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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](mailto: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

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## **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

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## **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>

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## **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