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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

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

I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

cpssprocurement@aberdeencity.gov.uk

Telephone

+44 1467539600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

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

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

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

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, packaing 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

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

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

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.

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.

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