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Contract

Provision of Electoral Services to the Returning Officer

Aberdeen City Council
Aberdeenshire Council
The Highland Council

F03: Contract award notice

Notice identifier: 2023/S 000-027600

Procurement identifier (OCID): ocids-h6vhtk-0401e5

Published 19 September 2023, 11:26am

Section I: Contracting authority

I.1) Name and addresses

Aberdeen City Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

CPSSprocurement@aberdeencity.gov.uk

Telephone

+44 1467539600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00231

I.1) Name and addresses

Aberdeenshire Council

Woodhill House, Westburn Road

Aberdeen

AB16 5GB

Email

cpssprocurement@aberdeencity.gov.uk

Telephone

+44 1467539600

Country

United Kingdom

NUTS code

UKM50 - Aberdeen City and Aberdeenshire

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00232

I.1) Name and addresses

The Highland Council

Council Headquarters, Glenurquhart Road

Inverness

IV3 5NX

Email

CPSSprocurement@aberdeencity.gov.uk

Telephone

+44 1463702563

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

I.2) Information about joint procurement

The contract involves joint procurement

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

Provision of Electoral Services to the Returning Officer

Reference number

000-YKCB2714

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Aberdeen City Council is acting as a central purchasing body for the purpose of procuring a Single Supplier Framework Agreement for the Provision of Electoral Services for the Returning Officer for itself, Aberdeenshire Council and Highland Council. Each Council will enter into separate call-off contracts with the successful suppliers as and when any services are required.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £1,100,000

II.2) Description

II.2.2) Additional CPV code(s)

- 22821000 - Electoral forms
- 22458000 - Bespoke printed matter

II.2.3) Place of performance

NUTS codes

- UKM50 - Aberdeen City and Aberdeenshire
- UKM6 - Highlands and Islands

Main site or place of performance

Aberdeen City, Aberdeenshire and Highlands & Islands

II.2.4) Description of the procurement

Acting as a Central Purchasing body on behalf of itself, Aberdeenshire Council and Highland Council, Aberdeen City Council are procuring a Single Supplier Framework for the provision of Electoral Services to the Returning Officer.

The Framework Agreement is for the provision of the following services as required by each Council:

- The design, production, printing, packaging and issuing of pollcards, postal poll cards, proxy poll cards and proxy postal poll cards
- The design, production, printing, packaing and issuing of Postal Voting Packs

The printing of all ordinary and tendered ballot papers

- Provide a managed Postal Vote service, including opening, scanning, matching and extracting postal vote documents for the entire duration of the post vote opening project
- Provision of Electronic Voting and Counting System Solution(s)
- Provision of a Counting System

Further details of all services to be provided are detailed in the Invitation to Tender

documentation.

II.2.5) Award criteria

Quality criterion - Name: Quality questions as given in Appendix 5 / Weighting: 70%

Price - Weighting: 30%

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.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 022-191651](#)

Section V. Award of contract

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

14 September 2023

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Idox Software Ltd

Second Floor, 1310 Waterside, , Arlington Business Park

Theale

RG7 4SA

Telephone

+44 33301111200

Fax

+44 33301111200

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £1,100,000

Section VI. Complementary information

VI.3) Additional information

(SC Ref:745146)

VI.4) Procedures for review

VI.4.1) Review body

Aberdeen Sherrif Court

53 Castle Street

Aberdeen

Country

United Kingdom