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Award

Election Printing & Software

King's Lynn and West Norfolk Borough Council

UK5: Transparency notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-067897

Procurement identifier (OCID): ocds-h6vhtk-05d2ac

Published 23 October 2025, 3:21pm

Scope

Reference

DA-BT 25/26/028

Description

Production, printing and distribution of poll cards, postal votes and ballot papers. Including licensing for Electoral Management Software.

Contract 1. Election Printing & Software

Supplier

- CIVICA ELECTION SERVICES LIMITED

Contract value

- £300,000 excluding VAT
- £360,000 including VAT

Above the relevant threshold

Earliest date the contract will be signed

30 October 2025

Contract dates (estimated)

- 1 March 2026 to 28 February 2028
- Possible extension to 28 February 2029
- 3 years

Description of possible extension:

Up to 1 year

Main procurement category

Services

CPV classifications

- 48000000 - Software package and information systems
- 79800000 - Printing and related services

Contract locations

- UKH16 - North and West Norfolk

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Direct award

Direct award justification

Additional or repeat goods, services or works - extension or partial replacement

The supplier has been providing the service since 2021 following a competitive Procurement Exercise and includes critical benefits such as Data transmission to printers.

Changing supplier at this stage will result in a significant investment in officer time and pose huge risks such as Election Petitions or court hearings

Supplier

CIVICA ELECTION SERVICES LIMITED

- Companies House: 02263092
- Public Procurement Organisation Number: PPGC-9469-GPCM

Southbank Central

London

SE1 9LQ

United Kingdom

Email: electonservices@civica.com

Website: <https://www.civica.com/en-gb/campaigns/civica-election-services/>

Region: UKI44 - Lewisham and Southwark

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Contract 1. Election Printing & Software

Contracting authority

King's Lynn and West Norfolk Borough Council

- Public Procurement Organisation Number: PZQQ-4816-TPLW

King's Court, Chapel Street

King's Lynn

PE30 1EX

United Kingdom

Email: procurementtenders@west-norfolk.gov.uk

Website: <http://www.west-norfolk.gov.uk>

Region: UKH16 - North and West Norfolk

Organisation type: Public authority - sub-central government