



Kitchens & Bedrooms

by Anthony Boggan

Request for Quotation

FINANCE / HR CONSULTANT

Background

Anthony Boggan Kitchens Ltd has been trading since 2020, operating from the current premises since June 2021.

We supply and fit a full range of kitchen and bedroom units to both the commercial and domestic market, and plan to place more emphasis on supply only going forward, as well as increasing our presence in the commercial sector.

Requirement

The director is looking for a Finance & Human Resources Consultant to ensure the business has robust systems in place to maximise the opportunities that the next 2 years and beyond will bring.

The successful candidate will be expected to ensure all financial aspects of the business are sound, including managing costs, increasing sales and installing a structure to provide ongoing regular, meaningful management information is available. This should cover introducing the maintenance of sales and purchase ledgers and production of quarterly management accounts. Once systems are in place, we will be in a stronger position to manage the day to day running of the business to ensure profitability as well as securing existing and future jobs.

This will also include introducing a full HR system, covering contracts of employment, staff records, establishing disciplinary procedures and ensuring legislative compliance. Again, we will ensure ongoing maintenance of these procedures in house.

Deliverable Timescale

Max 3 months

Indicative Budget

£10,500

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Quality/ Technical Merit (50%)

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

Delivery Timescale (20%)

Supplier must demonstrate they can deliver the requirement to timescales above.

Cost/Value for money (30%)

Does supplier offer value for money. This will not necessarily be the cheapest quote.

Scoring Methodology

4 Excellent	Proposal meets and, in some places, exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals are required by 28/01/23 electronically to Anthony Boggan info@abkitchens.co.uk

Date Published

10th January 2023

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Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.