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Tender

Electoral Printing Services until 2026 (S&R/2021/17)

Stoke-on-Trent City Council

F02: Contract notice

Notice identifier: 2021/S 000-026608

Procurement identifier (OCID): ocds-h6vhtk-02ef5d

Published 25 October 2021, 10:02am

Section I: Contracting authority

I.1) Name and addresses

Stoke-on-Trent City Council

Civic Centre, Glebe Street

Stoke-on-Trent

ST4 1HH

Contact

Miss Agnes Ashun

Email

agnes.ashun@stoke.gov.uk

Telephone

+44 1782237651

Country

United Kingdom

NUTS code

UKG23 - Stoke-on-Trent

Internet address(es)

Main address

<https://www.stoke.gov.uk>

Buyer's address

<https://www.stoke.gov.uk>

I.3) Communication

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

<https://procontract.due-north.com/Procurer/Advert/View?advertId=7ba3f99f-d42c-ec11-810e-005056b64545&fromAdvertEvent=True>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Procurer/Advert/View?advertId=7ba3f99f-d42c-ec11-810e-005056b64545&fromAdvertEvent=True>

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

Electoral Printing Services until 2026 (S&R/2021/17)

Reference number

DN567976

II.1.2) Main CPV code

- 22458000 - Bespoke printed matter

II.1.3) Type of contract

Supplies

II.1.4) Short description

Stoke-on-Trent City Council is seeking a specialist election printer until 2026. Printing required for annual canvass in 2022 until 2026. Printing for rolling registration under Individual Electoral registration on a monthly basis. Printing required for local elections in 2023, PFCC in 2024 and Parliamentary elections when required (next scheduled parliamentary poll in 2024). Postage would also need to be included for canvass and election stationery. Also availability would be required for any snap elections, borough elections and referenda if required.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22821000 - Electoral forms
- 79824000 - Printing and distribution services

II.2.3) Place of performance

NUTS codes

- UKG23 - Stoke-on-Trent

II.2.4) Description of the procurement

Stoke-on-Trent City Council is seeking a specialist election printer until 2026. Printing

required for annual canvass in 2022 until 2026. Printing for rolling registration under Individual Electoral registration on a monthly basis. Printing required for local elections in 2023, PFCC in 2024 and Parliamentary elections when required (next scheduled parliamentary poll in 2024). Postage would also need to be included for canvass and election stationery. Also availability would be required for any snap elections, borough elections and referenda if required.

II.2.5) Award criteria

Quality criterion - Name: Ability to meet the Council's print deadlines for print / Weighting: 18

Quality criterion - Name: Continuity planning / Weighting: 10

Quality criterion - Name: Ability to print the required materials / Weighting: 17

Quality criterion - Name: Provision of audit support / Weighting: 10

Quality criterion - Name: Social Value / Weighting: 5

Price - Weighting: 40

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

Duration in months

48

This contract is subject to renewal

No

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

29 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

29 November 2021

Local time

2:00pm

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

Stoke-on-Trent City Council

Civic Centre, Glebe Street

Stoke-on-Trent

ST4 1HH

Country

United Kingdom