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Tender

## **Printing Services for Leeds Electoral Services 2025**

Leeds City Council - PACS

F02: Contract notice

Notice identifier: 2024/S 000-039243

Procurement identifier (OCID): ocds-h6vhtk-04c293

Published 5 December 2024, 1:56pm

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

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

Leeds City Council - PACS

Civic Hall

Leeds

LS11UR

#### **Contact**

Philippa Elliott

#### **Email**

[philippa.elliott@leeds.gov.uk](mailto:philippa.elliott@leeds.gov.uk)

#### **Telephone**

+44 1133785882

#### **Country**

United Kingdom

**Region code**

UKE42 - Leeds

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://yortender.eu-supply.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://yortender.eu-supply.com>

**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**

Printing Services for Leeds Electoral Services 2025

Reference number

91265

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

- 79824000 - Printing and distribution services

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

Services

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

This contract is for the supply and production of documents required for all types of elections and referendums and electoral registration administered by Leeds City Council Electoral Services, including polls administered on behalf of other local authorities/organisations.

#### **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

- UKE42 - Leeds

Main site or place of performance

Leeds

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

Please refer to the Specification for an indication of the needs and requirements.

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

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

#### **II.2.6) Estimated value**

Value excluding VAT: £2,000,000

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The contract may be retendered before the expiry of the initial 24 months or may be extended by up to a further 24 months.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The contract may be extended by up to 24 months after the initial 24 month contract period.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Suppliers are required to have employees who are members of the Association of Electoral Administrators including one or more employees who have either attended the AEA foundation course or obtained the AEA certificate or AEA diploma qualifications.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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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: Yes

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

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

Date

20 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

20 January 2025

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Tenderers should note that if the council wish to carry out new services at the end of this contract, which are a repetition of similar services detailed in this notice, then those additional services may be procured using the negotiated procedure without publication of a notice in accordance with regulation 32 (9) of the Public Contracts Regulations 2015.

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

Interested parties can download the Standard Selection Questionnaire and Tender documentation directly from <https://www.yortender.co.uk> by using the scheme ID:91265

Requests for documentation should not be made by telephone or e-mail. The documentation should be completed and returned by no later than the deadline specified in IV.2.2. Late submissions will not be accepted.

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

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

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. This period allows unsuccessful tenderers to seek further information from the contracting authority before

the contract is entered into.

Such additional information should be requested from the addressee found in I.1. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 (SI 2015 No 102) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (within 30 days beginning with the date when the economic operator first knew or ought to have known that grounds for such action had arisen).

Where a contract has not been entered into the court may order the setting aside of the award decision or order the authority to amend any document and may award damages. Following the correct implementation of a 10 day standstill period and publication of appropriate notices the court may only award damages once the contract has been entered into.