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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

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

I.1) Name and addresses

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1QE

Email

eprocurement@dundeecity.gov.uk

Telephone

+44 1382434000

Country

United Kingdom

NUTS code

UKM71 - Angus and Dundee City

Internet address(es)

Main address

www.dundeecity.gov.uk

Buyer's address

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

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

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

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

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

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.

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.

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

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

Telephone

+44 1307462186

Country

United Kingdom

Internet address

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

Telephone

+44 1412425466

Country

United Kingdom

Internet address

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

Telephone

+44 3452777778

Country

United Kingdom

Internet address

www.angus.gov.uk