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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): ocids-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](mailto: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

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## **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

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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**

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

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## **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