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Tender

Annual Canvass Printing

Tendring District Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-025032

Procurement identifier (OCID): ocds-h6vhtk-051e5a ([view related notices](#))

Published 22 May 2025, 2:48pm

Scope

Description

1. Introduction

1.1. The Electoral Registration Officer is required to complete an annual canvass of all households within the district. Part of this process requires sending a communication to each household with follow up communications to non-responding properties. This specification seeks to outline the printing and postage requirements for that process and to obtain costings for these requirements.

2. Background

Electoral Registration Officer: shall have the meaning given in section 8 of the Representation of the People Act 1983 in so far as it relates to the District of Tendring.

2.1. The Authority provides resources to the Electoral Registration Officer for the District to enable them to perform their statutory functions. These resources include Canvass Print Services in which the data of those included on the electoral register are processed.

2.2. Due to the volume of forms required to complete this process it is not viable to complete in house.

2.3. The annual canvass must conclude by 1 December each year but can begin as early as June.

2.4. Data required to populate the items to be printed will be exported directly from the Electoral Management System.

2.5. No expected significant changes in the format of the annual canvass for the duration of the contract term.

2.6. Canvass is time sensitive with several deadlines that impact on other canvass activities. The supplier of print and post services will need to have sight of the pending and future deadlines so that any alterations to the timetable are agreed in advance and sufficiently adjusted throughout the canvass period.

3. Scope

The government's English Devolution White Paper, Power and Partnership: Foundations for Growth, published on 16 December 2024, states that the government wants all remaining two-tier areas in England to be eventually restructured into single-tier unitary authorities and is termed Local Government Reorganisation (LGR). This reorganisation is part of a broader devolution strategy to simplify local government structures, save public funds, and improve local accountability. LGR will impact the County of Essex as it currently operates a two-tier Local Government structure.

It is anticipated, that during the life of this contract/framework, the LGR process will commence and/or progress potentially impacting this contract/framework. Impacts may include, but are not limited to, modifications such as a transfer of the legal entity you currently contract with, significant increases and/or decreases in the value/volume of goods/services/works required due to the change in size/scope of the Contracting Authority, and/or changes to the scope of the nature of goods/services/works required. Although any contract scope changes should broadly relate to the nature of the existing scope, new goods/services/works of a related nature may be required that were not previously included.

The scale and exact timing of the changes are unknown at this point, but it is known that LGR will impact the County of Essex. All suppliers who work with the Authority need to be aware and where possible, work with the Authority to adapt to any changes/modifications as required to ensure smooth transition and continuity of services.

3.1. To provide print and post services to as part of the annual canvass of electors.

3.2. Produce three different A4 double sided letters on two different coloured papers. Each to include one A5 colour leaflet and outer envelope. To post these items at three intervals to maximise potential savings. To produce one A3 letter with A5 leaflet, outer

envelope and a Business Response Envelope and return to the council to distribute. To produce one A4 letter with outer envelope and post.

3.3. Produce the following letters - Approximately:

- 56,000 type A(A4 on coloured paper with A5 leaflet and outer envelope to be posted)
- 17,000 type B (A4 on white paper with A5 leaflet and outer envelope to be posted)
- 12,000 type BR (A4 on white paper with A5 leaflet and outer envelope to be posted)
- 7,000 type C (A3 on white paper with A5 leaflet, outer envelope and business response envelope to be delivered to the council)
- 10,000 Type D - empty property letters (A4 on white paper with outer envelope)

3.4. Must be able to receive data in CSV format and provide proofs in easily readable format or else on a portal accessible by Tendring District Council.

3.5. To incorporate all of the District of Tendring (approximately 80,000 properties).

3.6. Initial contract 3 years with option to extend for three years in yearly intervals.

3.7. Possible reduction or increase to the overall number of communications produced.

Total value (estimated)

- £700,000 excluding VAT
- £840,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 17 July 2025 to 16 July 2028
- Possible extension to 16 July 2032

- 7 years

Description of possible extension:

3 year initial term with the option to extend for a further 4 years in 1 year increments.

Main procurement category

Services

CPV classifications

- 75112000 - Administrative services for business operations
- 79571000 - Mailing services
- 79800000 - Printing and related services

Contract locations

- UKH3 - Essex

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

9 June 2025, 11:59pm

Tender submission deadline

17 June 2025, 12:00pm

Submission address and any special instructions

Tenders must be submitted electronically via Pro Contract. The link to this opportunity can be found below.

<https://procontract.due-north.com/Advert?advertId=7847c28e-6f32-f011-8136-005056b64545>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

27 June 2025

Recurring procurement

Publication date of next tender notice (estimated): 31 March 2032

Award criteria

Name	Type	Weighting
Commercial Response	Price	50%
Technical Proofing, Amendments, and Communication	Quality	15%
Technical Service Delivery and Quality Adaptability		10%
Technical Data Security and Compliance	Quality	10%
Technical Capacity and Scalability	Quality	10%
Technical Postage Costs and Transparency	Quality	5%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://procontract.due-north.com/Advert?advertId=7847c28e-6f32-f011-8136-005056b64545>

All tenders are to be submitted via Pro Contract. It is free to register and use Pro Contract. All documents can be found with the link provided. All questions must be submitted via the Pro Contract messaging function.

Contracting authority

Tendring District Council

- Public Procurement Organisation Number: PPWL-8775-PCGW

Town Hall

Clacton-on-Sea

CO15 1SE

United Kingdom

Email: procurement@tendringdc.gov.uk

Region: UKH34 - Essex Haven Gateway

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

Essex County Council

Summary of their role in this procurement: Procuring Requirement

- Public Procurement Organisation Number: PWVM-4844-NRQH

County Hall, Market Road

Chelmsford

CM1 1QH

United Kingdom

Email: ProcurementSandA@essex.gov.uk

Region: UKH36 - Heart of Essex

Contact organisation

Contact Tendring District Council for any enquiries.