

## LETTER INVITING QUOTATIONS

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### **Partnership Southwark Programme – Support for organisational and leadership development within our place-based health and care partnership**

Southwark Council is inviting you to submit a quotation for the provision of support for organisational and leadership development within Partnership Southwark, our place-based health and care partnership. We enclose the draft terms and conditions and service specification. Please acknowledge receipt of this letter via <https://procontract.due-north.com>, correspondence tab of project reference: DN554912 confirming your intention to submit a quotation. If it is not your intention to submit a quotation please return the enclosed documents to the Council by return of post, with your reasons for non-submission.

### **Putting together your Quotation**

You will need to review the information provided by us and carry out, at your own expense, any enquiries you need to prepare and deliver your quotation. The Council will not be responsible if the nature, extent or character of the services is subsequently different from that envisaged by you. If you require further information or have any queries please contact me as soon as possible. Any other firms invited to quote will also be provided with copies of any additional information. Any proposed amendments to the terms and conditions or the specification must be clearly identified in your quotation, but will not bind the Council unless expressly agreed in writing. All information and documents must be treated by you as private and confidential for use only in connection with the quotation.

### **Submitting your Quotation**

#### **Documents you need to return**

1. A fully itemized breakdown of your quotation, including hourly and fixed rate costs per level of staff member and any additional costs or fees.
2. A brief statement setting out your approach to delivering the services and the skills and expertise at your disposal to meet the objectives and requirements of the Specification

Your Quotation and supporting statement should be submitted via <https://procontract.due-north.com> by no later than 12 midday on 21 July 2021. Any quotations received after that date may be rejected.

### **Evaluation**

The Council will evaluate all quotations received based on financial and economic standing, technical ability, quality and cost – with a 65% price, 35% quality split. We will reject your Quotation if you act improperly, for example, by agreeing to fix your prices, agreeing that others will not tender, offering any inducement, canvassing any officers or members of the Council or committing an offence under the Prevention of Corruption Act 1889 to 1916.

Evaluation will be scored as follows:

Price	65%
Quality:	
- Approach to delivery	20%
- Experience & Expertise	15%

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### **Award**

The Council is not bound to accept the lowest or any Quotation and we may award a contract for all or part only of the services. Any contract(s) will be awarded to the most economically advantageous quotations(s). If your quotation is accepted we will notify you in writing and a contract between us is made then and becomes binding. In addition you will be required to execute a formal Contract.