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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](mailto: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](mailto: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

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## **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



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## **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

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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

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

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**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](mailto:Martin.Trim@harrow.gov.uk)

Country

United Kingdom