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Tender

Election Printing and Mailing

East Staffordshire Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-026434

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

Published 21 October 2021, 4:15pm

Section I: Contracting authority

I.1) Name and addresses

East Staffordshire Borough Council

Town Hall, King Edward Place

Burton upon Trent

DE14 2EB

Contact

Programmes and Transformation

Email

procurement@eaststaffsbc.gov.uk

Telephone

+44 1283508000

Country

United Kingdom

NUTS code

UKG2 - Shropshire and Staffordshire

Internet address(es)

Main address

www.eaststaffsbc.gov.uk

Buyer's address

www.eaststaffsbc.gov.uk/procurement

I.3) Communication

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

<https://www.delta-esourcing.com/tenders/UK-UK-Burton-upon-Trent:-Printing-and-related-services./DY6WV924GY>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-title/DY6WV924GY>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Election Printing and Mailing

Reference number

2021-09-EPM

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

East Staffordshire Borough Council is inviting tenders for the appointment of a Supplier to provide printing and mailing services for canvasses and elections over the forthcoming three years (2022 – 2024) with the option to extend for a further 12 months.

The Services will be for the printing and mailing of associated documentation relating primarily to the following:

- 2022 - Annual canvas commencing 1st July 2022 (new register published 1st December 2022).
- 2023 - Borough and Parish Elections in May 2023. Annual canvas commencing 1st July 2023 (new register published 1st December 2023).
- 2024 - Police and Crime Commissioner Election in May 2024. Annual canvass commencing 1st July 2024 (new register published 1st December 2024).

In addition to these there may be a Neighbourhood Planning Referendum.

II.1.5) Estimated total value

Value excluding VAT: £400,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Shropshire and Staffordshire

II.2.4) Description of the procurement

East Staffordshire Borough Council is seeking to appoint a Supplier to provide printing and mailing services for canvasses and elections over the forthcoming three years (2022 – 2024), with an option to extend for a further 12 months.

The Services will be for the printing and mailing of associated documentation relating primarily to the following:

- 2022 - Annual canvas commencing 1st July 2022 (new register published 1st December 2022).
- 2023 - Borough and Parish Elections in May 2023. Annual canvas commencing 1st July 2023 (new register published 1st December 2023).
- 2024 - Police and Crime Commissioner Election in May 2024. Annual canvass commencing 1st July 2024 (new register published 1st December 2024).

In addition to these there may be a Neighbourhood Planning Referendum.

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: £400,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

East Staffordshire Borough Council is seeking to appoint a Supplier to provide printing and mailing services for canvasses and elections over the forthcoming three years (2022 – 2024), with an option to extend for a further 12 months.

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

II.2.14) Additional information

Further information on this opportunity is available within the procurement documents available from:

<https://www.delta-esourcing.com/tenders/UK-UK-Burton-upon-Trent:-Electoral-forms./DY6WV924GY>

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As stated in the procurement documents.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As stated in the procurement documents.

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

22 November 2021

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

22 November 2021

Local time

12:30pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Burton-upon-Trent:-Printing-and-related-services./DY6WV924GY>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/DY6WV924GY>

GO Reference: GO-20211021-PRO-19110587

VI.4) Procedures for review

VI.4.1) Review body

East Staffordshire Borough Council

Town Hall, King Edward Place

Burton upon Trent

DE14 2EB

Email

procurement@eaststaffsbc.gov.uk

Telephone

+44 1283508000

Country

United Kingdom

Internet address

www.eaststaffsbc.gov.uk

VI.4.2) Body responsible for mediation procedures

East Staffordshire Borough Council

Town Hall, King Edward Place

Burton upon Trent

DE14 2EB

Email

procurement@eaststaffsbc.gov.uk

Telephone

+44 1283508000

Country

United Kingdom

Internet address

www.eaststaffsbc.gov.uk

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

Follow the Council's Complaints Procedure. Information is available by visiting:

www.eaststaffsbc.gov.uk/comments-compliments-complaints

VI.4.4) Service from which information about the review procedure may be obtained

East Staffordshire Borough Council

Town Hall, King Edward Place

Burton upon Trent

DE14 2EB

Email

andrea.davies@eaststaffsbc.gov.uk

Telephone

+44 1283508000

Country

United Kingdom

Internet address

www.eaststaffsbc.gov.uk/comments-compliments-complaints