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Tender

Electoral Printing

Coventry City Council
Solihull Metropolitan Borough Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-068284

Procurement identifier (OCID): ocds-h6vhtk-05d395 ([view related notices](#))

Published 24 October 2025, 3:34pm

Scope

Reference

CSW-24450

Description

Coventry City Council are leading on a joint tender with Solihull Metropolitan Borough Council for the supply of electoral printing and associated services, this includes personalisation and direct mailing. This is seen as a specialist market with the majority of context being prescribed by law.

The tender will be split into 2 lots and we will appoint 1 supplier per lot:

Lot 1 - Elections

Lot 2 - Annual canvass and weekly print

Commercial tool

Establishes a framework

Total value (estimated)

- £2,485,000 excluding VAT
- £2,982,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 8 February 2026 to 7 February 2030
- 4 years

Main procurement category

Services

CPV classifications

- 22821000 - Electoral forms
- 79810000 - Printing services

Contract locations

- UKG32 - Solihull
- UKG33 - Coventry

Lot 1. Elections

Description

For Local Elections, Parliamentary Elections, Police and Crime Commissioner, Combined Authority and other elections - poll cards with maps, absent voter cards and unoccupied property poll cards, ballot papers, large print ballot papers, braille ballot papers and absent voter packs

Lot value (estimated)

- £2,485,000 excluding VAT
- £2,982,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Annual canvass, annual postal vote re-application and weekly print

Description

Register of Electors annual canvass printing, annual postal vote re-application process

and weekly print requirements to meet statutory requirements

Lot value (estimated)

- £2,485,000 excluding VAT
- £2,982,000 including VAT

Framework lot values may be shared with other lots

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

0%

Framework operation description

Single supplier Lots, with the MAT awarded to each Lot. Tenderers can be awarded both Lots.

Award method when using the framework

Without competition

Contracting authorities that may use the framework

Warwick District Council

Contracting authority location restrictions

- UKG13 - Warwickshire

Submission

Tender submission deadline

24 November 2025, 12:00pm

Submission address and any special instructions

www.csw-jets.co.uk

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

17 December 2025

Recurring procurement

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

Award criteria

Name	Type	Weighting
Net Price	Price	55.00%
Method Statement	Quality	15.00%
Contract / Project Management	Quality	5.00%
Continuity of Supply / Critical Deadlines	Quality	5.00%
Business Continuity	Quality	5.00%
Quality Assurance	Quality	5.00%
Compliant Mail	Quality	5.00%
Social Value	Quality	5.00%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<http://www.csw-jets.co.uk>

Tenderers shall access the tender documents via the Council's e-procurement portal. Registration (free) and sign-in required.

Contracting authorities

Coventry City Council

- Public Procurement Organisation Number: PMJC-6861-XJPP

Council House, Earl Street

Coventry

CV1 5RR

United Kingdom

Email: ProcurementContracts@coventry.gov.uk

Region: UKG33 - Coventry

Organisation type: Public authority - sub-central government

Solihull Metropolitan Borough Council

- Public Procurement Organisation Number: PGWC-7578-LYDG

Council House, Manor Square

Solihull

B91 3QB

United Kingdom

Email: procteam@solihull.gov.uk

Region: UKG32 - Solihull

Organisation type: Public authority - sub-central government

Contact organisation

Contact Coventry City Council for any enquiries.