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Tender

## **Printing of Election and Electoral Registration Materials**

Dorset Council

F02: Contract notice

Notice identifier: 2021/S 000-029015

Procurement identifier (OCID): ocids-h6vhtk-02f8c6

Published 22 November 2021, 11:29am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Dorset Council

Dorset Council, County Hall, Colliton Park

Dorchester

DT1 1XJ

#### **Contact**

Ms Gayle Acors

#### **Email**

[gayle.acors@dorsetcouncil.gov.uk](mailto:gayle.acors@dorsetcouncil.gov.uk)

#### **Telephone**

+44 1305221278

#### **Country**

United Kingdom

**NUTS code**

UKK2 - Dorset and Somerset

**Internet address(es)**

Main address

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

Buyer's address

<https://www.dorsetcouncil.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/Opportunities>

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>

**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**

Printing of Election and Electoral Registration Materials

Reference number

DN580297

#### **II.1.2) Main CPV code**

- 22458000 - Bespoke printed matter

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

Printing services are required to meet the needs of the Council in respect of (1) its delivery of all elections, (2) the Annual Electoral Registration Canvass and ongoing electoral registration work.

#### **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

- UKK2 - Dorset and Somerset

#### **II.2.4) Description of the procurement**

The Council intends to establish an agreement for a period of up to 4 years (2 years plus

a further optional 2 years) for election and electoral registration printing materials as follows:

- Ballot papers and Corresponding Numbers Lists (CNLs)
- Postal vote ballot packs
- Poll cards
- Large print ballot papers
- Grass skirts
- Canvass Forms and Canvass Communication “A”s (CCAs)
- Invitations to Register (ITRs)
- Household Notification Letters (HNLs)
- Annual Postal Vote Personal Identifier (PI) Refresh letters

This shall include, but is not limited to, providing a full print and design service delivering poll cards, ballot papers, postal vote packs and relevant electoral registration forms.

Additionally the Contractor is required to arrange the provision of an automated response management service in respect of the annual canvass.

#### **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

24

This contract is subject to renewal

Yes

Description of renewals

The contract will be awarded for a period of up to four years (initial period of 2 years (24

months) plus an optional extension period of a further 2 years (24 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

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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

4 January 2022

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

4 January 2022

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**

Dorset Council

County Hall, Colliton Park

Dorchester

DT1 1XJ

Country

United Kingdom

Internet address

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