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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 www.wolverhamptontenders.com

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 | Type |
|-----------------------------------|--|-------------|
| 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: <http://www.wolverhamptontenders.com>

Region: UKG39 - Wolverhampton

Organisation type: Public authority - sub-central government