

## Request for Quotation

For Purchases requiring specification and evaluation

### Summary Information

Reference number	
Notice Title	Residents' Survey 2019/20
Quotation request date	05/11/2019
Closing date	20/11/2019
Anticipated contract start date	30/11/2019
Anticipate contract end date	17/02/2020
Is this a smaller part of a primary contract	No
Lowest value (£)	20,000
Highest value (£)	40,000
Is it suitable for SME and/or VCSE	Yes
CPV Code (if known)	

Officer Name	Hannah Jameson	Phone	020 7926 6918
Directorate	Strategy & Communications	Address	Town Hall
Team or Section	Policy & Partnerships	E Mail	HJameson@lambeth.gov.uk

### The London Borough of Lambeth Needs to Procure:

Quantity	Description
1	<p>Residents' Survey:</p> <p>Lambeth are seeking to contract a provider to undertake the Residents' Survey for 2019/20, and possibly in future years based on the assumption that the Residents' Survey will be undertaken every two years.</p> <p>The aim of the Residents' Survey is to:</p> <ul style="list-style-type: none"> <li>- provide a reliable source of data on the views and experiences of Lambeth residents, drawing on a representative sample</li> <li>- monitor the organisation's progress to achieving its strategic objectives, as set out in the Borough Plan and other key strategic documents</li> <li>- support trend analysis for a number of important issues (e.g. ratings of the council, feelings of safety, community cohesion)</li> <li>- allow for sub-group analysis (e.g. by neighbourhood areas, by demographic characteristics)</li> </ul>

<b>Payment Terms:</b>	As per contract Terms and Conditions
<b>Lambeth's Standard Terms and Conditions of Contract:</b>	As per Appendix A in Description of Procurement
<b>Quotation Evaluation Methodology:</b>	Price + Quality <input checked="" type="checkbox"/> Lowest price <input type="checkbox"/>

### Note to Suppliers

Please use the following page to provide details of your offer to the Council. Prices should be shown exclusive of VAT and inclusive of carriage and delivery and all discounts.

**Supplier are required to complete and return the below declaration. Quotes will not be accepted unless it is fully completed. The Details of Quote section can be removed if you intend to submit a written price/quote via your quote system, on headed paper or via email.**

<b>Description (Specification)</b>
Please refer to sections three, four and five under scope of services within the separate description of procurement document published on contracts finder.
<b>Evaluation Criteria</b>
Please refer to section 5 of the description of procurement document published on contracts finder.  Evaluation will be based on 60% quality response to the method statement and 40% price. Price score will be evaluated using the following formula Price Score = (100% - ((Tender Price – Lowest Price)/Lowest Price)) x Price Weighting
<b>Terms and Conditions</b>
Please refer to Appendix A for the Lambeth standard terms and conditions.

# Quotation Submission

## For Completion by the Supplier

(Supplier Name)

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

Our firm does hereby offer to supply the following services as per the delivery schedule above. We include the fixed prices in the table below; prices shown are exclusive of VAT and inclusive of carriage and delivery and all discounts:

### Details of Quote

Please see Section 5 (Scope of Services) of the description of procurement document for further pre-pricing details in completing this quote.

Deliverable	Unit cost
Sample size and sampling	
Questionnaire Development	
Fieldwork	
Analysis and Reporting	
Quality procedures, sustainability and project management	
Any other costs – please detail	
<b>TOTAL:</b>	

This quotation will remain valid until six 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"](#)
- 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