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Tender

Election Print Services

Portsmouth City Council

F02: Contract notice

Notice identifier: 2022/S 000-029642

Procurement identifier (OCID): ocds-h6vhtk-037787

Published 20 October 2022, 4:03pm

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO12AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

Buyer's address

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc.aspx/Home>

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

Election Print Services

Reference number

P00004752

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

Portsmouth City Council ('the council') is inviting tenders from suitably qualified suppliers to provide election print materials for any election or referendum occurring during the contract period.

The materials are to be provided in respect of any election or referendum held within the Portsmouth City Council local authority area.

Portsmouth City Council has an electorate of approximately 150,000 across two parliamentary constituencies and 14 City Council wards.

The initial contract term will be for 3 years with the possibility of extending the term by a further 4 years to a maximum total term of 7 years in increments to be agreed, subject to the agreement and performance of both parties.

The estimated value of the contract is £250,000 over the initial 3 year period or £580,000 over the full lifetime of the contract.

II.1.5) Estimated total value

Value excluding VAT: £580,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22800000 - Paper or paperboard registers, account books, binders, forms and other articles of printed stationery

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

Portsmouth City Council ('the council') is inviting tenders from suitably qualified suppliers to provide election print materials for any election or referendum occurring during the contract period. The following items are included in the invitation:

Printing and mailing of polling letters

Printing of postal voting packs

Printing of ballot papers

The materials are to be provided in respect of any election or referendum held within the Portsmouth City Council local authority area.

Portsmouth City Council has an electorate of approximately 150,000 across two parliamentary constituencies and 14 City Council wards.

The following elections are anticipated in the initial contract period:

City Council elections in May 2023

City Council and Police & Crime Commissioner elections in May 2024

UK Parliamentary election by January 2025

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: £580,000

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

The initial contract term will be for 3 years with the possibility of extending the term by a further 4 years to a maximum total term of 7 years in increments to be agreed, subject to the agreement and performance of both parties.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

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

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: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

23 November 2022

Local time

2:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

23 November 2022

Local time

3:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: October 2025 unless extension options are taken up.

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom

Internet address

<https://justice.gov.uk/>