2025

Local time

2:00pm

See the [change notice](#).

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 29 August 2025

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

Date

1 May 2025

Local time

2:00pm

Place

Angus

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=794964](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=794964).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

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.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Details on community benefits can be found within the qualitative criteria weighted questions

(SC Ref:794964)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=794964](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=794964)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Forfar Sheriff Court

Sheriff Court House, Market Street

Forfar

DD8 3LA

Email

[forfar@scotcourts.gov.uk](mailto:forfar@scotcourts.gov.uk)

Telephone

+44 1307462186

Country

United Kingdom

Internet address

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

#### **VI.4.2) Body responsible for mediation procedures**

Single Point of Enquiry (SPoE) Scottish Government Procurement and Commercial Division

The Scottish Government, 7th Floor, 5 Atlantic Quay, 150 Broomielaw

Glasgow

G2 8LU

Email

[spoeprocurement@gov.scot](mailto:spoeprocurement@gov.scot)

Telephone

+44 1412425466

Country

United Kingdom

Internet address

[www.gov.scot](http://www.gov.scot)

**VI.4.4) Service from which information about the review procedure may be obtained**

Angus Council

Angus House, Orchardbank Business Park

Forfar

DD8 1AP

Email

[Procurement@angus.gov.uk](mailto:Procurement@angus.gov.uk)

Telephone

+44 3452777778

Country

United Kingdom

Internet address

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