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Tender

## **Election Printing and Electoral Registration Printing**

Chelmsford City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-032772

Procurement identifier (OCID): ocds-h6vhtk-054dd4

Published 16 June 2025, 7:05pm

### **Scope**

#### **Description**

1. Chelmsford City Council is procuring Election Printing and Electoral Registration Printing as per the specification documents.
2. Contract term - Chelmsford City Council propose to enter into a Contract with the winning Tenderer for a period of 3 years with the option of 2 individual 1 year extensions (i.e. 3+1+1 years)
3. Value of the contract - The Council have estimated the contract value to be approximately £250,000 per annum, depending on the election schedule and this is not a commitment to spend.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Chelmsford:-Printed-matter-and-related-products./WBV2FGTVF4>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/WBV2FGTVF4>

### **Total value (estimated)**

- £1,250,000 excluding VAT
- £1,500,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 9 February 2026 to 6 February 2029
- Possible extension to 6 February 2031
- 4 years, 11 months, 26 days

Description of possible extension:

Two additional extensions of one year each

### **Main procurement category**

Services

### **CPV classifications**

- 22000000 - Printed matter and related products
- 64000000 - Postal and telecommunications services

### **Contract locations**

- UKH3 - Essex

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## **Submission**

### **Enquiry deadline**

22 July 2025, 12:00pm

### **Tender submission deadline**

4 August 2025, 12:00pm

### **Submission address and any special instructions**

<https://www.delta-esourcing.com>

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

27 October 2025

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## Award criteria

Name	Type	Weighting
Method Statement Scores	Quality	70%
Bid Back Financial Cost	Price	30%

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## Other information

### Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

## **Associated tender documents**

[Appendix G Bid Back Financial Appendix v3 16th June 2025.xlsx](#)

[PA23\\_Procurement\\_Specific\\_Questionnaire - electoral printing- Chelmsford City Council\\_CLEAN.docx](#)

[Appendix D Electoral Printing and Mailing Services Agreement \(1.5\).doc](#)

[Electoral Services ITT v4 16th June 2025.docx](#)

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## **Contracting authority**

### **Chelmsford City Council**

- Public Procurement Organisation Number: PYRZ-1467-WNJW

Duke Street, Chelmsford

Chelmsford

CM1 1JE

United Kingdom

Contact name: Vincent Hunt

Telephone: 07970659846

Email: [vincent.hunt@chelmsford.gov.uk](mailto:vincent.hunt@chelmsford.gov.uk)

Region: UKH36 - Heart of Essex

Organisation type: Public authority - sub-central government