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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](mailto: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

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## **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

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### **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

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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: 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

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## **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/>