

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/030434-2023>

Tender

Crawley, Horsham, Mid Sussex and Mole Valley Electoral Print and Mail

Crawley Borough Council
Horsham District Council
Mid Sussex District Council
Mole Valley District Council

F02: Contract notice

Notice identifier: 2023/S 000-030434

Procurement identifier (OCID): ocids-h6vhtk-03ed54

Published 16 October 2023, 12:19pm

The closing date and time has been changed to:

30 November 2023, 12:00pm

See the [change notice](#).

Section I: Contracting authority

I.1) Name and addresses

Crawley Borough Council

Town Hall, The Boulevard

CRAWLEY

RH101UZ

Email

procurement@crawley.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

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

I.1) Name and addresses

Horsham District Council

Parkside, Chart Way

Horsham

RH12 1RL

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

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

I.1) Name and addresses

Mid Sussex District Council

Oaklands Road

Haywards Heath

RH16 1SS

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

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

I.1) Name and addresses

Mole Valley District Council

9 Reigate Road

Dorking

RH4 1SJ

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ26 - East Surrey

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

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

Buyer's address

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

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

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

<https://in-tendhost.co.uk/sesharedservices.aspx/Tenders/Current>

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/sesharedservices.aspx/Tenders/Current>

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

Crawley, Horsham, Mid Sussex and Mole Valley Electoral Print and Mail

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Crawley Borough Council (lead procuring authority), Horsham District Council, Mid Sussex District Council and Mole Valley District Council each require a long term agreement, commencing 1st April 2024, for the provision of electoral print services.

Each Participating Authority's contract will include for all the printing requirements of each Council's elections department, including but not limited to the poll cards and ballot papers for elections, the annual canvass exercises and for some Councils the Household notification letters.

The appointed supplier will also be responsible for sourcing the materials to be printed on (card/paper etc.) and will be responsible for overseeing the posting/mailing requirements. It is anticipated that the postal element will be subcontracted by the appointed supplier but they will remain responsible for managing and overseeing this element.

The appointed supplier must be capable of integrating with each Council's Election Management System; both their current system and their future system in the event Councils change their systems during the lifetime of their contracts.

Each participating authority requires a contract lasting six years, up to 31st March 2030, with no extension options built in. This tender will have four independently awardable lots (one for each Council's contract).

II.1.5) Estimated total value

Value excluding VAT: £4,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot A: Crawley Borough Council Electoral Print and Mail

Lot No

A

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This Lot is for all Electoral Print and Mail requirements of Crawley Borough Council.

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: £650,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 April 2024

End date

31 March 2030

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

The procurement documents can be accessed at <https://intendhost.co.uk/sesharedservices.aspx/Tenders/Current>

II.2) Description

II.2.1) Title

Lot B: Horsham District Council Electoral Print and Mail

Lot No

B

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This Lot is for all the Electoral Print and Mail requirements of Horsham District Council.

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: £1,000,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 April 2024

End date

31 March 2030

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

The procurement documents are accessible at <https://intendhost.co.uk/sesharedservices.aspx/Tenders/Current>

II.2) Description

II.2.1) Title

Lot C: Mid Sussex District Council Electoral Print and Mail

Lot No

C

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This Lot is for all the Electoral Print and Mail requirements of Mid Sussex District Council

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: £1,800,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 April 2024

End date

31 March 2030

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

The procurement documents are accessible at <https://intendhost.co.uk/sesharedservices.aspx/Tenders/Current>

II.2) Description

II.2.1) Title

Lot D: Mole Valley District Council Electoral Print and Mail

Lot No

D

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKJ26 - East Surrey

II.2.4) Description of the procurement

This Lot is for all the Electoral Print and Mail requirements of Mole Valley District Council

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: £600,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

1 April 2024

End date

31 March 2030

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.14) Additional information

The procurement documents are accessible at <https://intendhost.co.uk/sesharedservices.aspx/Tenders/Current>

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

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-022818](#)

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

Originally published as:

Date

27 November 2023

Local time

12:00pm

Changed to:

Date

30 November 2023

Local time

12:00pm

See the [change notice](#).

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

27 November 2023

Local time

12:05pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

The Strand

London

Country

United Kingdom