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Tender

21/006 Electoral Printing and Mailing Services 2022 - 2026

Tamworth Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-017088

Procurement identifier (OCID): ocds-h6vhtk-02ca2e

Published 20 July 2021, 3:11pm

Section I: Contracting authority

I.1) Name and addresses

Tamworth Borough Council

Marmion House Lichfield St

Tamworth Staffs

B79 7BZ

Contact

Procurement Team

Email

david-onion@tamworth.gov.uk

Telephone

+44 1827709371

Country

United Kingdom

NUTS code

UKG24 - Staffordshire CC

Internet address(es)

Main address

www.tamworth.gov.uk

Buyer's address

www.in-tendhost.co.uk/tamworthbc

I.3) Communication

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

<https://in-tendhost.co.uk/tamworthbc>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/tamworthbc>

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

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

21/006 Electoral Printing and Mailing Services 2022 - 2026

Reference number

21/006

II.1.2) Main CPV code

- 22821000 - Electoral forms

II.1.3) Type of contract

Supplies

II.1.4) Short description

Tamworth Borough Council uses the Xpress software system for electoral services and now requires a rapid and cost-effective provision of printing and mailing services to meet strict deadlines for the production of electoral registers and to run efficient and timely elections. This ITT is divided into three Lots for the provision of the aforementioned Services. Tenderers may bid for all or individual Lots as follows: Lot 1: Annual Canvass 2022 to 2026 and Associated Documents Lot 2: Poll cards 2022 to 2026 Lot 3: Ballot papers and Postal Vote Packs (one piece mailer) 2022 to 2026

II.1.5) Estimated total value

Value excluding VAT: £260,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Annual Canvass 2022 - 2026 & Associated Documents

Lot No

1

II.2.2) Additional CPV code(s)

- 22821000 - Electoral forms

II.2.3) Place of performance

NUTS codes

- UKG24 - Staffordshire CC

Main site or place of performance

Tamworth

II.2.4) Description of the procurement

The canvass process commences in the month of July each year and the contractor will produce the prints in line with the requirements contained in the Electoral Commission Guidance.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £140,000

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

Duration in months

60

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: Yes

Description of options

There shall be an option to extend the contract for a further 2 year period from 31st December 2026

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

Poll Cards 2022 to 2026

Lot No

2

II.2.2) Additional CPV code(s)

- 22821000 - Electoral forms

II.2.3) Place of performance

NUTS codes

- UKG24 - Staffordshire CC

Main site or place of performance

Tamworth

II.2.4) Description of the procurement

The printing and supply of election and referendum poll cards for the term of the contract.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £20,000

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

Duration in months

60

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: Yes

Description of options

There shall be an option to extend the contract for a further 2 year period from 31st December 2026

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

Ballot Papers & Postal Vote Packs

Lot No

3

II.2.2) Additional CPV code(s)

- 22821000 - Electoral forms

II.2.3) Place of performance

NUTS codes

- UKG24 - Staffordshire CC

II.2.4) Description of the procurement

The printing and supply of ballot papers and postal vote packs for the term of the contract.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £100,000

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

Duration in months

60

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: Yes

Description of options

There shall be an option to extend the contract for a further 2 year period from 31st December 2026

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.1.2) 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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

All services must be programmed by the Contractor as per the statutory timescales laid down in electoral law.

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

20 August 2021

Local time

2:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

20 August 2021

Local time

2:30pm

Place

Tamworth

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.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

London

WC2A 2LL

Country

United Kingdom