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| **Summary Information**

|  |  |
| --- | --- |
| Reference number | HR02  |
| Notice Title | HR Recruitment Consultant – specialist roles |
| Quotation request date | 27/09/18 |
| Closing date | 15/10/18 |
| Anticipated contract start date | 20/10/18 |
| Anticipate contract end date | 19/10/19 |
| Is this a smaller part of a primary contract | No |
| Lowest value (£) | 50,000 |
| Highest value (£) | (optional) |
| Is it suitable for SME and/or VCSE | Yes |
| CPV Code (if known) |  |

 |
| Officer Name | Paul Ewing | Phone | 020 7926 2585 |
| Directorate | HR&OD | Address | Lambeth Town Hall  |
| Team or Section | Contracts and Programmes | E Mail | pewing@lambeth.gov.uk |
|  |

The London Borough of Lambeth Needs to Procure: ­

|  |  |
| --- | --- |
| **Quantity** | **Description** |
|  |
|  | Recruitment consultant to support the recruitment of critical roles in the organisation. Roles £50k and above that ensure the council can deliver of statutory or regulatory functions |
|  |
| **Payment Terms:** | 30 days |
| **Any Other Conditions:** |  |
|  |  |
| **Lambeth’s Standard Terms and Conditions of Contract:** | (direct the supplier to the Lambeth website for [standard terms of purchase](http://www.lambeth.gov.uk/sites/default/files/brl-lambeth-terms-of-purchase.pdf), if applicable) |
| **Quotation Evaluation Methodology:** | Price + Quality[x] Lowest price ￼[ ]  We recommend to consider whole lifetime costing as well as risks and dependencies. If required, please seek advice from your procurement team. |

Note to Suppliers

Please use the following page to provide details of your offer to the Council. Prices should be shown exclusive of VAT and inclusive of carriage and delivery and all discounts.

**Supplier are required to complete and return the below declaration. Quotes will not be accepted unless it is fully completed. The Details of Quote section can be removed if you intend to submit a written price/quote via your quote system, on headed paper or via email.**

|  |
| --- |
| **Description (Specification)**  |
| See attached brief |
| **Evaluation Criteria**  |
| 40% Price and 60% quality. Each question has equal weighting1. Track record of supporting local authority recruitment in difficult to fill roles. Identifying what obstacles you encountered, how they were overcome and what made these successful recruitment activities.
2. Provide knowledge of the council and strategic challenges facing London local authorities re difficult to fill roles with proposals for how these could be overcome.
3. How you would add value to the recruitment process (e.g. where you have applied these proposals)

Price Score = (100% - ((Tender Price – Lowest Price)/Lowest Price)) x Price Weighting |
| **Terms and Conditions** |
| Lambeth’s standard terms and conditions  |

Quotation Submission

For Completion by the Supplier

|  |
| --- |
| **(Supplier Name)** |
|  |
| Quotation Submission Date: |  |
| Contact Name: |  | Phone: |  |
| Department (if needed): |  | Fax: |  |
| Address: |  | E Mail: |  |

Our firm does hereby offer to supply the following supplies / services [please delete as appropriate] as per the delivery schedule above. We include the fixed prices in the table below; prices shown are exclusive of VAT and inclusive of carriage and delivery and all discounts:

**Details of Quote**

|  |  |  |
| --- | --- | --- |
| **Description** | **Price Per Item, Day or Instance** | **Total Price** |
|  |
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This quotation will remain valid until [insert date], from the Quotation Submission Date above.

Supplier Declaration

After you have completed this form, please read the statements below and agree to the following statements:

* I have read and understood Lambeth’s procurement guidance for suppliers, [“Selling to the Council”](http://www.lambeth.gov.uk/business-services-rates-and-licensing/selling-services/sell-goods-and-services-to-the-council-guide)
* I accept the Terms and Conditions indicated on this form
* If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
* If I am selected to provide the above services and/or supplies I will complete the Council’s Supplier Self Certification form. Failure to complete this form will result in my quotation not being accepted
* Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
* Non-delivery of services or products will result in non-payment by the Council
* False representation could result in de-selection from any competition or termination of contract
* It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower the Council to cancel any contract or commission currently in force and may result in my exclusion from future work
* Lambeth has the right to use this information for the prevention and detection of fraud

If you understand and agree to these statements please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lambeth:

Yes [ ]