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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary Information**   |  |  | | --- | --- | | Reference number | N/A | | Notice Title | CONSULTANCY SERVICES for  Improving Connections, Permeability and Wayfinding in Waterloo and South Bank – Strategy and Delivery Plan | | Quotation request date | 16/10/24 | | Closing date | 11/11/24 | | Anticipated contract start date | 01/12/24 | | Anticipate contract end date | 31/07/25 | | Is this a smaller part of a primary contract | No | | Lowest value (£) |  | | Highest value (£) | £80,000 | | Is it suitable for SME and/or VCSE | Yes | | CPV Code (if known) | N/A | |
|  |

The London Borough of Lambeth Needs to Procure: ­

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Required Service** | | Lambeth Council wishes to procure a multi-disciplinary practice or consortium to deliver an innovative and highly creative wayfinding strategy to improve the experience of thousands of residents, visitors and workers moving through the Waterloo and South Bank area every day.  With a particular focus on onward connections and journeys to and from Waterloo Station, the strategy should show the potential and opportunity to enhance and highlight key existing routes, improving connectivity and permeability across the area, whilst drawing on and celebrating the area’s unique character and identity.  As the first commission to follow on from the Waterloo Station Masterplan (launched March 2024), the project proposal should give consideration to, and be aligned with, the shared ambition for a reimagined Waterloo Station, and the cultural significance of the Waterloo and South Bank area.  The strategy must be focussed on delivery and include a series of design intervention proposals supported by an overarching design framework and a design toolkit. The work should be informed throughout by an innovative engagement and co-design process.  **FULL SPECIFICATION ATTACHED** | | | | |
|  | | | |
| **Payment Terms:** | | 10% at the beginning of the contract, 80% at agreed milestones throughout the project and 10% after sign up of final report. Payment terms are 28 days on receipt of invoice. | |
| **Any Other Conditions:** | | (delete if not required) | |
|  | |  | |
| **Lambeth’s Standard Terms and Conditions of Contract:** | | **See attached Services - Consultancy Contract** | |
| **Quotation Evaluation Methodology:** | | Price + QualityLowest price  We recommend to consider whole lifetime costing as well as risks and dependencies. If required, please seek advice from your procurement team. | |

Note to Suppliers

Prices should be shown exclusive of VAT and inclusive of all expenses, carriage and delivery and all discounts.

**responding to the brief**

Submissions should comprise completed:

1. Supplier Self Certification Form
2. Method Statement
3. Resource Schedule
4. Pricing Schedule

A proposal document covering the information outlined in in the attached Evaluation of Quality and Price document. Proposals should be limited to 20 pages of A4 (excluding CVS and project case studied) at font size 11 or larger.

* The above documents should be completed and submitted by email to Lou Abbotts, Neighbourhood Regeneration Manager at [LAbbotts1@lambeth.gov.uk](mailto:LAbbotts1@lambeth.gov.uk), Almaz Davis, Neighbourhood Regeneration Officer at [ADavis4@lambeth.gov.uk](mailto:ADavis4@lambeth.gov.uk) and Laura Cheyne, Head of Neighbourhood Regeneration (Waterloo & South Bank) at [lcheyne@lambeth.gov.uk](mailto:lcheyne@lambeth.gov.uk) by the closing date.

Clarification questions can be submitted via email to both Lou Abbotts, Neighbourhood Regeneration Manager at [LAbbotts1@lambeth.gov.uk](mailto:LAbbotts1@lambeth.gov.uk) and Almaz Davis, Neighbourhood Regeneration Officer at ADavis4@lambeth.gov.uk until 5th November 2024. Any answers will be shared amongst all eligible bidders.

The London Borough of Lambeth reserves the right to refuse submissions that are not delivered on the date specified. Any costs incurred by the supplier in the preparation and submission of this quote will be borne by the supplier and not the Council.

The winning bidder will be required to complete a **Supplier Self Certification form. See attached**.

For Completion by the Supplier

Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| **(Supplier Name)** | | | |
|  | | | |
| Quotation Submission Date: |  | | |
| Contact Name: |  | Phone: |  |
| Department (if needed): |  | Fax: |  |
| Address: |  | E Mail: |  |

This quotation will remain valid for 6 months 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