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Tender

Electoral and Electoral Registration Printing Contract

Chelmsford City Council

F02: Contract notice

Notice identifier: 2021/S 000-020481

Procurement identifier (OCID): ocids-h6vhtk-02d770

Published 20 August 2021, 2:15pm

Section I: Contracting authority

I.1) Name and addresses

Chelmsford City Council

Civic Centre, Duke Street

Chelmsford

CM1 1JE

Contact

Selina Muir

Email

procurement@chelmsford.gov.uk

Telephone

+44 1245606606

Country

United Kingdom

NUTS code

UKH3 - Essex

Internet address(es)

Main address

www.delta-esourcing.com

I.3) Communication

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

www.delta-esourcing.com

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.delta-esourcing.com

Tenders or requests to participate must be submitted to the above-mentioned address

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.delta-esourcing.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

Electoral and Electoral Registration Printing Contract

Reference number

2021/SM/UDCElect

II.1.2) Main CPV code

- 79824000 - Printing and distribution services

II.1.3) Type of contract

Services

II.1.4) Short description

Uttlesford District Council are seeking to procure printing services for its elections, polls and annual electoral registration activities.

Quality, reliability and a proven track record in printing and delivering electoral printing are key requirements.

Uttlesford District Council has an electorate of 69,000 residing at 39,000 properties, with 11,000 being postal votes.

II.1.5) Estimated total value

Value excluding VAT: £225,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

Main site or place of performance

Essex

II.2.4) Description of the procurement

Electoral printing and mailing services to cover a 5 year cycle of elections although the contract will allow for an further 2 year extension.

The contract will include the printing of poll cards, postal voting packs, elector registration documents, ballot books and other related items.

Distribution of many of these items is also required.

Uttlesford District Council has an electorate of 69,000 residing at 39,000 properties, with 11,000 being postal votes. These numbers will rise slightly during parliamentary elections due to taken in from its neighbouring district – proposed Epping Forest (approx. 400 postal voters and 3,600 electors).

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: £225,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will allow for 2 year extension - 60 months is the initial term.

Renewal will be undertaken accordingly.

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 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: No

IV.2) Administrative information

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

Date

30 September 2021

Local time

5:00pm

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

30 September 2021

Local time

5:00pm

Place

Chelmsford, Essex

Information about authorised persons and opening procedure

Tenders will be released by Delta after the submission deadline to Chelmsford City Council Procurement Team - acting on behalf of Uttlesford District Council.

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Chelmsford:-Printing-and-distribution-services./QB9P7DD455>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/QB9P7DD455>

GO Reference: GO-2021820-PRO-18773427

VI.4) Procedures for review

VI.4.1) Review body

Chelmsford City Council

Civic Centre

Chelmsford

CM1 1JE

Telephone

+44 1245606606

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Chelmsford City Council

Civic Centre

Chelmsford

CM1 1JE

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+44 1245606606

Country

United Kingdom