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Tender

## **KMCCW-078A Supply and Delivery of Election Materials**

Kirklees Council

F02: Contract notice

Notice identifier: 2024/S 000-035993

Procurement identifier (OCID): ocds-h6vhtk-04b47a

Published 6 November 2024, 5:19pm

The closing date and time has been changed to:

**9 December 2024, 1:00pm**

See the [change notice](#).

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Kirklees Council

PO Box 1720

HUDDERSFIELD

HD169EL

#### **Contact**

Laura Burrell

#### **Email**

[laura.burrell@kirklees.gov.uk](mailto:laura.burrell@kirklees.gov.uk)

**Telephone**

+44 1484221000

**Country**

United Kingdom

**Region code**

UKE44 - Calderdale and Kirklees

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://vortender.eu-supply.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://vortender.eu-supply.com>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

KMCCW-078A Supply and Delivery of Election Materials

Reference number

KMCCW-078A

#### **II.1.2) Main CPV code**

- 64000000 - Postal and telecommunications services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Kirklees Council are inviting tenders for the Supply and Delivery of Election Materials. The contract is for the production of documents required for all types of elections and referendums and electoral registration, administered by Electoral Services.

The contract is anticipated to start on 10 February 2025 and expire on 09 February 2029 with the option to extend for a further two periods of twelve months each.

#### **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

- 48100000 - Industry specific software package
- 64100000 - Post and courier services
- 72512000 - Document management services

### **II.2.3) Place of performance**

NUTS codes

- UKE44 - Calderdale and Kirklees

### **II.2.4) Description of the procurement**

Kirklees Council are inviting tenders for the Supply and Delivery of Election Materials. The contract is for the production of documents required for all types of elections and referendums and electoral registration, administered by Electoral Services.

The contract is anticipated to start on 10 February 2025 and expire on 09 February 2029 with the option to extend for a further two periods of twelve months each.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £1,680,000

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

The option to extend for a further two periods of twelve months each

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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### **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

In accordance with: (i) Article 57 to 60 of Directive 2014/24/EU of the European Parliament and of the European Council; and (ii) Regulations 57 to 60 of the Public Contracts 2015 (SI 2015/102) (the 'Regulations'), which require or permit the contracting authority not to select or to treat as ineligible, economic operators, the contracting authority reserves the right to exclude any economic operator whom they deem to not satisfy any criteria outlined within the scoring matrices contained within the standard selection questionnaire ('SQ') within the

Tenderers' Submission Document, which is available to download at:

<https://yortender.eusupply.com> (<https://yortender.eusupply.com>) or is available at the address set out in Sections I.1) and I.3) of this Notice above

##### **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

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## **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**

Originally published as:

Date

6 December 2024

Local time

1:00pm

Changed to:

Date

9 December 2024

Local time

1:00pm

See the [change notice](#).

#### **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

6 December 2024

Local time

1:01pm

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### **Section VI. Complementary information**

#### **VI.1) Information about recurrence**

This is a recurrent procurement: No

#### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

#### **VI.3) Additional information**

Provided that the tender is submitted fully in accordance with the requirements set out within the Specification and the remaining sections of the procurement documents, the contract will be awarded on the basis of the Most Economically Advantageous Tender based on 60% Quality, 10% Social Value and 30% Price.

Further specifics on the above award criteria can be found in the procurement documentation that is available to access at <https://yortender.eu-supply.com> (<https://yortender.eu-supply.com>)

#### **VI.4) Procedures for review**

**VI.4.1) Review body**

High Court of England and Wales

n/a

Country

United Kingdom

**VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with Regulation 86 (Notices of decisions to award a contract or conclude a framework), Regulation 87 (Standstill periods) and Chapter 6 (Applications to Court) of the Public Contracts Regulations 2015 (SI 2015/102), the contracting authority incorporated a minimum ten (10) calendar day standstill period at the point that

information on the award of the Contract was communicated to economic operators. This period allowed any unsuccessful economic operator(s) to seek further debriefing from the contracting authority before the award of the Contract to the successful economic operators. Such additional information should be requested from the address at Sections I.1 and I.3 of this Notice above. If an appeal regarding the award of the Contract has not been successfully resolved, then the Public Contracts Regulations 2015 (SI 2015/102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be started within thirty (30) days beginning with the date when the aggrieved party first knew or sought to have grounds for starting the proceedings had arisen. The Court may extend the time limited for starting proceedings where the Court considers that there is a good reason for doing so, but not so as to permit proceedings to be started more than three (3) months after that date. Where the Contract has not been awarded, the Court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If however the Contract has been awarded, the Court may only award damages or, where the contract award procedures have not been followed correctly, declare the Contract to be ineffective