

**2015 IER Canvass Print & Postage
Contract Ref 701346**

| Section Title | Weighting |
|--|-------------|
| Price Specification / Dates & Quantities | 15% |
| A. HEFs - Occupied Properties | 10% |
| B. HEFs - Void Properties | 10% |
| C. ITRs - Existing Electors | 10% |
| D. ITRs - New/Pending Electors | 10% |
| E. Other Forms and Requirements | 15% |
| Quality | 70% |
| Price | 30% |
| Total (Quality and Price) | 100% |

| Price Evaluation | |
|-------------------------|--------------------|
| | ERS |
| HEFs (Occupied) | Breakdown supplied |
| HEFs (Voids) | |
| ITRs (Existing) | |
| ITRs (New/Pending) | |
| TOTAL | £77,814.70 |
| % | 29.68 |

| Quality Evaluation | |
|---|-----------|
| Requirement | |
| Suppliers should use the yellow | |
| Print specification (as per enc. requirements document) | |
| Full information and pricing for the printed matter as described in attached Requirements Document. | Essential |
| Confirmation that the dates and quantities given are acceptable (or that viable alternatives are offered) . | Essential |
| Information provided relating to; the supply of other services such as automated response | Desirable |

| | |
|---|-----------|
| services and the supplier's capacity to produce and despatch printed materials at short notice. | Desirable |
| | 15% |
| A. HEFs (Occupied) | |
| Household Enquiry Form - sample provided of your available product/s | Essential |
| Approx. 124,000 initial HEFs despatched by 18 August 2015 | Essential |
| Approx. 55,000 reminder HEFs despatched by 14 September 2015 | Essential |
| Approx. 40,000 canvass HEFs delivered to LBB offices by 12 October 2015 | Essential |
| | 10% |
| B. HEFs (Voids) | |
| Household Enquiry Form - sample provided of your available product/s | Essential |
| Approx. 5,000 initial HEFs despatched by 1 September 2015 | Essential |
| Approx. 20,000 canvass HEFs delivered to LBB offices by 12 October 2015 | Essential |
| | 10% |
| C. ITRs (Existing) | |
| Invitation To Register - sample provided of your available product/s | Essential |
| Approx. 13,000 initial ITRs despatched by 27 July 2015 | Essential |
| Approx. 7,000 canvass ITRs delivered to LBB offices by 12 October 2015 | Essential |
| | 10% |
| D. ITRs (New/Pending) | |

| | |
|--|-----------|
| Invitation To Register - sample provided of your available product/s | Essential |
| Approx. 15,000 initial ITRs despatched by 27 July 2015 | Essential |
| Approx. 5,000 canvass ITRs delivered to LBB offices by 12 October 2015 | Essential |
| | 10% |
| E. Other Forms and Requirements | |
| Indicative Pricing supplied for batched print runs for variety of IER forms (A4 and A3) x batch sizes of 5,000 / 10,000 / 20,000 | Essential |
| Information supplied as to quality assurance controls for all canvass forms | Essential |
| Information supplied regarding data security controls on supplied personal data | Essential |
| | 15% |

| | |
|----------------------|--|
| Score Awarded | |
| 0 | A |
| | T |
| 1 | The information submi requirements and/or la |
| | |
| 2 | A b |
| | The information sub requirements and/o |
| | |

| | |
|---|--|
| 3 | The information subm requiremer |
| 4 | The information submil with all rec |

| <i>ERS</i> | <i>Supplier B</i> | <i>Supplier C</i> |
|--------------|-------------------|-------------------|
| 13.75 | 10.00 | 12.50 |
| 10.00 | 6.25 | 12.19 |
| 10.00 | 6.67 | 8.33 |
| 10.00 | 6.67 | 8.33 |
| 10.00 | 6.67 | 8.33 |
| 15.00 | 8.75 | 12.50 |
| 68.75 | 45.00 | 62.19 |
| 29.68 | 28.66 | 30.00 |
| 98.43 | 73.66 | 92.19 |

| Supplier B | Supplier C |
|--------------------|--------------------|
| Breakdown supplied | Breakdown supplied |
| £80,582.00 | £76,977.29 |
| 28.66 | 30.00 |

| | ERS | | Supp |
|--|---|-----|-------------|
| Yes / No | Score | % | Score |
| <p>Now coloured boxes to provide any comments that they may wish to make alongside the materials</p> <p>Boxes containing 'LBB' are for LBB use only.</p> | | | |
| ment) | Score | % | Score |
| Yes /No | See pages 2 - 3 of the ERS� Supporting Document PDF | | |
| | 3 | LBB | 4 |
| Yes / No | See pages 3 - 4 of the ERS� Supporting Document PDF | | |
| | 4 | LBB | 2 |
| Yes / No | See pages 4 - 6 of the ERS� Supporting Document PDF | | |

