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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 000-042691

Procurement identifier (OCID): ocids-h6vhtk-056548

Published 24 July 2025, 12:03pm

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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

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

20 August 2025

Submission type

Tenders

Tender submission deadline

15 September 2025, 11:59pm

Languages that may be used for submission

English

Award decision date (estimated)

30 September 2025

Procedure**Procedure type**

Competitive flexible procedure

Contracting authority

The Electoral Commission

- Public Procurement Organisation Number: PHY-1292-MMXL

3 Bunhill Row

London

EC1Y 8YZ

United Kingdom

Email: procurement@electoralcommission.org.uk

Region: UK143 - Haringey and Islington

Organisation type: Public authority - sub-central government