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Tender

Election Print Services for South Norfolk & Broadland District Council

SOUTH NORFOLK DISTRICT COUNCIL

Broadland District Council

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

Notice identifier: 2025/S 000-061048

Procurement identifier (OCID): ocds-h6vhtk-05a530

Published 30 September 2025, 4:48pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Amendment to correct time on submission date.

Scope

Description

South Norfolk Council and Broadland District Council wish to procure print services (with postage) for Electoral Services (Annual canvass of Electors) and Elections for each council

Total value (estimated)

- £261,000 excluding VAT
- £313,200 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 1 December 2028
- Possible extension to 1 December 2030
- 5 years, 1 day

Description of possible extension:

Maximum two years in single year multiples

Main procurement category

Services

CPV classifications

- 22821000 - Electoral forms
- 64112000 - Postal services related to letters

- 79810000 - Printing services

Contract locations

- UK - United Kingdom
- UKH15 - Norwich and East Norfolk
- UKH17 - Breckland and South Norfolk

Submission

Tender submission deadline

30 October 2025, 12:00pm

Submission address and any special instructions

<https://www.in-tendhost.co.uk/eastsuffolk.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

18 November 2025

Award criteria

Name	Description	Type
Simple description	The Tender Notice published on 30/09/2025 on the Central Digital Platform/FTS is for the award of a public contract through an Open Procedure in accordance with sections 20(1) and (2)(a) of the Procurement Act 2023. Most Advantageous Tender (MAT): 30% price, 70% quality and mandatory Pass/Fail requirements. Price 30 Account Management 20 Capacity Management 15 Stationery Management 15 Absent Vote Procedures 15 Data Protection 5	Price

Weighting description

The Tender Notice published on 30/09/2025 on the Central Digital Platform/FTS is for the award of a public contract through an Open Procedure in accordance with sections 20(1) and (2)(a) of the Procurement Act 2023.

Most Advantageous Tender (MAT): 30% price, 70% quality and mandatory Pass/Fail requirements.

Price 30

Account Management 20

Capacity Management 15

Stationery Management 15

Absent Vote Procedures 15

Data Protection 5

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Contracting authorities

SOUTH NORFOLK DISTRICT COUNCIL

- Public Procurement Organisation Number: PBCV-2189-QCZG

The Horizon Centre, Peachman Way, Broadland Business Park,

Norwich,

NR7 0WF

United Kingdom

Email: procurement@eastsuffolk.gov.uk

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

Broadland District Council

- Public Procurement Organisation Number: PRDC-4817-GMBJ

The Horizon Centre, Peachman Way, Broadland Business Park,

Norwich

NR7 0WF

United Kingdom

Contact name: Iain Lawrence Wilkinson

Telephone: 01394444678

Email: iain.wilkinson@eastsuffolk.gov.uk

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

East Suffolk Council

Summary of their role in this procurement: Procurement Processor

- Public Procurement Organisation Number: PLPP-1174-BHLX

Station Road

Woodbridge

IP12 1RT

United Kingdom

Contact name: Iain Wilkinson

Telephone: 01394444678

Email: ian.wilkinson@eastsuffolk.gov.uk

Region: UKH14 - Suffolk

Contact organisation

Contact East Suffolk Council for any enquiries.