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Tender

## **Elections Provision of Printing & Transport 2026-2031**

Cornwall Council

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

Notice identifier: 2025/S 000-071788

Procurement identifier (OCID): ocds-h6vhtk-05dc33

Published 6 November 2025, 4:44pm

### **Scope**

### **Reference**

DN793289

### **Description**

Printing Transport & Postage requirements for Cornwall Council Elections 2026-20231 (5 years plus 2 year extension option) Elections timetable 2026/27- No planned election (potential unplanned) 2027/28 - No planned election (potential unplanned) 2028/29 - Police and Crime Commissioner's and Cornwall Unitary Town and Parish Elections 2029/30- National general election + Local Elections 2030/31 - No planned election (potential unplanned) Every Year - Annual Canvass

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

- £4,101,000 excluding VAT
- £4,921,200 including VAT

Above the relevant threshold

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

- 10 February 2026 to 9 February 2031
- Possible extension to 9 February 2033
- 7 years

Description of possible extension:

1 x 2 year extension

### **Main procurement category**

Services

### **Contract locations**

- UKK30 - Cornwall and Isles of Scilly

### **Lot constraints**

Maximum number of lots a supplier can bid for: 1

Maximum number of lots a supplier can be awarded: 1

Description of how multiple lots may be awarded:

1 - Printing & Postage

2 - Transport

## **Not the same for all lots**

CPV classifications are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. Printing & Postage**

### **Description**

Printing, Postage & Transportation requirements for Cornwall Council Elections  
2026-20231 (5 years plus 2 year extension option)

Elections timetable

2026/27- No planned election (potential unplanned)

2027/28 - No planned election (potential unplanned)

2028/29 - Police and Crime Commissioner's and Cornwall Unitary Town and Parish  
Elections

2029/30- National general election + Local Elections

2030/31 - No planned election (potential unplanned)

### **Lot value (estimated)**

- £3,771,000 excluding VAT
- £4,525,200 including VAT

## **CPV classifications**

- 79800000 - Printing and related services

## **Same for all lots**

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

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## **Lot 2. Transport**

### **Description**

Printing Transport & Postage requirements for Cornwall Council Elections 2026-20231 (5 years plus 2 year extension option)

Elections timetable

2026/27- No planned election (potential unplanned)

2027/28 - No planned election (potential unplanned)

2028/29 - Police and Crime Commissioner's and Cornwall Unitary Town and Parish Elections

2029/30- National general election + Local Elections

2030/31 - No planned election (potential unplanned)

### **Lot value (estimated)**

- £330,000 excluding VAT
- £396,000 including VAT

## **CPV classifications**

- 60000000 - Transport services (excl. Waste transport)

## **Same for all lots**

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

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## **Participation**

### **Particular suitability**

**Lot 1. Printing & Postage**

**Lot 2. Transport**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

27 November 2025, 12:00pm

### **Tender submission deadline**

5 December 2025, 12:00pm

**Submission address and any special instructions**

<https://www.supplyingthesouthwest.org.uk/>

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

14 January 2026

**Recurring procurement**

Publication date of next tender notice (estimated): 9 February 2032

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**Award criteria**

Name	Description	Type	Weighting
Quality	Quality	Quality	65.00%
Price	Price	Price	20.00%
Social Value	Social Value	Quality	15.00%

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**Other information**

## **Payment terms**

payment terms are 30 days of date of an undisputed invoice

## **Description of risks to contract performance**

### **9. Contract Risks**

This procurement is to secure a Supplier for Elections on an initial 5-year contract term, from 10th February 2026 until 9th February 2031, with the provision to extend the contract term by an additional 2 years, resulting in a possible contract term of 7 years ending 9th February 2033.

The winning Supplier must identify, communicate, manage and monitor risks as part of their ongoing Contract management activities. Suppliers tendering for this opportunity must address risk management in the relevant aspects of their Tender submission. The Authority will evaluate the Supplier's approach to risk management as part of the relevant Tender evaluation criteria.

In addition to general contract risks, the following specific risks have been identified:

#### **9.1 Election Timetable Volatility**

Unscheduled elections (e.g., snap general elections, by-elections) mobilisation within a six-week timeframe. Suppliers must demonstrate robust contingency planning and scalable capacity to respond effectively to short-notice requirements within this period.

#### **9.2 Data Protection and Cybersecurity**

Handling of personal data during printing, transport, and storage of electoral materials presents a risk of data breach. Suppliers must comply with UK GDPR and demonstrate robust data security protocols.

#### **9.3 Supply Chain Disruption**

External factors such as fuel shortages, paper supply issues, or industrial action may impact delivery. Suppliers must outline alternative sourcing strategies and resilience measures.

#### **9.4 Accuracy of Electoral Materials**

Errors in poll cards, ballot papers, or postal vote packs could result in legal challenges or reputational damage. Suppliers must implement rigorous quality assurance and proofing processes.

#### 9.5 Staffing and Resource Constraints

Inadequate staffing during peak periods may affect service delivery. Suppliers must demonstrate workforce planning and access to temporary or surge capacity.

#### 9.6 Environmental and Sustainability Risks

Failure to meet environmental standards or carbon reduction commitments may conflict with Council policy. Suppliers must outline sustainability measures and compliance with relevant regulations.

#### 9.7 Failure to Meet KPIs

Missed deadlines or breaches of agreed service levels may compromise the timely and accurate delivery of election materials. Suppliers must ensure that all service commitments are met to avoid disruption to the electoral process.

#### 9.8 Technology Integration Failures

Incompatibility or failure to integrate with the Council's election software or secure portals may hinder operations. Suppliers must confirm technical compatibility and provide testing plans.

#### 9.9 Legal and Regulatory Changes

Changes in electoral law or procurement regulations during the contract term may require service adaptation. Suppliers must agree to comply with evolving legal requirements.

#### 9.10 Reputational Risk

Public or media scrutiny due to service failure or breach of confidentiality may damage the Council's reputation. Suppliers must have a communications protocol and escalation process.

### **Conflicts assessment prepared/revised**

Yes



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## Procedure

### Procedure type

Open procedure

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## Contracting authority

### Cornwall Council

- Public Procurement Organisation Number: PYRH-9827-DWLP

County Hall

Truro

TR1 3AY

United Kingdom

Contact name: Ben Datson

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Website: <http://www.cornwall.gov.uk>

Region: UKK30 - Cornwall and Isles of Scilly

Organisation type: Public authority - sub-central government

