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Tender

## **Supply and Delivery of Postal Vote Mailers and Poll Cards**

Caerphilly CBC

F02: Contract notice

Notice identifier: 2023/S 000-021509

Procurement identifier (OCID): ocds-h6vhtk-03ea1d

Published 25 July 2023, 3:08pm

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

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

Caerphilly CBC

Penallta House

Hengoed

CF82 7RG

#### **Contact**

Helen Sellwood Sellwood

#### **Email**

[SellwHL@caerphilly.gov.uk](mailto:SellwHL@caerphilly.gov.uk)

#### **Telephone**

+44 863282

#### **Fax**

+44 1443863167

**Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

**I.3) Communication**

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

<https://supplierlive.proactisp2p.com/account/login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/account/login>

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

<https://supplierlive.proactisp2p.com/account/login>

**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**

Supply and Delivery of Postal Vote Mailers and Poll Cards

Reference number

CCBC/PS2422/23/HS

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

- 22000000 - Printed matter and related products

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

Supplies

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

The Returning Officer for Caerphilly is seeking offers from suitable providers for the supply and delivery of Postal Vote Mailers and Poll Cards. Caerphilly County Borough Council wishes to establish a contract for the supply of postal vote mailers and poll cards as set out below:-

The requirement is divided into three lots as follows;

Lot 1 - Postal vote mailers

Lot 2 - Poll Cards (Senedd and Local Government)

Lot 3 – Poll Cards (Parliamentary and Police and Crime Commissioner)

Providers can submit a bid for one or more lots. One provider will be awarded per lot. For the avoidance of doubt, tendering organisations can tender for all lots and, in the eventuality, they have the most economically advantageous tender for all three lots, be awarded all three lots. However, if one provider is awarded more than one lot they must have the capacity to deliver the service and meet the full requirements of the tender specification.

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

Value excluding VAT: £252,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Postal Vote Mailers

Lot No

1

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

- 22000000 - Printed matter and related products
- 22821000 - Electoral forms
- 22900000 - Miscellaneous printed matter
- 30199710 - Printed envelopes
- 30199711 - Printed window envelopes
- 30199712 - Printed non-window envelopes
- 42962000 - Printing and graphics equipment
- 79800000 - Printing and related services
- 79811000 - Digital printing services
- 79810000 - Printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the boundary of Caerphilly County Borough Council

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

Supply and delivery of Postal Vote Mailers

One provider shall be awarded per lot based on the following

First Stage Evaluation – Assessment of Compliance Criteria Pass / Fail

Second Stage Evaluation – Award Stage -

Quality 60%

Price 40%

The quality sub-criteria is:-

Tender response 60%

Full details are in the ITT

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

Quality criterion - Name: Tender Response / Weighting: 60

Price - Weighting: 40

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

Start date

20 September 2023

End date

31 August 2025

This contract is subject to renewal

Yes

Description of renewals

The arrangement has the option of contract extensions

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

Variants will be accepted: No

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

Options: No

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

The estimated contract value is based on the Authority taking up the option of the full extension period for all three lots

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

#### **II.2.1) Title**

Poll Cards (Senedd and Local Government)

Lot No

2

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

- 22000000 - Printed matter and related products
- 22821000 - Electoral forms

- 22900000 - Miscellaneous printed matter
- 30199710 - Printed envelopes
- 30199711 - Printed window envelopes
- 30199712 - Printed non-window envelopes
- 42962000 - Printing and graphics equipment
- 79800000 - Printing and related services
- 79810000 - Printing services
- 79811000 - Digital printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

within the boundaries of Caerphilly county borough council

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

Supply and delivery of Poll Cards (Senedd and Local Government)

One provider shall be awarded per lot based on the following

First Stage Evaluation – Assessment of Compliance Criteria Pass / Fail

Second Stage Evaluation – Award Stage -

Quality 60%

Price 40%

The quality sub-criteria is:-

Tender response 60%

Full details are in the ITT

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

Quality criterion - Name: Tender Response / Weighting: 60

Price - Weighting: 40

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

Start date

20 September 2023

End date

31 August 2025

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend for up to a further period of twenty four months

