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Tender

Electoral Registration Print & Election Printing 2024

London Borough of Hounslow

F02: Contract notice

Notice identifier: 2024/S 000-037998

Procurement identifier (OCID): ocds-h6vhtk-04be66

Published 25 November 2024, 1:04pm

Section I: Contracting authority

I.1) Name and addresses

London Borough of Hounslow

Hounslow House, Bath Road

Hounslow

TW3 3EB

Contact

Mr Mohammad Ali

Email

procurement@hounslow.gov.uk

Country

United Kingdom

Region code

UKI75 - Hounslow and Richmond upon Thames

Internet address(es)

Main address

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

Buyer's address

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

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=bb52bc6f-bc90-ef11-8130-005056b64545>

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=bb52bc6f-bc90-ef11-8130-005056b64545>

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

Electoral Registration Print & Election Printing 2024

Reference number

DN748846

II.1.2) Main CPV code

- 22000000 - Printed matter and related products

II.1.3) Type of contract

Supplies

II.1.4) Short description

The Electoral Registration Officer (ERO) of the London Borough of Hounslow (LBH) requires a print supplier to ensure the statutory requirements are met in regard to electoral registration printing and The Returning Officer (RO) of the London Borough of Hounslow (LBH) requires a print contractor to ensure the statutory requirements are met in regard to election printing.

Suppliers have the opportunity to bid for either Lot 1 - Electoral Registration Printing or Lot 2 - Election Printing.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Electoral Registration Printing

Lot No

1

II.2.2) Additional CPV code(s)

- 22000000 - Printed matter and related products
- 30199710 - Printed envelopes

II.2.3) Place of performance

NUTS codes

- UKI75 - Hounslow and Richmond upon Thames

II.2.4) Description of the procurement

The Electoral Registration Officer (ERO) of the London Borough of Hounslow (LBH) requires a print supplier to ensure the statutory requirements are met in regard to electoral registration printing and The Returning Officer (RO) of the London Borough of Hounslow (LBH) requires a print contractor to ensure the statutory requirements are met in regard to election printing.

Suppliers have the opportunity to bid for either Lot 1 - Electoral Registration Printing or Lot 2 - Election Printing.

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

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions

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

II.2) Description

II.2.1) Title

Election Printing

Lot No

2

II.2.2) Additional CPV code(s)

- 30199710 - Printed envelopes

II.2.3) Place of performance

NUTS codes

- UKI75 - Hounslow and Richmond upon Thames

II.2.4) Description of the procurement

The Returning Officer (RO) of the London Borough of Hounslow (LBH) requires a print contractor to ensure the statutory requirements are met in regard to election printing.

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

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

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extensions

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

6 January 2025

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

6 January 2025

Local time

12:00pm

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

WC2A 2LL

Country

United Kingdom