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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](mailto: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](mailto: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](mailto: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](mailto: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

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# **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



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## **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

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## **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](mailto:procurement@horsham.gov.uk)