

Appendix 1

EVALUATION OF TENDERS FOR THE PROVISION OF POSTAL SERVICES TO THE LONDON BOROUGHS POSTAL BOARD

The Process

The nine suppliers appointed to the Lot 1 Collection and Delivery of the Crown Commercial Services Framework RM1063 were invited to tender using the CCS eSourcing tendering portal.

The nine suppliers were:

DX Network Services Ltd
Financial Data Management Plc
Opus Trust Marketing Ltd
Postal Choices Ltd (TA One Post Ltd)
PostalSort Limited
Royal Mail Group Ltd
The Mailing House Group Limited
UK Mail Ltd
Whistl UK Ltd (Previously known as TNT Post UK Ltd)

Tenders were invited on 20/06/2016.

The deadline for submissions was 09/07/2016.

One supplier submitted a tender by 09/07/2016.

The evaluation panel members were drawn from several of the participating boroughs and included staff from the postal service areas as well procurement. It consisted of:

Name	Role	Organisation
Steve Adams	Service	LB Tower Hamlets
Amanda Allen	Procurement	LB Barnet
Philippa Brewin	Procurement	LB Brent
Peter Farebrother	Service	LB Camden
Rupinder Hardy	Service	LB Ealing
Helen Irvine	Service	LB Enfield
Sue King	Service	RB Greenwich
Amanda Lamming	Service	LB Enfield
Richard LeDonne	Service	LB Camden
Daniel Ossei	Service	LB Ealing

The method statement scoring was conducted according to the following methodology:

Score	Criteria
4	Excellent response suggesting the specification will be satisfactorily met in all relevant respects with added value.
3	Good response suggesting the specification will be satisfactorily met in all relevant respects.
2	Weak response suggesting there may be shortcomings of a less serious nature in the relevant aspect of service.
1	Poor or unsatisfactory response showing limited evidence of ability to meet requirement – omissions/weakness in key areas.
0	No response or totally inadequate. None of the evaluation points have been covered within the response.

The pricing was scored using a relative scoring methodology, whereby the lowest price achieves 100%, and other prices are scored in proportion to this.

The quality and price scores were then weighted 60% quality and 40% price.

The Outcome

The detail of the rates and pricing is in Appendix 2. As only one tender was received, this price was allocated the maximum price score.

The detail of the scoring against the criteria is shown below, along with the total scores:

Criterion	Weighting	Royal Mail Group Ltd	
		Raw Score	Weighted Score
1. Provision of Goods and/or Services: Demonstrate a good understanding of the Goods and/or Services required to meet the Contracting Body requirements.	10%	75.00%	7.50%
2. Methodology: e.g. a clear demonstration of how the Goods and/or Services will be fulfilled and delivered.	12.5%	100.00%	12.50%
3. Technical assistance: a clear demonstration of the technical assistance that will be provided during implementation	2.5%	75.00%	1.875%
4. Implementation plan proposed for delivering the required Goods and/or Services including lead times.	10%	75.00%	7.50%

5. After sales service – demonstrate a robust after sales support structure is in place.	5%	75.00%	3.75%
6. Security: demonstrate that all the security requirements of the Contracting Body can be met.	7.5%	75.00%	5.625%
7. Environmental characteristics: what support can be offered to help the Contracting Body achieve any environmental considerations?	2.5%	75.00%	1.875%
8. Service Levels and Key Performance Indicators (KPIs): demonstrate a clear commitment to meeting the SLA's and KPI's.	10%	75.00%	7.50%
Total Quality Score			48.13%
Price Score	40%	100.00%	40.00%
Overall Total Score			88.13%

Royal Mail Group Ltd was therefore selected by the panel as the preferred supplier.