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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](mailto: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](http://www.eaststaffsbc.gov.uk)

Buyer's address

[www.eaststaffsbc.gov.uk/procurement](http://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

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## **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>

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## **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

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## **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](mailto:procurement@eaststaffsbc.gov.uk)

Telephone

+44 1283508000

Country

United Kingdom

Internet address

[www.eaststaffsbc.gov.uk](http://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](mailto:procurement@eaststaffsbc.gov.uk)

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Country

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Internet address

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#### **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](http://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](mailto:andrea.davies@eaststaffsbc.gov.uk)

Telephone

+44 1283508000

Country

United Kingdom

Internet address

[www.eaststaffsbc.gov.uk/comments-compliments-complaints](http://www.eaststaffsbc.gov.uk/comments-compliments-complaints)