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Tender

## **NEPO504 Election and Electoral Registration Printing**

ASSOCIATION OF NORTH EAST COUNCILS LIMITED (NEPO)

F02: Contract notice

Notice identifier: 2021/S 000-021708

Procurement identifier (OCID): ocds-h6vhtk-02dc3b

Published 2 September 2021, 9:41am

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

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

ASSOCIATION OF NORTH EAST COUNCILS LIMITED (NEPO)

The Guildhall, Sandhill

Newcastle Upon Tyne

NE1 3AF

#### **Contact**

Stephanie Westgarth

#### **Email**

[professional.services@nepo.org](mailto:professional.services@nepo.org)

#### **Telephone**

+44 1916380040

#### **Country**

United Kingdom

**NUTS code**

UKC - North East (England)

**Internet address(es)**

Main address

[www.nepo.org](http://www.nepo.org)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[www.nepo.org](http://www.nepo.org)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.nepo.org](http://www.nepo.org)

**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

NEPO504 Election and Electoral Registration Printing

Reference number

NEPO504

#### 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 Association of North East Councils Trading as the North East Procurement Organisation (NEPO) is seeking to establish a multi-supplier Framework Agreement for the provision of election and electoral registration printing and related services for use by contracting authorities throughout the North East region.

The opportunity can be accessed via the NEPO eTender system. Suppliers wishing to be considered for this Framework Agreement must register their expression of interest and submit a tender through the NEPO eTender System. If not already registered, candidates should register on the NEPO eTender system at <https://procontract.due-north.com/register>.

Tenders must be submitted using the link above. Tenders submitted via post or email methods will not be accepted. If you require time-critical assistance on submitting your Tender please contact the System Support Team on 0330 0050352. For non time-critical issues, such as passwords, general account queries and location of information etc, please contact Proactis Supplier Support Helpdesk Ticketing System (<http://proactis.kayako.com/>) and select ProContract V3 support. You will then need to log in or submit a ticket to register your issue. Alternatively, you can email [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com) this will automatically log a support ticket on the Proactis Supplier Support Helpdesk.

NEPO does not give any guarantee and/or warrant the actual value of orders (if any) which will be placed with the successful suppliers by any Contracting Authority using the

Framework Agreement pursuant to this process and accepts no liability thereof.

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

Value excluding VAT: £20,000,000

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

This contract is divided into lots: No

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

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

- 79800000 - Printing and related services

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

NUTS codes

- UKC - North East (England)

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

NEPO are using an open procedure for the procurement of this Framework Agreement for the provision of election and electoral registration printing and related services for use by contracting authorities throughout the North East region.

The Framework Agreement will consist of a maximum of three Suppliers who are able to provide both compliant election and electoral registration printed materials and associated services. Tenderers will be evaluated in accordance with the award criteria contained within the invitation to tender documents.

#### **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: £20,000,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

This Framework Agreement will be a direct replacement for the current NEPO504 Framework Agreement for Election and Electoral Registration Printing. It is anticipated that this Framework Agreement will be subject to future renewals.

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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

**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

7 October 2021

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

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

Date

7 October 2021

Local time

1:00pm

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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: 12 months prior to the published expiry date

### **VI.3) Additional information**

NEPO is a Central Purchasing Body as defined in the Public Contract Regulations 2015 (PCR15). This means that NEPO may provide central purchasing activity on behalf of Contracting Authorities.

The agreement will be available for use by all NEPO Member Authorities within the North East region. A list of member organisations is available in the About section of the NEPO website at: [www.nepo.org](http://www.nepo.org)

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

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

NEPO

The Guildhall, Sandhill

Newcastle Upon Tyne

NE1 3AF

Email

[professional.services@nepo.org](mailto:professional.services@nepo.org)

Country

United Kingdom