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Tender

Tunbridge Wells Borough Council Elections and Canvass Printing Tender

Tunbridge Wells Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-026317

Procurement identifier (OCID): ocds-h6vhtk-02ee3a

Published 20 October 2021, 6:41pm

Section I: Contracting authority

I.1) Name and addresses

Tunbridge Wells Borough Council

Town Hall

Tunbridge Wells

TN1 1RS

Contact

Miss Louisa Coley

Email

louisa.coley@tunbridgewells.gov.uk

Telephone

+44 1892526121

Country

United Kingdom

NUTS code

UKJ46 - West Kent

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://www.kentbusinessportal.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.kentbusinessportal.org.uk/>

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

Tunbridge Wells Borough Council Elections and Canvass Printing Tender

Reference number

DN577371

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

Tunbridge Wells Borough Council (TWBC) is looking to procure a suitable equipped and qualified print contractor to produce a range of Electoral documents. The Council holds scheduled elections each May by thirds, parish, county, regional and national elections, referendums, and an annual canvass. The successful tenderer must be able to produce all the required documents and signage and ensure they are delivered securely to a strict timetable. The successful tenderer will be expected to work alongside the Council's Election team to ensure all data is managed in a secure and professional manner.

Tenderers must register on the Kent Business Portal (registration is free) before they can express an interest in this project.

II.1.5) Estimated total value

Value excluding VAT: £200,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

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

- UKJ46 - West Kent

II.2.4) Description of the procurement

Tunbridge Wells Borough Council (TWBC) is looking to procure a suitable equipped and qualified print contractor to produce a range of Electoral documents. The Council holds scheduled elections each May by thirds, parish, county, regional and national elections, referendums, and an annual canvass. The successful tenderer must be able to produce all the required documents and signage and ensure they are delivered securely to a strict timetable. The successful tenderer will be expected to work alongside the Council's Election team to ensure all data is managed in a secure and professional manner.

Key Dates & Timeline for Procurement

Tender release: Wednesday 20th October 2021

Expression of Interest Deadline: 12:00pm Wednesday 12th November 2021

Deadline for submission of completed tenders: 12:00pm Friday 19th November 2021

Evaluation: w/c Monday 22nd November 2021

Interviews: To be advised.

Appointment of contractor: w/c Monday 6th December 2021

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

This contract will be for initial 4 year term with the option of 1 annual extension. (4+1)

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

Date

12 November 2021

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

19 November 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Mid Kent Legal Services

Town Hall

Tunbridge Wells

TN1 1RS

Telephone

+44 1892526121

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Mid Kent Legal Services

Town Hall

Tunbridge Wells

TN1 1RS

Telephone

+44 1892526121

Country

United Kingdom