

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/077860-2025>

Award

Election Print Services for South Norfolk & Broadland District Council

South Norfolk Council
Broadland District Council

UK6: Contract award notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-077860

Procurement identifier (OCID): ocds-h6vhtk-05ea8c ([view related notices](#))

Published 27 November 2025, 4:56pm

Scope

Reference

2704-PPT-O

Description

South Norfolk Council and Broadland District Council wish to procure print services (with postage) for Electoral Services (Annual canvass of Electors) and Elections for each council.

The Tender Notice published on 30/09/2025 on the Central Digital Platform/FTS is for the award of a public contract through an Open Procedure in accordance with sections 20(1) and (2)(a) of the Procurement Act 2023.

Most Advantageous Tender (MAT): 30% price, 70% quality and mandatory Pass/Fail requirements.

Price 30

Account Management 20

Capacity Management 15

Stationery Management 15

Absent Vote Procedures 15

Data Protection 5

Contract 1

Supplier

- Print Image Network

Contract value

- £134,200 excluding VAT
- £161,040 including VAT

Below the relevant threshold

Award decision date

26 November 2025

Earliest date the contract will be signed

11 December 2025

Contract dates (estimated)

- 11 December 2025 to 1 January 2029
- Possible extension to 1 January 2031
- 5 years, 22 days

Description of possible extension:

Subject to LGR

Main procurement category

Services

CPV classifications

- 22821000 - Electoral forms
- 64112000 - Postal services related to letters
- 79810000 - Printing services

Contract locations

- UKH15 - Norwich and East Norfolk
- UKH17 - Breckland and South Norfolk

Contract 2

Supplier

- Print Image Network

Contract value

- £109,800 excluding VAT
- £131,760 including VAT

Below the relevant threshold

Award decision date

26 November 2025

Earliest date the contract will be signed

11 December 2025

Contract dates (estimated)

- 12 December 2025 to 1 January 2029
- Possible extension to 1 January 2031
- 5 years, 21 days

Description of possible extension:

Subject to LGR

Main procurement category

Services

CPV classifications

- 22821000 - Electoral forms
- 64112000 - Postal services related to letters
- 79810000 - Printing services

Contract locations

- UKH15 - Norwich and East Norfolk
- UKH17 - Breckland and South Norfolk

Information about tenders

- 4 tenders received
- 4 tenders assessed in the final stage:
 - 2 submitted by small and medium-sized enterprises (SME)
 - 0 submitted by voluntary, community and social enterprises (VCSE)
- 1 supplier awarded contracts
- 3 suppliers unsuccessful (details included for contracts over £5 million)

Procedure

Procedure type

Below threshold - limited competition

Supplier

Print Image Network

- Companies House: 4009079

The Tannery Water Street

Stockport

SK1 2BP

United Kingdom

Email: s.sweeney@pin-communications.com

Region: UKD35 - Greater Manchester South East

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1

Contract 2

Contracting authorities

South Norfolk Council

- Public Procurement Organisation Number: PBCV-2189-QCZG

The Horizon Centre, Peachman Way, Broadland Business Park

Norwich

NR7 0WF

United Kingdom

Email: procurement@eastsoffolk.gov.uk

Website: <https://www.southnorfolkandbroadland.gov.uk/>

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

Broadland District Council

- Public Procurement Organisation Number: PRDC-4817-GMBJ

The Horizon Centre, Peachman Way, Broadland Business Park

Norwich

NR7 0WF

United Kingdom

Email: procurement@eastsoffolk.gov.uk

Website: <https://www.southnorfolkandbroadland.gov.uk/>

Region: UKH15 - Norwich and East Norfolk

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

East Suffolk Council

Summary of their role in this procurement: Procurement provider

- Public Procurement Organisation Number: PLPP-1174-BHLX

East Suffolk House, Station Road, Melton

Woodbridge

IP12 1RT

United Kingdom

Email: procurement@eastsuffolk.gov.uk

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

Region: UKH14 - Suffolk

Contact organisation

Contact South Norfolk Council for any enquiries.