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Planning

## **WP040 - Voter Materials Design and Fulfilment**

The Electoral Commission

UK3: Planned procurement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-042686

Procurement identifier (OCID): ocids-h6vhtk-056548

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### **Scope**

#### **Description**

The Electoral Commission requires an agency to create and update voter materials including forms, letters and information for voters. We produce over 500 forms and letters for various electoral purposes, including voter registration, postal and proxy vote requests and applications for Voter ID. All our voter materials are produced in both English and Welsh.

We also require the agency to provide translation services to produce the voter materials in other languages and formats, as well as for other campaign and partnership resources we produce.

#### **Contract dates (estimated)**

- 6 October 2026 to 5 October 2029

- Possible extension to 5 October 2030
- 4 years

Description of possible extension:

12 months - Election activity

### **Main procurement category**

Goods

### **CPV classifications**

- 22821000 - Electoral forms

### **Contract locations**

- UK - United Kingdom

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

**Publication date of tender notice (estimated)**

1 September 2025

**Submission type**

Requests to participate

**Tender submission deadline**

30 September 2025, 11:59pm

**Languages that may be used for submission**

English

**Award decision date (estimated)**

20 October 2025

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**Procedure**

**Procedure type**

Competitive flexible procedure

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**Contracting authority**

## **The Electoral Commission**

- Public Procurement Organisation Number: PHYY-1292-MMXL

3 Bunhill Row

London

EC1Y 8YZ

United Kingdom

Email: [procurement@electoralcommission.org.uk](mailto:procurement@electoralcommission.org.uk)

Region: UKI43 - Haringey and Islington

Organisation type: Public authority - sub-central government