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Planning

Crawley, Horsham, Mid Sussex and Mole Valley Electoral Print and Mail

Crawley Borough Council
Horsham District Council
Mid Sussex District Council
Mole Valley District Council

F01: Prior information notice
Prior information only
Notice identifier: 2023/S 000-022818
Procurement identifier (OCID): ocds-h6vhtk-03ed54
Published 4 August 2023, 4:27pm

Section I: Contracting authority

I.1) Name and addresses

Crawley Borough Council

Town Hall, The Boulevard

CRAWLEY

RH101UZ

Email

procurement@crawley.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://crawley.gov.uk/>

Buyer's address

<https://www.sesharedservices.org.uk/esourcing>

I.1) Name and addresses

Horsham District Council

Parkside, Chart Way

Horsham

RH12 1RL

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://www.sesharedservices.org.uk/esourcing>

I.1) Name and addresses

Mid Sussex District Council

Oaklands Road

Haywards Heath

RH16 1SS

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://www.sesharedservices.org.uk/esourcing>

I.1) Name and addresses

Mole Valley District Council

9 Reigate Road

Dorking

RH4 1SJ

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ26 - East Surrey

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

<https://www.sesharedservices.org.uk/esourcing>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

Additional information can be obtained from the above-mentioned address

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

Crawley, Horsham, Mid Sussex and Mole Valley Electoral Print and Mail

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Crawley Borough Council (lead procuring authority), Horsham District Council, Mid Sussex District Council and Mole Valley District Council each require a long term agreement, commencing 1st April 2024, for the provision of electoral print services.

Each Participating Authority's contract will include for all the printing requirements of each Council's elections department, including but not limited to the poll cards and ballot papers for elections, the annual canvass exercises and for some Councils the Household notification letters.

The appointed supplier will also be responsible for sourcing the materials to be printed on (card/paper etc.) and will be responsible for overseeing the posting/mailing requirements. It is anticipated that the postal element will be subcontracted by the appointed supplier but they will remain responsible for managing and overseeing this element.

The appointed supplier must be capable of integrating with each Council's Election Management System; both their current system and their future system in the event Councils change their systems during the lifetime of their contracts.

Each participating authority requires a contract lasting six years, up to 31st March 2030, with no extension options built in. This tender will have four independently awardable lots (one for each Council's contract).

It is the intention of participating authorities to go out to open tender collaboratively.

II.1.5) Estimated total value

Value excluding VAT: £3,300,000

II.1.6) Information about lots

This contract is divided into lots: Yes

II.2) Description

II.2.1) Title

Lot A) Crawley Borough Council Electoral Print and Mail

Lot No

1

II.2.2) Additional CPV code(s)

- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This contract will cover all aforementioned requirements for Crawley Borough Council's Elections Department.

II.2) Description

II.2.1) Title

Lot B) Horsham District Council Electoral Print and Mail

Lot No

2

II.2.2) Additional CPV code(s)

- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This contract will cover all aforementioned requirements for Horsham District Council's Elections Department.

II.2) Description

II.2.1) Title

Lot C) Mid Sussex District Council Electoral Print and Mail

Lot No

3

II.2.2) Additional CPV code(s)

- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This contract will cover all aforementioned requirements for Mid Sussex District Council's Elections Department.

II.2) Description

II.2.1) Title

Lot D) Mole Valley District Council Electoral Print and Mail

Lot No

4

II.2.2) Additional CPV code(s)

- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKJ26 - East Surrey

II.2.4) Description of the procurement

This contract will cover all aforementioned requirements for Mole Valley District Council's Elections Department.

II.3) Estimated date of publication of contract notice

12 September 2023

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

At this time the Participating Authorities are reviewing all current and anticipated requirements and preparing documents for open tendering. If you have any questions about this upcoming tendering opportunity, please contact the shared procurement service at procurement@horsham.gov.uk