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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](mailto: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

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## **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

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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: 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

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## **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