

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/022861-2023>

Tender

Electoral Print and Postage Services Framework 2.0 (Elections and Electoral Registration) for The London Borough of Harrow & The London Borough of Barnet

London Borough of Harrow

London Borough of Barnet

F02: Contract notice

Notice identifier: 2023/S 000-022861

Procurement identifier (OCID): ocds-h6vhtk-03c73e

Published 7 August 2023, 9:48am

Section I: Contracting authority

I.1) Name and addresses

London Borough of Harrow

Forward Drive

Harrow

HA3 8FL

Contact

Mr Martin Trim

Email

Martin.Trim@harrow.gov.uk

Telephone

+44 2088635611

Country

United Kingdom

Region code

UKI74 - Harrow and Hillingdon

Internet address(es)

Main address

<http://www.harrow.gov.uk>

Buyer's address

<http://www.harrow.gov.uk>

I.1) Name and addresses

London Borough of Barnet

2 Bristol Avenue, Colindale

London

NW9 4EW

Email

procurement@barnet.gov.uk

Country

United Kingdom

Region code

UKI71 - Barnet

Internet address(es)

Main address

<http://www.barnetsourcing.co.uk/>

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<http://www.londontenders.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.londontenders.org/>

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

Electoral Print and Postage Services Framework 2.0 (Elections and Electoral Registration) for The London Borough of Harrow & The London Borough of Barnet

Reference number

DN668971

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

The London Borough of Harrow and the London Borough of Barnet, are seeking to put in place a joint Framework Agreement in order to appoint one or more service provider(s) to deliver services on their behalf. The Framework Agreement is to cover the provision of Print and Postage Services for Electoral Services (Elections and Electoral Registration).

II.1.5) Estimated total value

Value excluding VAT: £4,963,200

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The contracting authority reserves the right to award contracts combining the following lots

or groups of lots: Bidders may submit bids for either Lot 1 and/or Lot 2, bidders are not permitted to submit a bid for Lot 3 on its own. Only bidders who have been selected for a place on Lot 1 and/or Lot 2 will automatically gain a place on Lot 3, if they have confirmed their interest for Lot 3. Further information is detailed within the Procurement documents.

II.2) Description

II.2.1) Title

Elections Print and Post

Lot No

1

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UKI71 - Barnet
- UKI74 - Harrow and Hillingdon

II.2.4) Description of the procurement

Poll cards, postal voter packs, ballot papers, election count stationery.

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: £2,031,600

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

The Council is looking for potential service provider(s) to be awarded contract for a period of 36 months with an optional extension clause of 12 months in periods at the discretion of the Council.

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) Description

II.2.1) Title

Statutory Registration, Annual Canvass, Household Notification Letters (HNL)

Lot No

2

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UKI71 - Barnet
- UKI74 - Harrow and Hillingdon

II.2.4) Description of the procurement

Electoral registration print and postage, annual canvas print and postage requirements, absent voter identifier refresher print and postage, Individual Electoral Registration (IER).

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: £1,731,600

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

The Council is looking for potential service provider(s) to be awarded contract for a period of 36 months with an optional extension clause of 12 months in periods at the discretion of the Council.

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) Description

II.2.1) Title

Innovation, New Ways of Working and Ad Hoc Activity

Lot No

3

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.2.3) Place of performance

NUTS codes

- UKI71 - Barnet
- UKI74 - Harrow and Hillingdon

II.2.4) Description of the procurement

Examples of the activity within Lot 3 are detailed within the procurement 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: £1,200,000

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

The Council is looking for potential service provider(s) to be awarded contract for a period of 36 months with an optional extension clause of 12 months in periods at the discretion of the Council.

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

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As detailed within the procurement documents.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As detailed within the procurement documents.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-013161](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

6 September 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

6 September 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.3) Additional information

The Contracting Authority reserves the right not to award any contract pursuant to this procurement exercise and/or abandon this procurement exercise at any time and/or to award a contract for part of the Service/supplies at its sole discretion. The Contracting Authority shall have no liability whatsoever to any applicant or tenderer as a result of its exercise of that discretion. For the avoidance of doubt, all cost incurred by any applicant and/or tenderer before signature of any contract with the contracting Authority shall be incurred entirely at that applicants/tenderers risk. Appointments to the Framework is no guarantee of work or any minimum amount of work pursuant to that Framework.

VI.4) Procedures for review

VI.4.1) Review body

The High Court

The Strand

London

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Martin Trim

Forward Drive

Harrow

HA3 8FL

Email

Martin.Trim@harrow.gov.uk

Country

United Kingdom