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Tender

Electoral Printing Services

Returning Officer for Reigate and Banstead Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-036406

Procurement identifier (OCID): ocds-h6vhtk-042349

Published 11 December 2023, 3:52pm

Section I: Contracting authority

I.1) Name and addresses

Returning Officer for Reigate and Banstead Borough Council

Reigate and Banstead Borough Council. Town Hall. Castlefield Road. Reigate. RH2 0SH

Reigate

RH2 0SH

Contact

Melanie Costas-Bray

Email

Melanie.costasbray@reigate-banstead.gov.uk

Country

United Kingdom

NUTS code

UKJ26 - East Surrey

Internet address(es)

Main address

<https://www.reigate-banstead.gov.uk/>

I.3) Communication

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

<http://www.sesharedservices.org.uk/esourcing>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

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

Electoral Printing Services

Reference number

RBBC - 037207

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. To assist the Returning Officers with their electoral responsibilities a supplier is sought to provide the services.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKJ26 - East Surrey

II.2.4) Description of the procurement

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. To assist the Returning Officers with their electoral responsibilities a

supplier is sought to provide the services.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £300,000

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

Start date

1 June 2024

End date

31 May 2028

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 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

The requirements are stated in the SQ, ITT and the 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

As set out in the 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

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

IV.2.7) Conditions for opening of tenders

Date

22 January 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The Procurement Documents contain further information about this opportunity. Reigate & Banstead Borough Council shall not be liable for any costs, expenses or liabilities incurred by those participating in this tender exercise.

VI.4) Procedures for review

VI.4.1) Review body

High Court

London

Country

United Kingdom