|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary Information**   |  |  | | --- | --- | | Reference number | 03-19 | | Notice Title | HR Consultancy services IR35 review | | Quotation request date | 05/09/19 | | Closing date | 30/09/19 | | Anticipated contract start date | 07/10/19 | | Anticipate contract end date | 31/12/19 | | Is this a smaller part of a primary contract | No | | Lowest value (£) | 5,000 | | Highest value (£) |  | | Is it suitable for SME and/or VCSE | Yes | | CPV Code (if known) |  | | | | |
| Officer Name | Paul Ewing | Phone | 02079262585 |
| Directorate | HR & OD | Address | Town Hall |
| Team or Section |  | E Mail | pewing@lambeth.gov.uk |
|  | | | |

The London Borough of Lambeth Needs to Procure: ­

|  |  |
| --- | --- |
| **Quantity** | **Description** |
|  | |
| Up to 20 assessments | Specialist consultant to reassess outside IR35 engagements and review the council’s approach to determining outside IR35 roles |
|  | |
| **Payment Terms:** | As per contract Terms and Conditions |
|  |  |
| **Lambeth’s Standard Terms and Conditions of Contract:** | As per Appendix B in Description of Procurement |
| **Quotation Evaluation Methodology:** | Price + QualityLowest price ￼ |

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)** |
| Please refer to sections four, five and six under scope of services within the separate description of procurement document published on contracts finder. |
| **Evaluation Criteria** |
| Please refer to appendix C and appendix D of the description of procurement document published on contracts finder.  Evaluation will be based on 60% quality response to the method statement and 40% price.  Price score will be evaluated using the following formula  Price Score = (100% - ((Tender Price – Lowest Price)/Lowest Price)) x Price Weighting |
| **Terms and Conditions** |
| Please refer to Appendix B for the Lambeth standard terms and conditions within the separate description of procurement document published on contracts finder. |

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**

Please see Appendix C and Appendix D of the description of procurement document for further details in completing this quote.

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Unit cost** | **Itemised lump sum price** |
|  | | |
| 1. **Advice on the council’s current templates, guidance and procedures** |  |  |
| 1. **Reassessment of current Outside IR35 engagements (up to 20)** |  |  |
| 1. **Advice and recommendations for improvements to the council’s approach** |  |  |
| **TOTAL:** |  |  |

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