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Tender

## **Elections Stationery and Canvassing**

High Peak Borough Council  
Staffordshire Moorlands District Council

F02: Contract notice

Notice identifier: 2023/S 000-020527

Procurement identifier (OCID): ocids-h6vhtk-03e2a6

Published 17 July 2023, 4:09pm

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

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

High Peak Borough Council

Town Hall

BUXTON

SK176EL

#### **Email**

[procurement@highpeak.gov.uk](mailto:procurement@highpeak.gov.uk)

#### **Telephone**

+44 3451297777

#### **Country**

United Kingdom

**Region code**

UKF1 - Derbyshire and Nottinghamshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

**I.1) Name and addresses**

Staffordshire Moorlands District Council

Moorlands House Stockwell Street

Leek

ST13 6HQ

**Email**

[procurement@staffsmoorlands.gov.uk](mailto:procurement@staffsmoorlands.gov.uk)

**Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

## **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

<https://procontract.due-north.com/Procurer/Advert/View?advertId=1f7cb53b-b124-ee11-8123-005056b64545&fromAdvertEvent=True>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Procurer/Advert/View?advertId=1f7cb53b-b124-ee11-8123-005056b64545&fromAdvertEvent=True>

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

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## **Section II: Object**

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

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

Elections Stationery and Canvassing

Reference number

PROC-4737

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

- 79570000 - Mailing-list compilation and mailing services

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

Services

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

High Peak Borough Council and Staffordshire Moorlands District wish to invite tenders from suitably experienced suppliers in providing services for Elections related stationery and canvass materials including IER, HEF, ITR.

### **II.1.5) Estimated total value**

Value excluding VAT: £800,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

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

NUTS codes

- UKF - East Midlands (England)
- UKG - West Midlands (England)

Main site or place of performance

High Peak and Staffordshire Moorlands regions

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

Elections Services and software

## **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: £800,000

## **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

Recurrent procurement at expiry

Contract term, initial term on 24 months with option to further extend by 3, 12 month periods

## **II.2.10) Information about variants**

Variants will be accepted: No

## **II.2.11) Information about options**

Options: No

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## **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

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## **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

23 August 2023

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: 6 (from the date stated for receipt of tender)

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

Date

24 August 2023

Local time

2:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 6 months prior to expiry

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic payment will be used

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

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

High Peak Borough Council

Town Hall

Buxton

SK17 6EL

Email

[procurement@highpeak.gov.uk](mailto:procurement@highpeak.gov.uk)

Country

United Kingdom