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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

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

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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