| | | | |
|----------|--|----------|--------------|
| YES / NO | 4 | LBB | 2 |
| TOTAL | 3.666666667 | 13.75 | 2.666666667 |
| | Score | % | Score |
| Yes / No | Hard copies sent in post. PDF sample also supplied | | |
| | 4 | LBB | 4 |
| Yes / No | See page 2 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| Yes / No | See page 2 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| Yes / No | See page 2 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| TOTAL | 4 | 10 | 2.5 |
| | Score | % | Score |
| Yes / No | Hard copies sent in post. PDF sample also supplied | | |
| | 4 | LBB | 4 |
| Yes / No | See page 2 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| Yes / No | See page 2 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| TOTAL | 4 | 10 | 2.666666667 |
| | Score | % | Score |
| Yes / No | Hard copies sent in post. PDF sample also supplied | | |
| | 4 | LBB | 4 |
| Yes / No | See page 3 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| Yes / No | See page 3 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| TOTAL | 4 | 10 | 2.666666667 |
| | Score | % | Score |

| | | | |
|----------|---|----------|--------------|
| Yes / No | Hard copies sent in post. PDF sample also supplied | | |
| | 4 | LBB | 4 |
| Yes / No | See page 3 of the ERSL Supporting Document PDF. Alternative despatch date and timetable provided for this mailing due to the procurement timetable. Please see page 4 of the ERSL Supporting Document | | |
| | 4 | LBB | 2 |
| Yes / No | See page 3 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| TOTAL | 4 | 10 | 2.666666667 |
| | Score | % | Score |
| Yes / No | See page 6 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 3 |
| Yes / No | See pages 7 - 10 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| Yes / No | See pages 10 - 13 of the ERSL Supporting Document PDF | | |
| | 4 | LBB | 2 |
| TOTAL | 4 | 15 | 2.333333333 |

| Definitions |
|---|
| Unacceptable response: |
| The information is omitted |
| Poor response: |
| Submitted has significant omissions across essential checks evidence of compliance with requirements. |
| Below expectations response |
| Submitted has some omissions across essential or demonstrates only limited compliance with requirements |
| Satisfactory response: |

itted meets requirements with compliance with
rts indicated and samples provided

Good response:

itted exceeds with good evidence of compliance
quirements and samples provided.

Table 3 - Scoring Methodology for Cost

| Description | Formula | | T1 |
|-------------------|-------------------|--|------|
| Tendered Cost | A | | £500 |
| Lowest Cost | B | | |
| Calculation | $C = B \div A$ | | 0.98 |
| Convert to Points | $D = C \times 30$ | | 29.4 |

| Supplier B | Supplier C | |
|-----------------------------------|------------|-----|
| % | Score | % |
| No information provided. | | |
| % | Score | % |
| | | |
| LBB | 4 | LBB |
| All Dates are acceptable | | |
| LBB | 3 | LBB |
| Hybrid Mail Presentation provided | | |

| | | |
|-------------|-------------------------------|-------------|
| LBB | 3 | LBB |
| 10 | 3.333333333 | 12.5 |
| % | Score | % |
| | Samples to Follow in the Post | |
| LBB | 4 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| 6.25 | 3.25 | 12.1875 |
| % | Score | % |
| | Samples to Follow in the Post | |
| LBB | 4 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| 6.666666667 | 3.333333333 | 8.333333333 |
| % | Score | % |
| | Samples to Follow in the Post | |
| LBB | 4 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| 6.666666667 | 3.333333333 | 8.333333333 |
| % | Score | % |

| | | |
|-------------|----------------------------------|-------------|
| | Samples to Follow in the Post | |
| LBB | 4 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| | Acceptable | |
| LBB | 3 | LBB |
| 6.666666667 | 3.333333333 | 8.333333333 |
| % | Score | % |
| | Latcham are ISO 9001 Accredited | |
| LBB | 4 | LBB |
| | Latcham are ISO 27001 accredited | |
| LBB | 4 | LBB |
| 8.75 | 3.333333333 | 12.5 |

| <i>Tenderer</i> | |
|-----------------|-----------|
| <i>T2</i> | <i>T3</i> |
| £490 | £560 |
| £490 | |
| 1 | 0.875 |
| 30 | 26.25 |