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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): ocids-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

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## **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

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## Award criteria

Name	Description	Type
Simple description	<p>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</p>	Price

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## 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

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## **Other information**

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

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **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@eastsoffolk.gov.uk](mailto:procurement@eastsoffolk.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@eastsoffolk.gov.uk](mailto:iain.wilkinson@eastsoffolk.gov.uk)

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

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## 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: [iain.wilkinson@eastsoffolk.gov.uk](mailto:iain.wilkinson@eastsoffolk.gov.uk)

Region: UKH14 - Suffolk

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## Contact organisation

Contact East Suffolk Council for any enquiries.