

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/067897-2025>

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: [electionservices@civica.com](mailto:electionservices@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](mailto: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