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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](mailto: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](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](mailto: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>

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[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00337](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](mailto: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](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](mailto: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](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

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## **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



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## **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.

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## **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

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## **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/>

