

Mini Competition

Bulk Printing and Mailing for Revenue & Benefits Annual Billing 2019

**Allerdale Printing Framework**

**Lot 1**

**Bulk Printing and Mailing**

“Allerdale – a great place to live, work and visit”



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**Version Control Sheet**

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| **Version** | **Approved by** | **Comments** | **Issue date** |
| Final | DF / BW |  | 26/11/2018 |

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1. **Instructions for Mini Competition**
   1. Statement of purpose
      1. Allerdale Borough Council (“the Council") would like to appoint a Supplier to undertake the bulk printing and mailing for our Revenue and Benefits Annual Billing 2019.

All Suppliers appointed to Allerdale’s Printing Framework – Lot 1 Bulk Printing and Mailing are eligible to submit responses and are now being formally invited to meet this requirement. The purpose of this and our accompanying documents are to provide the necessary information via this mini competition to submit a response.

* 1. Procurement policy
     1. It is the Council’s policy to reduce current and future business costs wherever possible. The cost benefits of any project must be economically justifiable afterthe objectives for Services have been met. Individual Tenderers’ overall operations will be considered in determining which Tender is the most appropriate for the Council’s needs. Tenderers are therefore encouraged to submit the full range of value added services that they can offer within their tender response.
  2. Timetable
     1. Table 1 below contains key dates for the project programme. All dates are subject to change and the Council reserve the right to extend or shorten any period as appropriate to meet operational needs.

| Table 1 – Timetable | |
| --- | --- |
| **Date** | **Milestone** |
| 6th December 2018 | Mini Competition starts |
| **19th December 2018**  **12:00 noon** | **Bid submission deadline** |
| 11th January 2019 | Contract award |
| 11th January 2019 | Award decision notifications issued electronically |
| 1st February 2019 | Contract commencement date |

* 1. Liability
     1. The Council shall incur no obligation or liability whatsoever to anyone by issuing this Invitation for Mini Competition or action by any party relative hereto.
  2. Conditions & assumptions
     1. Tenderers are required to clearly explain any assumptions or conditions they impose on or include in their responses.
  3. Tendering procedure
     1. Tenderers are required to answer all questions. Failure so to do may invalidate your response to the mini competition.
  4. Procurement Portal
     1. Documentation shall be held and maintained on The Chest, a secure centrally managed procurement portal that is restricted to registered users.
     2. The use of The Chest allows a full and complete audit trail of the evaluation that will satisfy all audit requirements and maintain probity during the evaluation of the Tenderer's submissions. The Chest is also sustainable and provides excellent communications tools for the Council and Tenderers. The Council may issue updated versions of documentation via The Chest. It is the responsibility of the Tenderers to ensure that they respond with reference to the latest version.
     3. The information contained within The Chest has been prepared by the Council in good faith but does not purport to be comprehensive or to have been independently verified. Tenderers should not rely on the information contained with The Chest and should carry out their own diligence checks and verify the accuracy of such information. No liability whatsoever shall be incurred by the Council and its advisors regarding the use of the information on The Chest by Tenderers. Nothing in The Chest is or shall be a promise or representation as to existing circumstances or the future.
     4. It is the responsibility of each Tenderer to ensure that they have all of the information they need to prepare their Tender. Tenderers are reminded to give due consideration to the contents of any notifications issued by the Council during the Tendering Period.
     5. Each Tenderer shall not interfere or attempt under any circumstances whatsoever to gain access to the folders or any information of any other Tenderer. Any concerns as to the security of your or any other Tenderers folder and/or other information shall be reported to the Council immediately upon becoming aware.
     6. Each Tenderer shall not grant access to The Chest to any third party or to any other user who already has access to The Chest or otherwise by providing or sharing usernames and/or passwords provided by the Council for the Tenderer's sole use.
     7. By participating in this Mini Competition, each Tenderer agrees to fully indemnify, defend and hold the Council members, directors, officers, employees, agents and advisors harmless immediately on demand against all claims, damages, losses, costs and expenses (including legal fees) arising out of that its breach of the terms of use of The Chest or any other liabilities arising out of its use of The Chest contrary to such term or of any materials accessible via The Chest or the use by any other person accessing The Chest using its username and password.
  5. Queries raised by Tenderers
     1. Any queries arising from this Mini Competition which may have a bearing on the Tender should be raised promptly.
     2. All queries in respect of this Mini Competition shall be made via the email functionality within The Chest. Tenderers should identify which queries they consider should remain confidential to the Tenderer and the reason for this request for confidentiality.
     3. The final day on which Tenderers may submit queries is provided in Table 1. The Council shall be unable to respond to queries received after that date.
     4. The Council shall endeavour to respond to all queries within two (2) working days of receipt but no later than the date in Table 1.
     5. The Council shall review all queries received from individual Tenderers and decide which require a generic response which should be circulated to all Tenderers and which responses are specific to the Tenderer raising the query. Therefore, where the Council believe that the response to a specific query is of general interest the query and its response shall be circulated to all Tenderers.
     6. All questions and requests for clarification or further information may only be made, and shall only be considered, if made within the timescales set out herein prior to the submission date for the Tender. If a question or request is made outside these timescales but prior to the submission date for the Tender, the Council may in their absolute discretion determine whether the circumstances are such that a final response is warranted or not.
     7. If the Council consider that, in the interests of open and fair competition, they are unable to respond to the question or request for clarification or further information on a confidential basis, it shall inform the Tenderer who has submitted it. The Tenderer must by 12 noon on the following working day respond in writing requesting that either the query be withdrawn or treated as not confidential. The Council shall deem that the question or request for clarification or further information has been withdrawn if the Council are not contacted as above.
     8. Please note that The Chest shall enable the following, whenever necessary during the Tendering Period:
        1. The uploading of documents by the Council;
        2. The downloading of documents by the Tenderers.
  6. Receipt of Mini Competition and timescales
     1. Mini Competition documentation completed in full shall be submitted via The Chest no later than the date and time detailed in Table 1.
     2. Mini Competition documentation not submitted by the due date and time will be excluded from evaluation.
     3. Response openings will be conducted privately. All materials submitted in response to this Mini Competition will become the Council’s property and may be retained by the Council.
     4. Specifications, data, documentation or other technical or business information (“Information”) furnished or disclosed to Tenderers hereunder shall be deemed the Council’s property.
  7. Compliance
     1. Responses to this Mini Competition must be based upon the conditions set out in Allerdale’s Printing Framework otherwise they may be rejected technically or commercially or both on the grounds of non-compliance.
  8. Acceptance
     1. The Council does not bind itself to accept the lowest or any tender. Power is reserved to accept a portion or portions of the tender; or indeed abandon the tender. Tenderers shall be notified of the outcome of their tender at the earliest possible opportunity and no useful purpose shall be served by communication with the Council in the meantime, unless invited to do so. Reasons for non-acceptance of unsuccessful tenders shall be provided on written request to the Council.

