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Tender

Printing of Election Material

London Borough of Brent

F02: Contract notice

Notice identifier: 2021/S 000-024302

Procurement identifier (OCID): ocds-h6vhtk-02e65d

Published 30 September 2021, 12:37pm

The closing date and time has been changed to:

29 October 2021, 2:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

London Borough of Brent

Brent Civic Centre, Engineers Way

Wembley

HA9 0FJ

Contact

Ms Adrienn Czigany

Email

adrienn.czigany@brent.gov.uk

Telephone

+44 2089371728

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://procontract.due-north.com/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Login>

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

Printing of Election Material

Reference number

DN570477

II.1.2) Main CPV code

- 79811000 - Digital printing services

II.1.3) Type of contract

Services

II.1.4) Short description

The Returning Officer and Electoral Registration Officer has a statutory responsibility for the administration of elections and referenda and the compilation of the electoral register. These services require the sourcing of specialist printing in the form of poll cards, ballot papers, postal vote packs, annual canvass forms and other statutory documents, including:-

- All statutory printing associated with the administration of national and local Elections and referenda; and
- All statutory printing associated with the administration of the annual publication and maintenance of the electoral register.

The majority of these items are in a format prescribed by legislation and must meet statutory deadlines. The Council requires a print supplier to design and supply the statutory materials in accordance with the legislation relevant to each election and each stage of the registration of voters.

II.1.5) Estimated total value

Value excluding VAT: £800,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

The Returning Officer and Electoral Registration Officer has a statutory responsibility for the administration of elections and referenda and the compilation of the electoral register. These services require the sourcing of specialist printing in the form of poll cards, ballot papers, postal vote packs, annual canvass forms and other statutory documents, including:-

- All statutory printing associated with the administration of national and local Elections and referenda; and
- All statutory printing associated with the administration of the annual publication and maintenance of the electoral register.

The majority of these items are in a format prescribed by legislation and must meet statutory deadlines. The Council requires a print supplier to design and supply the statutory materials in accordance with the legislation relevant to each election and each stage of the registration of voters.

The contract value of the period of 5 years is estimated to be £80000. The duration of the contracts will be an initial period of three years, with an option to extend for a further two years on a one plus one basis.

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: £800,000

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

Duration in months

60

This contract is subject to renewal

No

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

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

Originally published as:

Date

20 October 2021

Local time

4:00pm

Changed to:

Date

29 October 2021

Local time

2:00pm

See the [change notice](#).

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

English

IV.2.7) Conditions for opening of tenders

Date

30 September 2021

Local time

5:00pm

Place

<https://procontract.due-north.com>

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

High Court Of England and Wales

Royals Courts of Justice

London, Strand

Country

United Kingdom