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Tender

Pan Ayrshire Framework - Election Services & Postal Vote Management System

North Ayrshire Council
North Ayrshire Council
South Ayrshire Council
East Ayrshire Council

F02: Contract notice

Notice identifier: 2021/S 000-022810

Procurement identifier (OCID): ocids-h6vhtk-02e088

Published 14 September 2021, 2:14pm

Section I: Contracting authority

I.1) Name and addresses

North Ayrshire Council
Cunninghame House,,

Irvine

KA12 8EE

Contact

Joanne McQuillan

Email

joannemcquillan@north-ayrshire.gov.uk

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337

I.1) Name and addresses

North Ayrshire Council

Cunninghame House, Friars Croft

Irvine

KA12 8EE

Email

procurement@North-Ayrshire.gov.uk

Telephone

+44 1294310000

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337

I.1) Name and addresses

South Ayrshire Council

County Buildings, Wellington Square

Ayr

KA7 1DR

Email

procurement@south-ayrshire.gov.uk

Telephone

+44 3001230900

Country

United Kingdom

NUTS code

UKM94 - South Ayrshire

Internet address(es)

Main address

<http://www.south-ayrshire.gov.uk/procurement/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00405

I.1) Name and addresses

East Ayrshire Council

Corporate Procurement Team, London Road HQ

Kilmarnock

KA3 7BU

Email

procurement@east-ayrshire.gov.uk

Telephone

+44 1563576183

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.east-ayrshire.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00223

I.2) Information about joint procurement

The contract involves joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of

charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

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

Pan Ayrshire Framework - Election Services & Postal Vote Management System

Reference number

NAC5068

II.1.2) Main CPV code

- 79810000 - Printing services

II.1.3) Type of contract

Services

II.1.4) Short description

The tender will facilitate the provision of the following services

Printing and Issuing of Postal Voting Packs and Printing of Ordinary and Tendered Ballot

Papers and Absent Vote Personal Identifier

Verification System

The printing of all ballot papers

The printing of postal voting packs

Absent Vote Identifier Verification System

Project management

Customer helpdesk

II.1.5) Estimated total value

Value excluding VAT: £600,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79811000 - Digital printing services
- 22821000 - Electoral forms

II.2.3) Place of performance

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland
- UKM94 - South Ayrshire

II.2.4) Description of the procurement

The Purchasers are looking to procure the following: (please note this list is not exhaustive)

Printing and Issuing of Postal Voting Packs and Printing of Ordinary and Tendered Ballot Papers and Absent Vote Personal Identifier

Verification System

The printing of all ballot papers (including ordinary, tendered and postal ballot papers) for all elections and referendums held during the

Contract Period

The printing of postal voting packs (including postal ballot paper(s), outer envelope addressed to the postal voter, envelope A, envelope B,

of packs via Royal Mail or other postal provider of first class postal services for all elections and referendums during the Contract Period. The supplier must be able to manage more than one electoral event being held on the same day.

Absent Vote Identifier Verification System

The system must electronically verify and adjudicate 100% of personal identifiers on postal voting statements and scan and match all

accompanying postal ballot papers ensuring that only valid ballot papers go forward to the election count.

Customer helpdesk

Project management

Included within the commercial envelope is the option for printing of Polling Cards and potential electorate increase due to boundary changes. These

are as an option only and will not form part of the evaluated price, however pricing for these elements will remain for the duration of the agreement.

II.2.5) Award criteria

Quality criterion - Name: Demonstration / Weighting: 16%

Quality criterion - Name: Quality Questions / Weighting: 54%

Price - Weighting: 30%

II.2.6) Estimated value

Value excluding VAT: £600,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

10 December 2021

End date

9 December 2025

This contract is subject to renewal

Yes

Description of renewals

the initial contract will be for 2 years with option to extend by up to 24 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Polling Card printing

Electorate changes for UK General Election due to boundary changes

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

If required, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

Where it is required, within a bidder's country of establishment they must confirm which authorisation or memberships of the relevant organisation(s) are required in order to perform this service.

Bidders must confirm if they hold the particular authorisation or memberships.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to have a minimum yearly "specific" turnover of (300,000)GBP for the last 3 years in the business area covered by the contract.

North Ayrshire Council reserve the right to review the bidders financial information including information from credit reference agencies at tender stage and throughout the life of the contract, and seek clarifications if necessary. If clarifications are not satisfactory the bidder may be excluded from the tender process.

Bidders who cannot meet the required level of turnover will be excluded from this tender.

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = [10,000,000]GBP

<http://www.hse.gov.uk/pubns/hse40.pdf>

Public Liability Insurance [5,000,000]GBP

Professional Indemnity Insurance [1,000,000]GBP

Cyber Security Insurance [2,000,000]GBP

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders will be required to provide a minimum of 2 examples of services carried out in the past 3 years that demonstrates they have the relevant experience to deliver the services as described in part II.2.4 of the Contract Notice. The services must be of a similar value, size and scope.

Unsatisfactory experience will result in exclusion from the tender process.

Bidders must also provide two satisfactory references for the same two contracts on the reference templates provided. References should be completed and signed by previous customers for contracts of a similar value, size and scope. If any of the referees score the bidder less than 2 the bidder will be excluded from the tender process.

Completed experience and reference templates must be zipped and uploaded at question 4C.1 of the qualification envelope.

Bidders will be required to confirm the supplier itself have the following Organisational Membership -Association of Electoral Administrators

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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.2.2) Time limit for receipt of tenders or requests to participate

Date

15 October 2021

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

15 October 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: August 2025

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Lots are not being used for this tender for the reason(s) stated below:

Requires additional contract management resource which is not available.

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or a documented policy regarding quality management, see attachment at SPD question 4D.1.

Health and Safety Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS OHSAS 18001 or ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum or the bidder must have a regularly reviewed and documented policy for Health and Safety management, see attachment at SPD question 4D.1.

Other:

The bidder must hold ISO 27001 Information Security Management System (or equivalent)

3. The bidder must hold - ISO 22301 – Business continuity management system (or equivalent)

4. The bidder must hold Cyber Essentials or Cyber essentials Plus or equivalent.

see attachment at SPD question 4D.1.

Environmental Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate or the bidder must have a regularly reviewed documented policy regarding environmental management, see attachment at SPD question 4D.2.

1.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 19487.

For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Community benefits will be requested on a minimum requirement basis for:

Supply Chain Initiatives

Community and Education Initiatives

The Community Benefits provided will be shared between the 3 Local Authorities.

(SC Ref:665398)

VI.4) Procedures for review

VI.4.1) Review body

Kilmarnock Sheriff Court

Sheriff Court House, St Marnock Street

Kilmarnock

KA1 1ED

Telephone

+44 1563550024

Country

United Kingdom

Internet address

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

