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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 DocumentsLot 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