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Tender

Printing and Delivery of Electoral Registration and Election Materials

The Royal Borough of Kingston upon Thames

F02: Contract notice

Notice identifier: 2024/S 000-035936

Procurement identifier (OCID): ocids-h6vhtk-04b458

Published 6 November 2024, 2:32pm

Section I: Contracting authority

I.1) Name and addresses

The Royal Borough of Kingston upon Thames

Guildhall 2

Kingston upon Thames

KT1 1EU

Contact

Mrs Ranu Narayan

Email

commissioning@kingston.gov.uk

Telephone

+44 2085475000

Country

United Kingdom

Region code

UKI63 - Merton, Kingston upon Thames and Sutton

Internet address(es)

Main address

<http://www.kingston.gov.uk>

Buyer's address

<http://www.kingston.gov.uk>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

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

<https://procontract.due-north.com/Advert/Index?advertId=946467e3-6d6f-ef11-812f-005056b64545>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com/Advert/Index?advertId=946467e3-6d6f-ef11-812f-005056b64545>

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

Printing and Delivery of Electoral Registration and Election Materials

Reference number

DN663499

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

Supply of Printing and Delivery of Electoral Registration and Election Materials. It is anticipated that the contract duration will be two years initial term with option to extend at the discretion of the council for 24 months in two twelve month blocks (contract duration 4 years)

II.1.5) Estimated total value

Value excluding VAT: £750,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products

II.2.3) Place of performance

NUTS codes

- UKI63 - Merton, Kingston upon Thames and Sutton

II.2.4) Description of the procurement

The Royal Borough of Kingston upon Thames requires a print supplier to ensure the Electoral Registration Officer and the Returning Officer meet its statutory requirements in regard to the printing and production of electoral registration and election printing.

Print services must be provided in line with the latest electoral registration and election legislation and have regard to Electoral Commission guidance.

Submissions are invited from suppliers for the provision of print and associated postage for the Electoral Registration Officer and Returning Officer of the borough. This specification will form part of the final contract. Suppliers must be able to demonstrate that they currently deliver print and postage contracts for local authorities' elections and electoral registration teams.

It is anticipated the contract will be for a period of 2 years with the option of an extension of up to 24 months (2 twelve month extensions) at the Council's discretion.

The procurement documents will be available for unrestricted and full direct access, free of charge at <https://procontract.due-north.com/>

Selection criteria and evaluation criteria as stated in the procurement documents.

II.2.5) Award criteria

Quality criterion - Name: Implement and manage / Weighting: 6

Quality criterion - Name: Performance / Weighting: 12

Quality criterion - Name: Data / Weighting: 10

Quality criterion - Name: Responsiveness / Weighting: 12

Quality criterion - Name: Added Value / Weighting: 5

Quality criterion - Name: Environment / Weighting: 5

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 40

II.2.6) Estimated value

Value excluding VAT: £750,000

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

Start date

1 June 2025

This contract is subject to renewal

Yes

Description of renewals

Initial term is two years with the ability to extend for 24 months in two twelve month blocks

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 III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

See procurement documents

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.2.2) Contract performance conditions

See procurement documents

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

5 December 2024

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

IV.2.7) Conditions for opening of tenders

Date

5 December 2024

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

In accordance with the Public Contracts Regulations 2015 the Council will incorporate a minimum 10 calendar day standstill period at the point information on which the contract award decision is communicated to tenderers.