

**Invitation to Tender Part 5 – Tender Submission**

Title: **Printing of the Mayoral Address Booklet for South Yorkshire Mayoral Combined Authority Mayoral Election 2022**

Reference: **DN590112**

Tender return deadline: **12 noon on Friday 04/02/2022**

You are invited to submit a tender for the above contract and the following documents are available on the ProContract system to enable you to submit your tender electronically.

* Invitation to Tender Part 1 –Instructions (for reference)
* Invitation to Tender Part 2 - Terms and Conditions (for reference)
* Invitation to Tender Part 3 – Specification (for reference)
* Invitation to Tender Part 4 – Supplier Questionnaire (to be returned)
* **Invitation to Tender Part 5 – Tender Submission (this document to be returned)**

Tenders shall remain open for acceptance for a minimum of **90** days.

**Quality Questions**

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| The total maximum Percentage available for quality will be | 70% |
| An overall quality threshold of 66% has been set. Failure to meet the quality threshold will result in your Tender being eliminated from the procurement process | |
| You should submit clear, concise and unambiguous statements that provide sufficient evidence of how you will deliver the requirements of the specification and associated contract Terms and Conditions. | |
| It is important to ensure that any information submitted is relevant to the quality evaluation criteria. Information which is not relevant will not be considered and will not be evaluated. | |
| You should be aware that if your Tender submission is successful the information that you submit will form part of your contract with the Authority. | |

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|  | **Quality criteria** | **Weighted** |
| 1 | Please provide a detailed methodology and approach to this work, including the key activities and timescales you would put in place to achieve the milestones set out in the Tender Part 3 – Specification. Please include how your organisation will achieve mobilisation to meet the prescribed dates in the timetable, referencing any information required from the CARO. Please include detailed timeline in the form of a project plan.  Word limit 750 exc project plan | 25% |
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| 2 | Provide details of your contingency and business continuity arrangements providing assurances of your ability to deliver the required products in accordance with the agreed production schedule, complying with all legal requirements in the event contingency or business continuity arrangements are implemented, including COVID regulations.Please also include any key risks identified and your approach to mitigation  Word limit 750 | 25% |
|  |  |  |
| 3 | Please describe how you will manage the data exchange requirement. Please include in your response:   * How you will ensure personal data is secured under GDPR * How you will manage and extract and exchange data from different software platforms such as Xpress, Democracy Counts and Idox Management * How you will ensure accuracy of the data extraction and identify any inconsistencies   Word limit 750 | 25% |
|  |  |  |
| 4 | Please detail how you will ensure a high level of customer service. Your response should include:   * details of key personal who will be responsible for the contract delivery, including their experience of delivering similar commissions * knowledge of electoral processes and surrounding legislation * clear and timely process for escalation of risks, issues and complaints   Word limit 750 | 25% |

**Price Schedule**

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| The total maximum Percentage available for price will be | 30% |
| All prices, costs or rates stated on this Price Schedule must be quoted in British currency to 2 decimal places (i.e. whole pence). | |
| All prices should be exclusive of VAT and inclusive of travel and subsistence. | |
| All prices quoted should take into account the requirements of the Authority's Specification and the Terms and Conditions | |
| All green cells must be completed. The red cell must be completed with the total costs. The total price in the red cell is the value that the Authority shall use for evaluation purposes. | |
| .   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Product | | Description of product | Unit price  (ex-recoverable VAT) | Quantity require | Total price  (ex-recoverable VAT) | | Booklet (Price per 1000) | |  |  | 1,010,000 |  | | Covering Letter (Price per 1000) | |  |  | 1,010,000 |  | | Envelope (Price per 1000) | |  |  | 1,010,000 |  | | Postage (Price per 1000) | |  |  | 1,010,000 |  | |  | |  |  |  |  | |  | Total price (ex VAT). This is the figure that shall be evaluated. | |  | | | | | | | |

**Declaration of Non-Collusive Tendering**

I/we warrant this is a bona fide Tender, intended to be competitive.

I/We hereby confirm that I/we have not, and will not at any time, canvass any member, officer, employee, or agent of the Authority or Other Contracting Body in connection with the award of the Contract for the services and that no person employed by me/us or acting on my/our behalf has done, or will do, any such act.

I/we have not fixed or adjusted the amount of the Tender or the rates and prices under or in accordance with any agreement or arrangement with any other party.

I/We also confirm that I/we have not done and undertake that I/we will not do at any time any of the following acts:

1. communicate to a party other than the Authority the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender and/or insurance); or
2. enter into any agreement or arrangement with any other party that s/he shall refrain from tendering or as to the amount of any Tender to be submitted; or
3. offer or agree to pay or to give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other tender or the proposed Tender.

In this Schedule:

* the word “person” includes any person, body or association, corporate or incorporate;
* the phrase “any agreement or arrangement” includes any transaction, formal or informal whether legally binding or not.

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| **Signature:** |  |
| **Name (Block Capitals):** |  |
| **Position (Job Title):** |  |
| **For and on behalf of (Company Name):** |  |
| **Date:** |  |

**BACS Payment Details**

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| **Standard payment terms are 30 days from receipt of an undisputed invoice. Payment is by BACS. Please provide bank details below.** | |
| **Signature:** |  |
| **Bank Name:** |  |
| **Bank Address:** |  |
| **Bank Post Code:** |  |
| **Account Name:** |  |
| **Account Number:** |  |
| **Sort Code:** |  |

**Freedom of Information Schedule**

Please insert any information contained within your tender that you consider to be Confidential or Commercially Sensitive under FOI

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| Document submitted | Section / paragraph of document | Specify the Information / wording considered to be confidential / commercially sensitive | Reasons / justifications for information being confidential / commercially sensitive | Timescale which information under (3) shall be confidential | Specify whether the exemption is confidential or Commercially Sensitive |
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| Signature: |  |
| Name (Block Capitals): |  |
| Designation: |  |
| For and on behalf of: |  |
| Date: |  |