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Contract

Crawley, Horsham, Mid Sussex and Mole Valley Electoral Print and Mail

Crawley Borough Council
Horsham District Council
Mid Sussex District Council
Mole Valley District Council

F03: Contract award notice
Notice identifier: 2024/S 000-004798
Procurement identifier (OCID): ocids-h6vhtk-03ed54
Published 13 February 2024, 1:43pm

Section I: Contracting authority

I.1) Name and addresses

Crawley Borough Council
Town Hall, The Boulevard

CRAWLEY

RH101UZ

Email

[procurement@Crawley.gov.uk](mailto:procurement@ Crawley.gov.uk)

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://crawley.gov.uk/>

Buyer's address

<https://in-tendhost.co.uk/sesharedservices.aspx/Home>

I.1) Name and addresses

Horsham District Council

Parkside, Chart Way

Horsham

RH12 1RL

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.horsham.gov.uk/>

Buyer's address

<https://in-tendhost.co.uk/sesharedservices/asp/Home>

I.1) Name and addresses

Mid Sussex District Council

Oaklands Road

Haywards Heath

RH16 1SS

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ28 - West Sussex (North East)

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.midsussex.gov.uk/>

Buyer's address

<https://in-tendhost.co.uk/sesharedservices/asp/Home>

I.1) Name and addresses

Mole Valley District Council

9 Reigate Road

Dorking

Rh4 1SJ

Email

procurement@horsham.gov.uk

Telephone

+44 1403215299

Country

United Kingdom

Region code

UKJ26 - East Surrey

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.molevalley.gov.uk/>

Buyer's address

<https://in-tendhost.co.uk/sesharedservices.aspx/Home>

I.2) Information about joint procurement

The contract involves joint procurement

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Crawley, Horsham, Mid Sussex and Mole Valley Electoral Print and Mail

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Crawley Borough Council (lead procuring authority), Horsham District Council, Mid Sussex District Council and Mole Valley District Council each require a long term agreement, commencing 1st April 2024, for the provision of electoral print services.

Each Participating Authority's contract will include for all the printing requirements of each Council's elections department, including but not limited to the poll cards and ballot papers for elections, the annual canvass exercises and for some Councils the Household notification letters.

The appointed supplier will also be responsible for sourcing the materials to be printed on (card/paper etc.) and will be responsible for overseeing the posting/ mailing requirements. It is anticipated that the postal element will be subcontracted by the appointed supplier but they will remain responsible for managing and overseeing this element.

The appointed supplier must be capable of integrating with each Council's Election Management System; both their current system and their future system in the event Councils change their systems during the lifetime of their contracts.

Each participating authority requires a contract lasting six years, up to 31st March 2030, with no extension options built in. This tender will have four independently awardable lots (one for each Council's contract).

II.1.6) Information about lots

This contract is divided into lots: Yes

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £4,000,000

II.2) Description

II.2.1) Title

Lot A: Crawley Borough Council Electoral Print and Mail

Lot No

A

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This Lot is for all Electoral Print and Mail requirements of Crawley Borough Council.

II.2.5) Award criteria

Quality criterion - Name: Key Staff Resources / Weighting: 6%

Quality criterion - Name: Contract Management and Key Performance Indicators / Weighting: 6%

Quality criterion - Name: Total Quality Management / Weighting: 10%

Quality criterion - Name: Business Continuity and Supply Chain Resilience / Weighting: 10%

Quality criterion - Name: CBC Social Value Principle (1) / Weighting: 4%

Quality criterion - Name: CBC Social Value Principle (2) / Weighting: 4%

Quality criterion - Name: CBC Social Value Principle (3) / Weighting: 4%

Quality criterion - Name: CBC Social Value Principle (4) / Weighting: 4%

Quality criterion - Name: CBC Data Transfer / Weighting: 4%

Quality criterion - Name: CBC Storage, Transport and Delivery Method Statement / Weighting: 8%

Price - Weighting: 40%

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Lot B: Horsham District Council Electoral Print and Mail

Lot No

B

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This Lot is for all the Electoral Print and Mail requirements of Horsham District Council.