1. **Response to the Mini Competition**
   1. Response
      1. Table 2 below details all the documents to properly complete and submit as their response to this Mini Competition:

|  |
| --- |
| Table 2 – Response checklist |
| **Completed document to be submitted** |
| Appendix 1 - Response to Method statements (x2) |
| Appendix 2 - Price schedule |

* 1. Method statements
     1. As part of their response each Tenderer shall develop and submit 2 method statements that respond to the Council's requirements. The method statement descriptions provided below in paragraphs 2.2.2 to 2.2.3 are intended to provide an indication of the information that is required and are not intended to be a comprehensive or exhaustive list.
  2. MS1: The Tenderer shall provide an overview of delivering similar projects
  3. MS2: The Tenderer shall demonstrate how their solution can provide Social Value

1. **Award process**
   1. Introduction
      1. The underlying principle of the Evaluation Methodology is to select the Most Economically Advantageous Tender ("MEAT") that meets the Specification.
   2. Stage 2: Award criteria
      1. Each Tender shall be evaluated against the primary and secondary award criteria detailed in Table 3 below:

| Table 3 – Award criteria and weightings | | | |
| --- | --- | --- | --- |
| **Tier 1** | | **Tier 2** | |
| **Criteria** | **Weighting (%)** | **Criteria** | **Weighting (%)** |
| Quality | 40% | MS1: | 20% |
| MS2: | 20% |
| Cost | 60% |  | 60% |
| **Totals** | **100%** |  | **100%** |

* 1. Stage 2a: Quality (40% of available score)
     1. The quality evaluation shall account for forty per cent (40%) of the available score (i.e. 40 points out of an available 100 points).
     2. Method statements 1 and 2 shall each be scored between 0 and 5 using the scoring guidance provided in Table below:

| Table 4 – Scoring guidance for Method Statements 1 to 2 | |
| --- | --- |
| **Score** | **Scoring Guidance** |
| 0 | Completely fails to meet required standard or does not provide a proposal. |
| 1 | Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals |
| 2 | Proposal falls short of achieving expected standard in a number of identifiable respects. |
| 3 | Proposal meets the required standard in most material respects, but is lacking or inconsistent in others. |
| 4 | Proposal meets the required standard in all material respects. |
| 5 | Proposal meets the required standard in all material respects and delivers added value for money to the Council. |

* 1. Stage 2b: Award criteria – Cost (60% of available score)
     1. The cost evaluation shall account for sixty per cent (60%) of the available score (i.e. 60 points out of an available 100 points).
     2. Table 5 below illustrates how the cost will be converted to a price score for each Tenderer.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Table 5 – Worked example of the cost evaluation methodology   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Description** | **Formula** |  | **Worked Example** | | | | | | **T1** | **T2** | **T3** | **T4** | **T5** | | Whole System Cost | A | £500 | £622 | £425 | £440 | £625 | | Lowest Cost | B | £425 | | | | | | Calculation | C = B ÷ A | 0.85 | 0.68 | 1.00 | 0.97 | 0.68 | | Convert to Points | D = C x 60 | 51 | 40.8 | 60 | 58.2 | 40.8 | |  |  |  |  |  |  |  |  | |

* 1. Stage 2c: Calculating final scores
     1. The quality score from evaluation stage 2a shall be combined with the cost score from evaluation stage 2b.

Appendix 1 – Method Statements

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| --- |
| **Method Statements** |
| MS1 Please provide an overview of delivering similar projects |
| MS1 – Response: |
| MS2 Social Value - The Social Value Act requires public authorities to consider how what is being procured might improve the economic, social and environmental well-being of an area over and above the provision of the service and how the authority might secure that improvement in the procurement process itself.  Please demonstrate and submit evidence against the items (if applicable) below:   1. Through being awarded contracts how likely is it that you are able to offer increased employment opportunities to local residents 2. Through being awarded contracts how likely it is that you will be able use locally sourced materials 3. Through being awarded contracts how likely it is that you will be able use local suppliers 4. Through being awarded contracts how likely is it that you are able to promote environmental sustainability e.g. Reduce carbon footprint |
| MS2 – Response: |

Appendix 2 – Price Schedule

**Price schedule is attached separately – please complete and submit as part of the mini competition response.**