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Tender

PRINTING SERVICES FOR LEEDS ELECTORAL SERVICES

Leeds City Council - PACS

F02: Contract notice

Notice identifier: 2022/S 000-020113

Procurement identifier (OCID): ocds-h6vhtk-035539

Published 25 July 2022, 11:30am

Section I: Contracting authority

I.1) Name and addresses

Leeds City Council - PACS

Civic Hall

Leeds

LS11UR

Contact

Philippa Elliott

Email

philippa.elliott@leeds.gov.uk

Telephone

+44 1133785882

Country

United Kingdom

NUTS code

UKE42 - Leeds

Internet address(es)

Main address

<https://www.leeds.gov.uk>

Buyer's address

<https://www.leeds.gov.uk>

I.3) Communication

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

<https://yortender.eu-supply.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://yortender.eu-supply.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

PRINTING SERVICES FOR LEEDS ELECTORAL SERVICES

Reference number

56054

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

This contract is for the supply and production of documents required for all types of elections and referendums and electoral registration administered by the Leeds City Council Electoral Services Section, including polls administered on behalf of other local authorities/organisations.

II.1.5) Estimated total value

Value excluding VAT: £2,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKE4 - West Yorkshire

Main site or place of performance

Leeds

II.2.4) Description of the procurement

The register of electors in Leeds currently comprises around 590,000 electors and 340,000 properties. We currently have approximately 200,000 electors that have an absent voting arrangement in place.

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: £2,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The contract will be renewed at the end of the initial or extended contract period.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The initial contract period will be for 24 months with provision for two further 12 month extensions.

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

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

24 August 2022

Local time

12:00pm

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

24 August 2022

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Tenderers should note that if the council wish to carry out new services at the end of this contract, which are a repetition of similar services detailed in this notice, then those additional services may be procured using the negotiated procedure without publication of a notice in accordance with regulation 32 (9) of the Public Contracts Regulations 2015.

VI.3) Additional information

Interested parties can download the standard selection questionnaire and tender

documentation directly from <https://yortender.eu-supply.com/> by using the scheme ID number 56054

Requests for documentation should not be made by telephone or e-mail.

The documentation should be completed and returned by no later than the deadline specified. Late submissions will not be accepted.

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further information from the contracting authority before the contract is entered into.

Such additional information should be requested from the addressee found in I.1. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (SI 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (within 30 days beginning with the date when the economic operator first knew or ought to have known that grounds for such action had arisen).

Where a contract has not been entered into the court may order the setting aside of the award decision or order the authority to amend any document and may award damages. Following the correct implementation of a 10 day standstill period and publication of appropriate notices the court may only award damages once the contract has been entered into.