II.2.5) Award criteria

Quality criterion - Name: Key Staff Resources / Weighting: 6%

Quality criterion - Name: Contract Management and Key Performance Indicators / Weighting: 6%

Quality criterion - Name: Total Quality Management / Weighting: 10%

Quality criterion - Name: Business Continuity and Supply Chain Resilience / Weighting: 10%

Quality criterion - Name: HDC Sustainable Procurement Priority (1) / Weighting: 4%

Quality criterion - Name: HDC Sustainable Procurement Priority (2) / Weighting: 4%

Quality criterion - Name: HDC Sustainable Procurement Priority (3) / Weighting: 4%

Quality criterion - Name: HDC Sustainable Procurement Priority (4) / Weighting: 4%

Quality criterion - Name: HDC Data Transfer / Weighting: 4%

Quality criterion - Name: HDC Storage, Transport and Delivery Method Statement / Weighting: 8%

Price - Weighting: 40%

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Lot C: Mid Sussex District Council Electoral Print and Mail

Lot No

C

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKJ28 - West Sussex (North East)

II.2.4) Description of the procurement

This Lot is for all the Electoral Print and Mail requirements of Mid Sussex District Council

II.2.5) Award criteria

Quality criterion - Name: Key Staff Resources / Weighting: 6%

Quality criterion - Name: Contract Management and Key Performance Indicators /
Weighting: 6%

Quality criterion - Name: Total Quality Management / Weighting: 10%

Quality criterion - Name: Business Continuity and Supply Chain Resilience / Weighting:
10%

Quality criterion - Name: MSDC Sustainable Economy Strategy Commitments /
Weighting: 16%

Quality criterion - Name: MSDC Data Transfer / Weighting: 4%

Quality criterion - Name: MSDC Storage, Transport and Delivery Method Statement /
Weighting: 8%

Price - Weighting: 40%

II.2.11) Information about options

Options: No

II.2) Description

II.2.1) Title

Lot D: Mole Valley District Council Electoral Print and Mail

Lot No

D

II.2.2) Additional CPV code(s)

- 79810000 - Printing services

II.2.3) Place of performance

NUTS codes

- UKJ26 - East Surrey

II.2.4) Description of the procurement

This Lot is for all the Electoral Print and Mail requirements of Mole Valley District Council

II.2.5) Award criteria

Quality criterion - Name: Key Staff Resources / Weighting: 6%

Quality criterion - Name: Contract Management and Key Performance Indicators / Weighting: 6%

Quality criterion - Name: Total Quality Management / Weighting: 10%

Quality criterion - Name: Business Continuity and Supply Chain Resilience / Weighting: 10%

Quality criterion - Name: MVDC Sustainable Procurement Priority (1) / Weighting: 4%

Quality criterion - Name: MVDC Sustainable Procurement Priority (2) / Weighting: 4%

Quality criterion - Name: MVDC Sustainable Procurement Priority (3) / Weighting: 4%

Quality criterion - Name: MVDC Sustainable Procurement Priority (4) / Weighting: 4%

Quality criterion - Name: MVDC Data Transfer / Weighting: 4%

Quality criterion - Name: MVDC Storage, Transport and Delivery Method Statement / Weighting: 8%

Price - Weighting: 40%

II.2.11) Information about options

Options: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-030434](#)

Section V. Award of contract

Contract No

1

Lot No

A

Title

Lot A: Crawley Borough Council Electoral Print and Mail

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

13 February 2024

V.2.2) Information about tenders

Number of tenders received: 5

Number of tenders received from SMEs: 5

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Civica Election Services Limited

London

Country

United Kingdom

NUTS code

- UKI3 - Inner London – West

Companies House

02263092

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £650,000

Total value of the contract/lot: £817,930.20

Section V. Award of contract

Contract No

2

Lot No

B

Title

Lot B: Horsham District Council Electoral Print and Mail

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

13 February 2024

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Civica Election Services Limited

London

Country

United Kingdom

NUTS code

- UKI3 - Inner London – West

Companies House

02263092

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £1,000,000

Total value of the contract/lot: £1,449,662.90

Section V. Award of contract

Contract No

3

Lot No

C

Title

Lot C: Mid Sussex District Council Electoral Print and Mail

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

13 February 2024

V.2.2) Information about tenders

Number of tenders received: 5

Number of tenders received from SMEs: 4

Number of tenders received by electronic means: 5

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Civica Election Services Limited

London

Country

United Kingdom

NUTS code

- UKI3 - Inner London – West

Companies House

02263092

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £1,800,000

Total value of the contract/lot: £1,308,857

Section V. Award of contract

Contract No

4

Lot No

D

Title

Lot D: Mole Valley District Council Electoral Print and Mail

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

13 February 2024

V.2.2) Information about tenders

Number of tenders received: 4

Number of tenders received from SMEs: 4

Number of tenders received by electronic means: 4

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Civica Election Services Limited

London

Country

United Kingdom

NUTS code

- UKI3 - Inner London – West

Companies House

02263092

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Initial estimated total value of the contract/lot: £600,000

Total value of the contract/lot: £567,445.75

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice

The Strand

London

Country

United Kingdom