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Tender

## Basic PAYE Tool and Paper Capture Tool

H M REVENUE & CUSTOMS

F02: Contract notice

Notice identifier: 2025/S 000-003274

Procurement identifier (OCID): ocds-h6vhtk-04c1a6

Published 31 January 2025, 1:12pm

### Section I: Contracting authority

#### I.1) Name and addresses

H M REVENUE & CUSTOMS

100 PARLIAMENT STREET

LONDON

SW1A2BQ

#### Contact

Stacey Alvis

#### Email

[stacey.alvis1@hmrc.gov.uk](mailto:stacey.alvis1@hmrc.gov.uk)

#### Telephone

+44 7823360130

#### Country

United Kingdom

**Region code**

UK - United Kingdom

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/hm-revenue-customs>

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<http://hmrc.sourcing-eu.ariba.com/ad/selfRegistration>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://hmrc.sourcing-eu.ariba.com/ad/selfRegistration>

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

## Basic PAYE Tool and Paper Capture Tool

Reference number

SR2196298844

### **II.1.2) Main CPV code**

- 72000000 - IT services: consulting, software development, Internet and support

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

THIS IS A CALL FOR COMPETITION.

HMRC are seeking a supplier to build, run and maintain our Basic PAYE Tool and Paper Capture Tool, these are services that support employers with 9 or fewer employees to manage their payroll and calculate tax.

We hold the intellectual property which would be made available to the appointed supplier.

Competition go live 31st January 2025

Competition close 3rd March 2025

### **II.1.5) Estimated total value**

Value excluding VAT: £7,000,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

Real Time Information Basic PAYE Tools (BPT) downloadable desktop application.

BPT is a software product with English and Welsh text that provides the ability for small employers to create their own Employer Database to support and streamline many of the basic day-to-day requirements of maintaining a payroll system.

BPT provides for employers to operate their payroll digitally and submit their payroll information to HMRC in the following employer submissions:

- RTI Full Payment Submission (FPS)
- RTI Employer Payment Summary (EPS)
- NINO Verification Request (NVR)
- Earlier Year Update (EYU) (support only)

BPT is an end-to-end payroll system, compatible with current supported desktop operating systems, which is provided by HMRC to employers (with 9 live or fewer employees) to ensure legal compliance and enables businesses to accurately calculate, record and report PAYE tax, National Insurance, Student and Postgraduate Loans, statutory payments, and employer records, correct digital submission mistakes, produce payslips and much more.

As we retain the Intellectual Property, we expect the selected supplier to potentially rebuild and/or modernize the tool throughout the duration of the contract.

BPT can be downloaded and guidance found at the following links:

<https://www.gov.uk/basic-paye-tools>

<https://www.gov.uk/government/collections/guidance-for-employers-on-using-basic-paye-tools-bpt>

Paper Capture Tool (PCT) desktop application

A software product that provides the ability for HMRC Operators to capture information from paper submissions, plus supports the Operators ability to submit the following employer paper submissions:

- RTI Full Payment Submission (FPS)
- RTI Employer Payment Summary (EPS)

-Construction Industry Scheme (CIS) Updates

As we retain the Intellectual Property, we expect the selected supplier to update the application annually and modernise throughout the duration of the contract.

Register for the Event

To register your interest in this opportunity through our HMRC Ariba system, please contact Stacey Alvis, [stacey.alvis1@hmrc.gov.uk](mailto:stacey.alvis1@hmrc.gov.uk). If you are already registered on the Ariba system, please provide your ANID number and the email address of the relevant contact and you will be added to the competition.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £7,000,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

This contract may be re-procured - to be determined.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## Section IV. Procedure

### IV.1) Description

#### IV.1.1) Type of procedure

Open procedure

#### IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

### IV.2) Administrative information

#### IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-038826](#)

#### IV.2.2) Time limit for receipt of tenders or requests to participate

Date

3 March 2025

Local time

2:00pm

#### IV.2.4) Languages in which tenders or requests to participate may be submitted

English

#### IV.2.7) Conditions for opening of tenders

Date

3 March 2025

Local time

2:01pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

HMRC

London

Country

United Kingdom