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Tender

Election and Electoral Registration Printing

Cumberland Council

F02: Contract notice

Notice identifier: 2023/S 000-034412

Procurement identifier (OCID): ocds-h6vhtk-041ba3

Published 21 November 2023, 2:06pm

Section I: Contracting authority

I.1) Name and addresses

Cumberland Council

Cumbria House, 107 - 117 Botchergate

Carlisle

CA1 1RD

Contact

Mrs Michelle James

Email

michelle.james@cumberland.gov.uk

Telephone

+44 1228221743

Country

United Kingdom

Region code

UKD1 - Cumbria

Internet address(es)

Main address

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

Buyer's address

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

I.3) Communication

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

<https://www.the-chest.org.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.the-chest.org.uk/>

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

Election and Electoral Registration Printing

Reference number

DN699257

II.1.2) Main CPV code

- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

II.1.3) Type of contract

Services

II.1.4) Short description

The Council's Returning Officer (RO) and Electoral Registration Officer (ERO) has an ongoing requirement to print material for scheduled elections and electoral registration activity.

Election and Electoral Requirements are a set of standards, many prescribed in legislation, that are required in order to maintain an Electoral Register, Absent Voting lists and therefore successfully deliver an Election.

The Council is looking for an external print partner, who is experienced in the field of electoral printing, to provide print services for large scale electoral jobs, allowing the RO/ERO to successfully manage elections and meet the requirements set in legislation.

II.1.5) Estimated total value

Value excluding VAT: £1,100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 64000000 - Postal and telecommunications services

II.2.3) Place of performance

NUTS codes

- UKD1 - Cumbria

II.2.4) Description of the procurement

The Council's Returning Officer (RO) and Electoral Registration Officer (ERO) has an ongoing requirement to print material for scheduled elections and electoral registration activity.

Election and Electoral Requirements are a set of standards, many prescribed in legislation, that are required in order to maintain an Electoral Register, Absent Voting lists and therefore successfully deliver an Election.

The Council is looking for an external print partner, who is experienced in the field of electoral printing, to provide print services for large scale electoral jobs, allowing the RO/ERO to successfully manage elections and meet the requirements set in legislation.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: £1,100,000

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

Duration in months

60

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.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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

22 December 2023

Local time

12:00pm

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: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

22 December 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Suppliers wishing to express an interest and obtain access to the tender documents should go to www.the-chest.org.uk and click on current opportunities from the navigation area on the left of the screen. On the next screen enter the contract Reference (DN699257) in the box labelled 'contains' then click search. Click on the Blue link for the contract title to view the opportunity. To express an interest you will need to login. If you are not already registered on the www.the-chest.org.uk you will need to return to the home page and click on Register. Register FREE link in the navigation area on the left of the screen. Registration is free of charge and your username and password will be emailed to you.

Cumberland Council is fully supportive of all aspects of diversity including ethnicity, race, religion, age, disability and sexual orientation. In this respect Cumberland Council welcomes expressions of interest from ethnic minority, disabled and other diverse business communities and the voluntary sector. Economic operators are therefore required to fully comply with all statutory obligations/applicable legislation and there will be a requirement to participate in the Authority's supplier audits on all aspects of diversity.

The Contracting Authority expressly reserves the right:

(i) not to award any contract as a result of the procurement process commenced by publication of this notice; and

(ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers. The contracting authority reserve the right to use any electronic portal during the life of the agreement.

The value provided in Section II.1.5 and Section II.2.6 is only an estimate.

VI.4) Procedures for review

VI.4.1) Review body

High Court of England

London

Country

United Kingdom