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Award

Election Printing (Direct Award) 2025

Reading Borough Council

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

Notice identifier: 2025/S 000-069884

Procurement identifier (OCID): ocds-h6vhtk-05d774

Published 30 October 2025, 4:50pm

Scope

Reference

25-S-037

Description

Printing Contract for Electoral Services for Elections/Business Improvement District Elections (BID), Canvass and all year-round Registration/Printing Requirements and emailing/posting statutory forms.

Contract 1

Supplier

- [Civica Election Services](#)

Contract value

- £640,000 excluding VAT
- £800,000 including VAT

Above the relevant threshold

Earliest date the contract will be signed

28 November 2025

Contract dates (estimated)

- 2 January 2026 to 31 March 2029
- Possible extension to 31 March 2030
- 4 years, 2 months, 30 days

Description of possible extension:

1 x 12mth

Main procurement category

Services

CPV classifications

- 79810000 - Printing services
- 79800000 - Printing and related services
- 79811000 - Digital printing services
- 79820000 - Services related to printing
- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

Contract locations

- UKJ11 - Berkshire

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Direct award

Direct award justification

Single supplier - technical reasons

pursuant to Section 41 and Schedule 5 (Regulation 7) of the Procurement Act 2023, which permits a direct award justification for additional or repeat goods, services or works, namely

7. The public contract concerns the supply of goods, services or works by the existing supplier which are intended as an extension to, or partial replacement of, existing goods, services or works in circumstances where—

- (a) a change in supplier would result in the contracting authority receiving goods, services or works that are different from, or incompatible with, the existing goods, services or works, and
- (b) the difference or incompatibility would result in disproportionate technical difficulties in operation or maintenance.”

Expected outcomes from Contract

- Maintain the existing quality and continuity of service by having the same Supplier for Software and Printing. This includes the benefits afforded by Civica with their inter operational package.
- Deliver all aspects of our Service – Election, Canvass and all year-round Registration.
- Accuracy – Civica experience provides confidence in their ability to deliver accurately to Reading Borough Council.
- Time Management – Civica’s understanding of the Electoral process ensures timely printing 100% every time and reduces risk of error.
- Support – Specialist Project Manager is assigned to RBC who understands the nuances of Electoral printing.
- Training would not be necessary if we are able to maintain the existing service.
- GDPR Compliant.
- Statutory Requirements/Legislation Changes – Civica are fully aware of and respond to the changes made by the Electoral Commission/Government.

Supplier

Civica Election Services

- Companies House: 02263092

33 Clarendon Road

London

N8 0NW

United Kingdom

Telephone: 02083658909

Email: electionservices@civica.co.uk

Region: UKI43 - Haringey and Islington

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Contract 1

Contracting authority

Reading Borough Council

- Public Procurement Organisation Number: PWBJ-9435-VXQQ

Bridge Street

Reading

RG1 2LU

United Kingdom

Contact name: Claire Woodford

Email: pchub@reading.gov.uk

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government