



CALL FOR TENDER FOR ACCOUNTANCY SERVICES TO THE BRIXTON BUSINESS IMPROVEMENT DISTRICT

Date: 9th January 2024

Written by: Gianluca Rizzo on behalf of Brixton BID

Brixton BID, Unit 2, The Department Store Studios, 19 Bellefields Rd, London, SW9 9UH

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Company number 07256686 | VAT Registration Number 180 1310 55



STATEMENT OF PURPOSE

The Brixton Business Improvement District (BID) will begin its third five-year term on 1st January 2024. Following a successful ballot that concluded on the 18th of October 2023. The BID proposal voted by the businesses is structured around four themes:

- Better Businesses
- Enhancing Environment
- Distinctive Destination
- Safer Day & Night

BACKGROUND INFORMATION

A Business Improvement District is a precisely defined geographical area within which the businesses have voted to invest collectively in local improvements to enhance their trading environment. BIDs do not affect the level or quality of service provided by the local authority to the area.

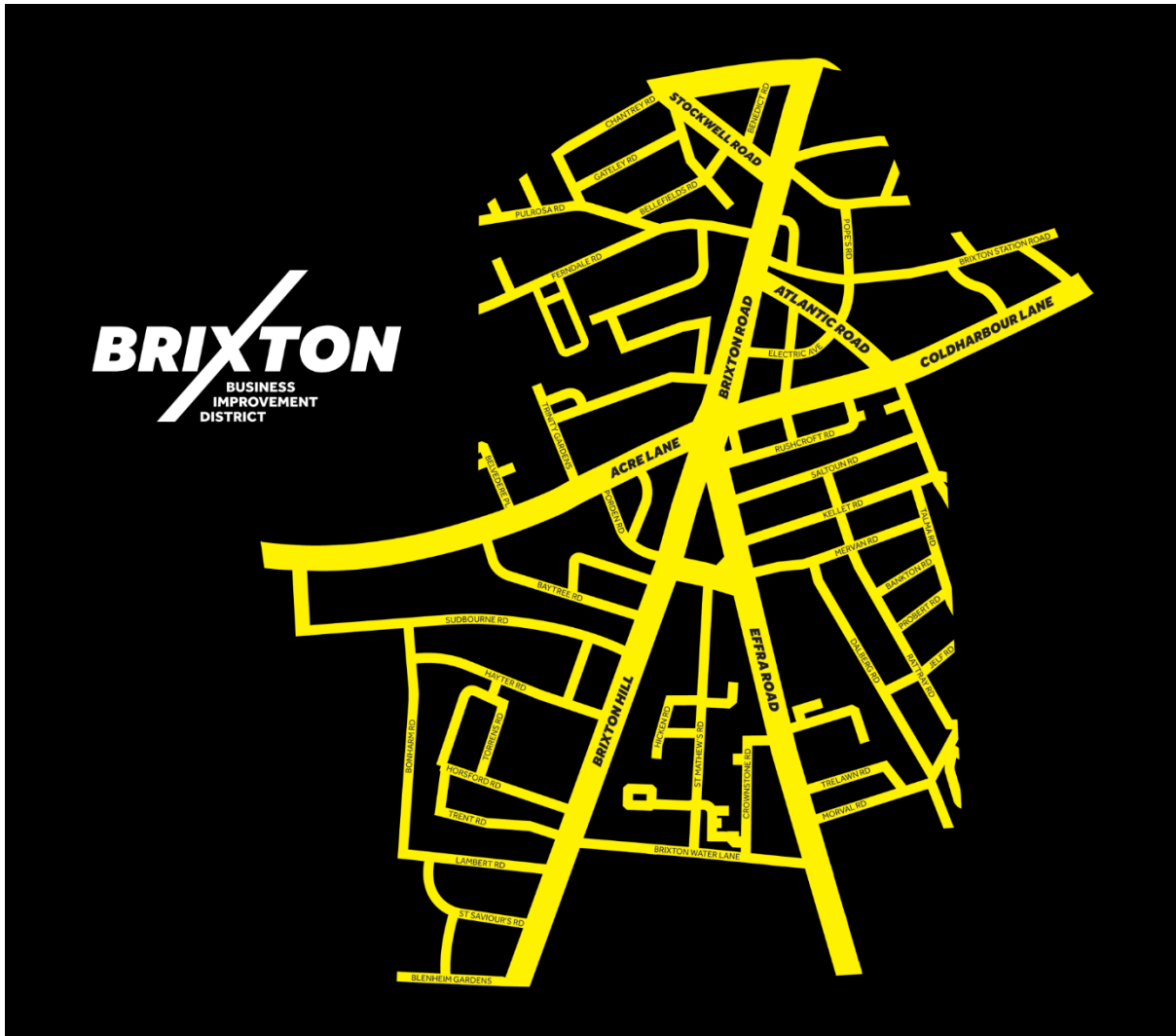
A BID is initiated, financed, and led by the commercial sector, providing additional or improved services as identified and requested by local businesses, to the baseline services provided by the local authority in that area. There are now over 330 BIDS in the UK and over 70 in London of which Brixton BID is one.

