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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 ([view related notices](#))

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

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

Award criteria

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

Other information

Applicable trade agreements

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

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

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](#)

Contracting authority

Chelmsford City Council

- Public Procurement Organisation Number: PYRZ-1467-WNJW

Duke Street, Chelmsford

Chelmsford

CM1 1JE

United Kingdom

Contact name: Vincent Hunt

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Region: UKH36 - Heart of Essex

Organisation type: Public authority - sub-central government