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Tender

## **Provision of Electoral Services to the Returning Officer**

Aberdeen City Council  
Aberdeenshire Council  
The Highland Council

F02: Contract notice

Notice identifier: 2022/S 000-020501

Procurement identifier (OCID): ocds-h6vhtk-035694

Published 27 July 2022, 3:22pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

#### **Email**

[CPSSprocurement@aberdeencity.gov.uk](mailto:CPSSprocurement@aberdeencity.gov.uk)

#### **Telephone**

+44 1467539600

#### **Country**

United Kingdom

**NUTS code**

UKM50 - Aberdeen City and Aberdeenshire

**Internet address(es)**

Main address

<http://www.aberdeencity.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00231](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231)

**I.1) Name and addresses**

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

**Email**

[cpssprocurement@aberdeencity.gov.uk](mailto:cpssprocurement@aberdeencity.gov.uk)

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[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00232](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232)

## **I.1) Name and addresses**

The Highland Council

Council Headquarters, Glenurquhart Road

Inverness

IV3 5NX

### **Email**

[CPSSprocurement@aberdeencity.gov.uk](mailto:CPSSprocurement@aberdeencity.gov.uk)

### **Telephone**

+44 1463702563

### **Country**

United Kingdom

### **NUTS code**

UKM6 - Highlands and Islands

### **Internet address(es)**

Main address

<http://www.highland.gov.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00045](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045)

## **I.2) Information about joint procurement**

The contract involves joint procurement

### **I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://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](http://www.publiccontractsscotland.gov.uk)

### **I.4) Type of the contracting authority**

Regional or local authority

### **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Provision of Electoral Services to the Returning Officer

Reference number

000-YKCB2714

#### **II.1.2) Main CPV code**

- 79800000 - Printing and related services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Aberdeen City Council is acting as a central purchasing body for the purpose of procuring a Single Supplier Framework Agreement for the Provision of Electoral Services for the Returning Officer for itself, Aberdeenshire Council and Highland Council. Each Council will enter into separate call-off contracts with the successful suppliers as and when any services are required.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 22821000 - Electoral forms
- 22458000 - Bespoke printed matter

#### **II.2.3) Place of performance**

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire
- UKM6 - Highlands and Islands

Main site or place of performance

Aberdeen City, Aberdeenshire and Highlands & Islands

#### **II.2.4) Description of the procurement**

Acting as a Central Purchasing body on behalf of itself, Aberdeenshire Council and Highland Council, Aberdeen City Council are procuring a Single Supplier Framework for the provision of Electoral Services to the Returning Officer.

The Framework Agreement is for the provision of the following services as required by each Council:

- The design, production, printing, packaging and issuing of pollcards, postal poll cards, proxy poll cards and proxy postal poll cards
- The design, production, printing, packaging and issuing of Postal Voting Packs

The printing of all ordinary and tendered ballot papers

- Provide a managed Postal Vote service, including opening, scanning, matching and extracting postal vote documents for the entire duration of the post vote opening project
- Provision of Electronic Voting and Counting System Solution(s)
- Provision of a Counting System

Further details of all services to be provided are detailed in the Invitation to Tender documentation.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality questions as given in Appendix 5 / Weighting: 70%

Price - Weighting: 30%

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

Duration in months

48

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: 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

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### **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Suppliers must be aware of, and their services and products must comply with, the statutory requirements for UK elections (including UK

parliamentary elections, Scottish parliamentary elections and Scottish local government elections) and referenda, including the

Representation of the People Act 1983, the Scotland Act 1998, the Political Parties, Elections and Referendums Act 2000, the Electoral

Administration Act 2006, the Local Government (Scotland) Act 1973, the Representation of the People (Scotland) Regulations 2001, the

Scottish Parliament (Elections etc) Order 2015 and the Scottish Local Government Elections Order 2011, all as amended.

#### **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**

Suppliers must have, or commit to obtaining before commencement of the contract, minimum levels of the following insurance:

Employers Liability Insurance cover of GBP 5,000,000;

Public Liability (Third Party) Insurance cover of

GBP 5,000,000;

Professional Indemnity Insurance cover of GBP 1,000,000

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **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

2 September 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: 120 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

2 September 2022

Local time



12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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=701551](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=701551).

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](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.

(SC Ref:701551)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Aberdeen Sherrif Court

53 Castle Street

Aberdeen

Country

United Kingdom