#### **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

#### **II.2.14) Additional information**

The estimated contract value is based on the Authority taking up the option of the full extension period for all three lots

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



### **II.2.1) Title**

Poll Cards (Parliamentary and Police and Crime Commissioner)

Lot No

3

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

- 22000000 - Printed matter and related products
- 22821000 - Electoral forms
- 22900000 - Miscellaneous printed matter
- 30199710 - Printed envelopes
- 30199711 - Printed window envelopes
- 30199712 - Printed non-window envelopes
- 42962000 - Printing and graphics equipment
- 79800000 - Printing and related services
- 79810000 - Printing services
- 79811000 - Digital printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

within the boundaries of Caerphilly County borough council

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

Supply and delivery of Poll Cards (Parliamentary and Police and Crime Commissioner)

One provider shall be awarded per lot based on the following

First Stage Evaluation – Assessment of Compliance Criteria Pass / Fail

Second Stage Evaluation – Award Stage -

Quality 60%

Price 40%

The quality sub-criteria is:-

Tender response 60%

Full details are in the ITT

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

Quality criterion - Name: Tender Response / Weighting: 60

Price - Weighting: 40

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

Start date

20 September 2023

End date

31 August 2025

This contract is subject to renewal

Yes

Description of renewals

There is an option to extend up to a further period of twenty four months

#### **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

### **II.2.14) Additional information**

The estimated contract value is based on the Authority taking up the option of the full extension period for each lot

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

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

#### **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

25 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

25 August 2023

Local time

12:00pm

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## **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**

PLEASE NOTE REGISTERING AN INTEREST IN THE SELL2WALES NOTICE IS NOT REGISTERING AN INTEREST IN THIS TENDER YOU MUST FOLLOW THE INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER

As part of the process, the tender will be undertaken utilising Caerphilly CBC's Proactis Portal e-tendering system.

Therefore, companies are invited to follow the directions below to register on the system:

1. Log in to the Proactis Portal E-tendering system at <https://www.proactisplaza.com>
2. Click the "Sign Up" button.
3. Enter your details such as Organisation Name, Details and Primary Contact Details.
4. Please make a note of the Organisation ID and Login Name, then click Register.
5. You may then receive an email from the system asking you to Click here to activate your account. This takes you to Enter Organisation Details. Or you may be redirected straight to your account home page, depending on your browser.
6. Please enter the information requested, click Next and follow the instructions ensuring that you enter all applicable details.
7. In the Enter Product Classification screen please ensure that you select the Product

Classification Codes (CPV Codes) that appear in the tender notice.

8. Accept the Terms and Conditions and then click Next. This takes you in to the Welcome window.

9. In the Welcome window please enter your Organisation name, Organisation ID and User Name (User ID). You now need to create your unique password. Please ensure that you make a note of this along with the other information already recorded.

10. Now click Done and you will enter the Supplier Home page.

11. From the Home Page, go to the "Opportunities" area, where you can search for this Opportunity. Click on the "Show Me Arrow" of the relevant opportunity and then click to register your interest on the relevant button.

12. Click the Opportunities Icon on the left of the page so that the page is refreshed, then, click on the "Show Me Arrow" of the relevant contract again and this will take you into the create a response section of the portal.

13. Note the closing date for completion of the relevant project. Please review the tabs at the top of the page as there will be information relating to the project held here.

14. You can now either continue to fill out this area and create a response or if the project is not of interest to you Decline this opportunity by clicking the "Decline" button at the top of the page.

Tenderers shall express an interest in tendering for this arrangement by registering their interest on the Proactis Portal System as stated above and then completing the online e-tender submission. If you have any issues with your account please use the 'Raise a Ticket' function on the Proactis Portal. Instructions on how to utilise this function can be found in the attachments.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

[https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=132429](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=132429).

(WA Ref:132429)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom