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Planning

## **Provision of Election Services**

Angus Council

Dundee City Council

Perth & Kinross Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-038871

Procurement identifier (OCID): ocds-h6vhtk-04c1bc

Published 3 December 2024, 11:29am

## **Section I: Contracting authority**

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

Angus Council

Angus House, Orchardbank Business Park

Forfar

DD8 1AP

#### **Email**

[Procurement@angus.gov.uk](mailto:Procurement@angus.gov.uk)

#### **Telephone**

+44 3452777778

#### **Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00236](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00236)

**I.1) Name and addresses**

Dundee City Council

Dundee House, 50 North Lindsay Street

Dundee

DD1 1QE

**Email**

[eprocurement@dundeecity.gov.uk](mailto:eprocurement@dundeecity.gov.uk)

**Telephone**

+44 1382434000

**Country**

United Kingdom

**NUTS code**

UKM71 - Angus and Dundee City

**Internet address(es)**

Main address

[www.dundeecity.gov.uk](http://www.dundeecity.gov.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00220](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00220)

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

Perth & Kinross Council

2 High Street

Perth

PH1 5PH

### **Email**

[contracts@pkc.gov.uk](mailto:contracts@pkc.gov.uk)

### **Telephone**

+44 1738475000

### **Country**

United Kingdom

### **NUTS code**

UKM77 - Perth & Kinross and Stirling

### **Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00372](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00372)

## **I.2) Information about joint procurement**

The contract involves joint procurement

### **I.3) Communication**

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

### **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**

Provision of Election Services

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

- 72140000 - Computer hardware acceptance testing consultancy services

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

Services

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

Angus Council, Dundee City Council and Perth & Kinross Council has a requirement to place a contract with an external service provider or providers for the provision of Electoral Services from 2025 initially to 2028 to cover any Scottish Parliamentary Elections, UK Parliamentary Elections, Local Government Elections, Local Government By Elections or Referendum.

This is to include:

1. Printing and Issuing of Postal Voting Packs and Printing of Ordinary and Tendered Ballot Packs.
2. Absent Vote Personal Identifier Verification System (PVMS)
3. Printing and Postage of Poll Cards

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

This contract is divided into lots: Yes

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Suppliers can bid for individual Lots or Lot 4 which will be an all encompassing service to deliver all requirements of the tender.

### **II.2) Description**

#### **II.2.1) Title**

Printing and Issuing of Postal Voting Packs and Printing of Ordinary and Tendered Ballot Papers:

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 79820000 - Services related to printing

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM77 - Perth & Kinross and Stirling

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

The printing of all ballot papers (including ordinary, tendered and postal ballot papers) for all elections, by-elections and referenda (with the exception of scheduled Scottish local

government elections which are covered by the Scottish Government Framework Agreement) held during the Contract Period.

The printing of postal voting packs (including postal ballot paper(s), outer envelope addressed to the postal voter, envelope A, envelope B, postal voting statement, instruction sheet and any other inserts required) and associated issuing functions including the collation, quality checking, sealing and posting of packs via Royal Mail or other postal provider of first class postal services for all elections and referenda during the Contract Period.

## **II.2) Description**

### **II.2.1) Title**

Absent Vote Personal Identifier Verification System (Postal Vote Managed Service)

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 72313000 - Data capture services

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM77 - Perth & Kinross and Stirling

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

A Service to verify absent vote personal identifiers on postal votes

## **II.2) Description**

### **II.2.1) Title**

Printing and Postage of Poll Cards

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 79820000 - Services related to printing

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM77 - Perth & Kinross and Stirling

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

The printing of all types of Poll Cards (including but not limited to: elector voting in person; elector who has appointed a proxy; electors proxy; postal and postal proxy Poll Card) along with the delivery.

## **II.2) Description**

### **II.2.1) Title**

Combination of provision for Lots 1, 2 and 3

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 79820000 - Services related to printing

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

NUTS codes

- UKM71 - Angus and Dundee City
- UKM77 - Perth & Kinross and Stirling

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

Combination of provision for Lots 1, 2 and 3

## **II.3) Estimated date of publication of contract notice**

5 December 2024

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section VI. Complementary information**

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=781918](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=781918).

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