

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/036558-2023>

Tender

## **Election and Electoral Registration Printing Services**

Westmorland and Furness Council

F02: Contract notice

Notice identifier: 2023/S 000-036558

Procurement identifier (OCID): ocids-h6vhtk-042505

Published 12 December 2023, 4:12pm

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

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

Westmorland and Furness Council

South Lakeland House, Lowther Street

Kendal

LA9 4DQ

#### **Contact**

Mrs Beverley Kent

#### **Email**

[Beverley.Kent@westmorlandandfurness.gov.uk](mailto:Beverley.Kent@westmorlandandfurness.gov.uk)

#### **Telephone**

+44 1228606060

**Country**

United Kingdom

**Region code**

UKD1 - Cumbria

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

<https://www.contractsfinder.service.gov.uk/Notice/063ba60b-21c3-438c-b5c4-2aefdc032918>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.contractsfinder.service.gov.uk/Notice/063ba60b-21c3-438c-b5c4-2aefdc032918>

**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 Services

Reference number

DN703098

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

- 22000000 - Printed matter and related products

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

Supplies

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

Westmorland and Furness Council (the “Council”) is seeking to appoint a service provider for the Provision of Election and Electoral Registration Printing Services.

The contract will be for the printing and supply of ballot papers, poll cards, and postal ballot packs, including making up and despatch of packs to electors, for Parliamentary and Local government elections, local and national referendums, and parish polls. Printing and despatch of all annual canvass forms including Canvass Forms, Canvass Communications (A & B), and printing of ITR's, Confirmation/ Review or other ad hoc letters as requested by the Council.

The Service Provider must have the necessary expertise and capacity to deliver major projects to tight timescales, and must be familiar with and be able to meet the required standards of the relevant professional and/or regulatory bodies including the Electoral Commission. The Service Provider will also be responsible for monitoring any changes in legislation and/or Electoral Commission Guidance and sharing information with the Council.

#### **II.1.5) Estimated total value**

Value excluding VAT: £2,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKD1 - Cumbria

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

Westmorland and Furness Council (the “Council”) is seeking to appoint a service provider for the Provision of Election and Electoral Registration Printing Services.

The contract will be for the printing and supply of ballot papers, poll cards, and postal ballot packs, including making up and despatch of packs to electors, for Parliamentary and Local government elections, local and national referendums, and parish polls. Printing and despatch of all annual canvass forms including Canvass Forms, Canvass Communications (A & B), and printing of ITR's, Confirmation/ Review or other ad hoc letters as requested by the Council.

The Service Provider must have the necessary expertise and capacity to deliver major projects to tight timescales, and must be familiar with and be able to meet the required standards of the relevant professional and/or regulatory bodies including the Electoral Commission. The Service Provider will also be responsible for monitoring any changes in legislation and/or Electoral Commission Guidance and sharing information with the Council.

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

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

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

Duration in months

48

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: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

11 January 2024

Local time

2:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

11 January 2024

Local time

2:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

#### **VI.4.1) Review body**

Royal Courts of Justice

Strand

London

WC2A2LL

Country

United Kingdom