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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): ocds-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](mailto: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.aspx/Home>

**I.1) Name and addresses**

Mid Sussex District Council

Oaklands Road

Haywards Heath

RH16 1SS

**Email**

[procurement@horsham.gov.uk](mailto: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.aspx/Home>

**I.1) Name and addresses**

Mole Valley District Council

9 Reigate Road

Dorking

Rh4 1SJ

**Email**

[procurement@horsham.gov.uk](mailto: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

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## **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

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## **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](#)

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## **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

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## **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

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## **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



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## **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

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## **Section VI. Complementary information**

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Royal Courts of Justice

The Strand

London

Country

United Kingdom