

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/034675-2023>

Not applicable

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

F14: Notice for changes or additional information

Notice identifier: 2023/S 000-034675

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

Published 23 November 2023, 1:12pm

Section I: Contracting authority/entity

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

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/asp/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/asp/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/asp/Home>

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).

Section VI. Complementary information

VI.6) Original notice reference

Notice number: [2023/S 000-030434](#)

Section VII. Changes

VII.1) Information to be changed or added

VII.1.2) Text to be corrected in the original notice

Section number

IV.2.2

Place of text to be modified

Time limit for receipt of tenders or requests to participate

Instead of

Date

27 November 2023

Local time

12:00pm

Read

Date

30 November 2023

Local time

12:00pm

VII.2) Other additional information

Additional time has been granted to allow prospective bidders to take into consideration published clarifications.

