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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

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

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

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

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

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

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.

(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