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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): ocds-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

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

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

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

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>