



COTSWOLD
District Council

Identified Supplier
Template

Enquiries to: Mark Harrison
Senior Planning Policy Officer
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1st December 2025

RE: Invitation to Quote Letter

Dear Planning Consultant,

This is an invitation to quote for the examination of the Chipping Campden Neighbourhood Plan, which proposes 6no policies, and has 32no Reg. 16 representations.

If you wish to submit a quotation, I kindly ask you to read the *Specification* and complete questions 1-10 on the *Award Criteria/ Pricing Schedule* below.

Draft decision to procure an examination is to be made on Thursday 11th December; CDC allows 5 clear working days for 'call-in' of the decision. Therefore, if not called-in, bids will be invited from Friday 19th December.

We are allowing 3 weeks for bids to be submitted via-email meaning a deadline of 12pm on Friday 9th January 2026. CDC, in collaboration with Chipping Campden Town Council, will assess the bids and hopefully make an appointment later in January.

You may factor this timeline into your response to questions 8-10 below.

If you have any queries please do not hesitate to make contact with me using the details at the end of this letter.

Yours faithfully,

Mark Harrison BSc(Hons) MA MRTPI
Senior Planning Policy & Neighbourhood Plans Officer
Planning Policy and Infrastructure
Cotswold District Council

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Specification

Schedule A: Contract Requirements

To carry out the independent examination of the Chipping Campden Neighbourhood Plan in accordance with paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990 (as applied by section 38A of the Planning and Compulsory Purchase Act, 2004), and to provide a written report making recommendations in accordance with paragraph 10 of Schedule 4B to the Town and Country Planning Act 1990.

Schedule B: Contract Price

A daily rate of [insert price] plus VAT (based on a 7.0 hour day), plus reasonable expenses to total [insert price].

Appointment is considered outside IR35 on the basis that the examiner must be independent of Cotswold District Council (“CDC”), CDC are not in control of how, when or where the examiner works, the examiner could reasonably be substituted if required, there is no expectation to offer continuous work, and the examiner is not required to exclusively work for CDC.

There may be a different and separate IR35 arrangement between the examiner and their planning consultancy.

Payment will be raised via Invoice following delivery of the Examiner’s Report to the standard specified in Schedule A.

Schedule C: Contract Period

Schedule A will take [insert number] days, unless a longer period is agreed in writing by Cotswold District Council.

Work is expected to begin in week beginning [insert week, month, year] and be completed before or during week beginning [insert week, month, year].

Award Criteria/ Pricing Schedule

Quotations will be assessed and the score divided between quality (split into qualifications and experience), cost and timescales. A 25:25:25:25 ratio will be used when assessing using these matrices. Assessment will be made on responses to the questions below.

Any quotes exceeding £30,000 will automatically fail as it will no longer comply with CDC's procurement process.

Qualifications

- 1. Please outline your qualifications in regards Town Planning (including RTPI or other professional membership)...**
- 2. Please outline your experience in Neighbourhood Planning...**

Experience

- 3. Please outline a list of Neighbourhood Plans examined in the last 5 years. Please attach or copy links to Examiner Reports if you wish/ are able.**
- 4. Please outline your particular areas of expertise or specialisms in Neighbourhood Planning with relevant examples in previously examined Neighbourhood Plans, and how this may benefit examination of the Chipping Campden Neighbourhood Plan.**

Cost

- 5. Please indicate your daily rate as per Schedule B above.**
- 6. The work set out in Schedule A will take how many days ... resulting in a total cost of ... plus VAT.**
- 7. Please quote your expenses to add to the total.**

Timescale

- 8. The work as set out in Schedule A above can begin in the week beginning...**
- 9. And should be completed before or during the week beginning...**
- 10. Please set out any reasons, such as other projects or submitted quotations, and how they may result in these timescales changing...**

Submission Requirements

Suppliers must submit the following:

- 1. Quotation** – responses to questions 1-10 above
- 2. Company Details** – name, address and point of contact, company number, VAT registration number, SME.
- 3. Confirmation of Compliance** – confirmation that your proposal meets the requirements set out above in Schedule A (this can be evidenced through responses to questions 1-10).
- 4. Insurance requirements** (Public Liability Insurance (third party) minimum £5M ; Employers Liability Insurance, minimum £5M; Professional Indemnity Insurance, minimum of £1M and Product Liability Insurance, minimum of £5M) , compliance with legislation, health and Safety.

Quotation Terms

- This is an Invitation to Quote, not a formal tender, and does not commit the Council to any purchase.
- We reserve the right to accept or reject any quotation.
- Late submissions may not be accepted.
- The contract will be awarded based on the Most Advantageous Tender (MAT)
- The contract will be subject to the Councils standard terms and conditions, unless specified otherwise.