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Tender

# **Elections Printing**

Wolverhampton City Council

UK4: Tender notice - Procurement Act 2023 - view information about notice types

Notice identifier: 2025/S 000-068045

Procurement identifier (OCID): ocds-h6vhtk-0592db (view related notices)

Published 24 October 2025, 9:47am

### Scope

#### Reference

CWC24018

### **Description**

Wolverhampton City Council (the Council) has an electorate of 188,664 on 1 August 2025. The electoral services team manage two primary functions - electoral registration and the running of elections/referenda. The Returning Officer is responsible for the conduct of running a poll, including overseeing the production of poll cards, ballot papers and postal packs to ensure they meet the statutory requirements.

The Council are tendering for the provision of electoral printing (poll cards, ballot papers and postal vote packs), including the direct mailing of poll cards and postal voter packs to electors.

For the purpose of this tender, the estimated value per election is £50,000 including postage, however no guarantees can be given on levels of spend

### **Total value (estimated)**

- £200,000 excluding VAT
- £240,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 February 2026 to 31 January 2030
- 4 years

## Main procurement category

Goods

#### **CPV** classifications

- 30197630 Printing paper
- 79800000 Printing and related services

#### **Contract locations**

• UKG39 - Wolverhampton

# **Participation**

# Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

#### **Submission**

## **Enquiry deadline**

18 November 2025, 11:59pm

#### Tender submission deadline

24 November 2025, 12:00pm

### Submission address and any special instructions

Tenders must be submitted electronically at <a href="https://www.wolverhamptontenders.com">www.wolverhamptontenders.com</a>

### Tenders may be submitted electronically

Yes

## Languages that may be used for submission

English

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

11 December 2025

## **Recurring procurement**

Publication date of next tender notice (estimated): 1 November 2029

### **Award criteria**

Name	Description	Туре
Price	The price will be awarded 40% of the total marks.	% Price
Quality	The Quality will be awarded 45% of the total marks.	Quality
Social Value	Social Value will be awarded 10% of the total marks.	Quality
Equality, Diversity and Inclusion	Equality, Diversity and Inclusion will be awarded 5% of the total marks.	Quality

# Weighting description

Qualitative 45%, Commercial (Price) 40%, Social Value 10% and Equalities Diversity and Inclusion 5%.

#### Other information

# Conflicts assessment prepared/revised

Yes

### **Procedure**

### **Procedure type**

Open procedure

# **Contracting authority**

## **Wolverhampton City Council**

• Public Procurement Organisation Number: PVBV-7568-LBLL

Civic Centre, St Peter's Square

Wolverhampton

WV1 1SH

**United Kingdom** 

Email: corporate.procurement@wolverhampton.gov.uk

Website: <a href="http://www.wolverhamptontenders.com">http://www.wolverhamptontenders.com</a>

Region: UKG39 - Wolverhampton

Organisation type: Public authority - sub-central government