Established and funded by local businesses, Brixton BID's primary intention is the betterment of Brixton. Since the Brixton BID inception, over £2.5 million has been invested into Brixton with a percentage coming from external sources. There are currently over 500 paying members of Brixton BID. The area covered by the BID is as follows:

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We believe Brixton is like nowhere else. Established in 2014 by local businesses, the Brixton BID works to make our district a sustainable and distinctive destination. We provide additional opportunities for our members whilst creating an attractive environment for all. We believe that Brixton is like nowhere else.

In addition to the over 500 businesses, Brixton BID will also operate a “Business Club” with member open voluntarily to businesses and other town centre organisations who are not included in the Bid levy due to their size (e.g., businesses with an RV less than £14,000). Members of the Business Club will also be eligible to receive services provided by Brixton BID.



SCOPE OF WORK

Brixton BID is a private company limited by guarantee registered on the 17th of October 2012 and it is VAT registered. BIDs are not-for-profit organisations with a yearly budget spent entirely in a defined location for the benefit of its members. The company's core budget is approx. £480,000 per annum but this could change due to additional income that may be generated during the years.

The company is now looking for a professional and reputable accountancy firm able to provide accountancy services including general tax advice, payroll, submission of VAT returns, yearly accounts preparation and submission, and any other support with related tax matters.

DELIVERABLES

The service should:

1. Offer the most cost-effective and efficient accountancy service possible.
2. Be tailored to the nature of the company.
3. Provide advice on tax-related matters to the company.
4. Demonstrate the value to the company.

TERM OF CONTRACT

The term of the contract is an initial period from April 2024 to 31 March 2025. Possible renewal for a further period up to 2028 may be discussed subject to satisfactory delivery of the service in the first year.

CONTRACTUAL TERMS AND CONDITIONS

The tender response should set out further details for each element below:

- a. Provide a description of the services offered including but not limited:
 - a. Book-keeping
 - b. VAT returns
 - c. Accounts preparation & filing
 - d. General tax advice
 - e. Payroll
- a. Understanding of the nature of BIDs and not-for-profit status
- b. Procedures in place to liaise on an ongoing basis with the company.
- c. Invoicing arrangements
- d. Relationship management with the company
- e. Costs of delivering the service

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TENDER REQUIREMENTS

The tender should be submitted by email and should include information under the topics:

- a. Company overview
- b. Examples of similar contracts with not-for-profit companies
- c. How the Company meets the Contract Brief including cost breakdown
- d. Termination of contract
- e. Insurances and certificates
- f. Two references from existing not-for-profit clients

SELECTION CRITERIA

Proposals will be scored against the following criteria:

Criteria	Score Weighting
1. Cost of accountancy service	35%
2. Overall quality of the proposal	20%
3. Track record	15%
4. Evidence of excellent customer service arrangements	15%
5. Plans for liaison and reporting	15%

REQUIREMENTS FOR PROPOSAL PREPARATION

Proposals must be sent to admin@brixtonbid.co.uk by 5pm on 5th February 2024.

All queries should be emailed to admin@brixtonbid.co.uk. Responses will be shared with all those invited to tender.

EVALUATION AND AWARD PROCESS

Brixton BID will review all tender proposals internally against the tender requirements. Brixton BID will meet with the shortlisted candidates in the first week of February 2024. The new contract will commence on the of 11th March 2024.

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PROCESS SCHEDULE

Task	Date
Tender proposal document published	January 2024
Proposals submitted to Brixton BID	By 5pm on 5 th February 2024
Potential meetings held with short-listed firms	12 th - 13 th February 2024
Preferred operator identified	late February 2024
Contract signed	Late February 2024
Service commences	March 2024

CONTACT

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