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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): ocds-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](mailto: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](mailto: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](mailto: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](mailto: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

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## **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>

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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

#### **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

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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.2.1) 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

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### **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