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Tender

## **Elections and Registration Services**

Birmingham City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-053579

Procurement identifier (OCID): ocds-h6vhtk-052302

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### **Scope**

### **Reference**

P0358-2026

### **Description**

Birmingham City Council wishes to establish a framework agreement for the provision of Elections and Registration Services.

Birmingham Elections Office deals with all elections within the local authority area. This involves dealing with over 750,000 electors, including 75,000 postal voters. There are usually citywide elections at least every 2 years, with local elections scheduled in 2026 and 2030, Police and Crime Commissioner and Combined Authority Mayoral Elections in 2028 and 2032. The General Election will be held at some point before July 2029. This contract would cover all elections held within Birmingham during the life of the contract, including these citywide elections, but also ward by elections, and neighbourhood planning referendums. It would not cover BID Ballots or non-binding local referendums.

The contract would also cover the provision of statutory forms relating to Electoral Registration - including all Household correspondence sent out during the annual canvass period (including Canvass Forms, Canvass Communication As and Bs) and Invitations to Register for individual electors. This could amount to mailings to 450,000 properties. The Annual Canvass happens every year (usually between August and November).

The framework agreement being procured have been split into 2 Lots, as follows.

- Lot 1: A managed postal vote service to handle returned postal votes during elections.
- Lot 2: Printing for all statutory elections and electoral registration, including poll cards, ballot papers, postal votes, and any registration or canvass forms

The following outcomes are anticipated over the life of the contract as a result of the proposed procurement process to be carried out:

- Ensuring all citizens have the opportunity to vote.
- Empowering citizens to make their voices heard
- Guaranteeing voting access for all eligible citizens
- Increasing resident engagement in statutory processes
- Providing a secure and accurate result that everyone trusts due to the election being carried out to a high standard in accordance with all relevant legislation

Tenderers may bid for one or both lots. A single Provider will be appointed to each lot.

The framework agreement will commence on 27th January 2026 and will be in place for a period of 4 years. (Unless terminated under the terms and conditions of the contract)

The Council will be using its free to use e-tendering system (in-tend) for the administration of this procurement process and potential suppliers must register with the system to be able to express an interest. If you wish to express an interest in this opportunity please click on the following link to access <https://in-tendhost.co.uk/birminghamcc/> and submit your details to register. You will then be able to log on which will enable you to download all relevant Invitation to Tender (ITT) documentation. If you are unable to register with In-tend or have any questions or problems on how to use this web site please either email us at: [etendering@birmingham.gov.uk](mailto:etendering@birmingham.gov.uk)

Your completed tender submission should be returned by noon on xx September 2025 via the 'in-tend' system <https://in-tendhost.co.uk/birminghamcc>

## **Commercial tool**

Establishes a framework

## **Total value (estimated)**

- £4,000,000 excluding VAT
- £4,800,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 27 January 2026 to 26 January 2030
- 4 years

## **Main procurement category**

Services

## **CPV classifications**

- 22000000 - Printed matter and related products
- 22821000 - Electoral forms
- 30199700 - Printed stationery except forms
- 60411000 - Scheduled airmail transport services
- 64110000 - Postal services
- 64112000 - Postal services related to letters

- 79571000 - Mailing services
- 79800000 - Printing and related services
- 79810000 - Printing services
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

## **Lot constraints**

Description of how multiple lots may be awarded:

Tenderers may bid for one or both lots. A single Provider will be appointed to each lot.

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## **Lot LOT-0001. A managed postal vote service to handle returned postal votes during elections.**

### **Description**

A managed postal vote service to handle returned postal votes during elections.

(Electors have the choice to vote by post at any election, and there is very specific legislation around what a postal vote must include, and how it needs to be handled when it is returned by the elector to ensure that it is only included in the counting of the votes if it is valid).

### **Lot value (estimated)**

- £750,000 excluding VAT
- £900,000 including VAT

Framework lot values may be shared with other lots

### **Same for all lots**

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot LOT-0002. Printing for all statutory elections and electoral registration, including poll cards, ballot papers, postal votes, and any registration or canvass forms**

### **Description**

Printing for all statutory elections and electoral registration, including poll cards, ballot papers, postal votes, and any registration or canvass forms The Council is seeking a supplier who specialises and has experience in providing all services related to the provision of election printing, including the provision of poll cards, ballot papers, postal voting packs, and associated services including pack assembling and mailing solutions. This includes printing forms for electoral registration - including Invitations to Register and Canvass Communications.

### **Lot value (estimated)**

- £3,250,000 excluding VAT
- £3,900,000 including VAT

Framework lot values may be shared with other lots

### **Same for all lots**

CPV classifications and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Framework**

### **Maximum number of suppliers**

2

### **Maximum percentage fee charged to suppliers**

0%

### **Framework operation description**

The framework agreement being procured have been split into 2 Lots, as follows.

- Lot 1: A managed postal vote service to handle returned postal votes during elections.
- Lot 2: Printing for all statutory elections and electoral registration, including poll cards, ballot papers, postal votes, and any registration or canvass forms

Tenderers may bid for one or both lots. A single Provider will be appointed to each lot.

### **Award method when using the framework**

Without competition

### **Contracting authorities that may use the framework**

Establishing party only

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## Participation

### Particular suitability

**Lot LOT-0001. A managed postal vote service to handle returned postal votes during elections.**

**Lot LOT-0002. Printing for all statutory elections and electoral registration, including poll cards, ballot papers, postal votes, and any registration or canvass forms**

Small and medium-sized enterprises (SME)

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## Submission

### Enquiry deadline

19 September 2025, 11:59pm

### Tender submission deadline

29 September 2025, 11:00am

### Submission address and any special instructions

The Council will be using its free to use e-tendering system (in-tend) for the administration of this procurement process and potential suppliers must register with the system to be able to express an interest. If you wish to express an interest in this opportunity please click on the following link to access <https://in-tendhost.co.uk/birminghamcc/> and submit

your details to register. You will then be able to log on which will enable you to download all relevant Invitation to Tender (ITT) documentation. If you are unable to register with In-tend or have any questions or problems on how to use this web site please either email us at: [etendering@birmingham.gov.uk](mailto:etendering@birmingham.gov.uk)

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

1 November 2025

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## **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>
Simple description	Tenders will be assessed using the quality / social value / price in accordance with a pre-determined assessment model. The quality element will account for 50%, social value 20% and price 30%.	Price

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## **Weighting description**

Tenders will be assessed using the quality / social value / price in accordance with a pre-determined assessment model. The quality element will account for 50%, social value 20% and price 30%.



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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

### **Justification for not publishing a preliminary market engagement notice**

Following market consultation, it has been identified that there are a small number of key organisations in the market with the ability to deliver the service required. The organisations identified have adequate knowledge and experience of delivering such services, and there is confidence that the market can deliver this service to a sufficient quality standard.

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## **Contracting authority**

**Birmingham City Council**

- Public Procurement Organisation Number: PCJJ-4826-QMLZ

Council House, 1 Victoria Square

Birmingham

B1 1BB

United Kingdom

Contact name: Commercial and Procurement Services

Email: [etendering@birmingham.gov.uk](mailto:etendering@birmingham.gov.uk)

Website: <https://in-tendhost.co.uk/birminghamcc/>

Region: UKG31 - Birmingham

Organisation type: Public authority - sub-central government