

Quotation Confirmation Letter

11.06.2021

Dear Supplier

QUOTATION FOR Skillbot Knowledge Base
QUOTE Ref: SBOT001

You have been invited by **Lambeth Council** to quote for the provision of Skillbot Knowledge Base detailed in the attached brief documentation. Your quotation must be confirmed in writing by **09:00am, Monday 28 June**. It is your responsibility to ensure that your quotation response is received no later than the appointed time. **Lambeth Council** may undertake not to consider quotations received after that time.

Please provide answers to the following questions in your Submission Form:

- 1) What is your experience of working in the adult employment support, education and skills space (**30% - 300 words maximum**)
- 2) What is your understanding and experience of the adult education, careers and employment support landscape in South London? (**30% - 300 words maximum**)
- 3) Are you able to deliver the scope of work in the required timeframe, and how will this be organised to ensure delivery? (**30% - 300 words maximum**)
- 4) A quote of the cost to deliver (**10% - 100 words maximum**)

Timetable for responses

All responses must be received by 09:00am Monday 28th June 2021 and sent to spike.vandervliet-firth@lewisham.gov.uk. These will then be assessed by a panel comprising of officers from Lambeth, Lewisham and Southwark Councils.

Questions relating to the specification or application process

We welcome partnership and consortium bids for this contract. Any consortium bid would need to have a lead provider and Lambeth Council would only enter a contract with one provider for this service.

If you have any further questions on this specification or the accompanying Submission Form or Quotation Confirmation Letter, please send questions to spike.vandervliet-firth@lewisham.gov.uk by 17:00 on Tuesday 22 June 2021.

We will be hosting a provider Q&A session 3-4pm on 22nd June. This is an informal online meeting space, and we welcome you to drop in and ask any questions you may have. Please join by following this link on the day:

[Click here to join the meeting](#)

Lambeth Council are not bound to accept the lowest priced or any quote and shall not be bound to accept the supplier as sole supplier. Prices quoted shall remain firm for the duration of the contract. Value Added Tax (VAT) should be shown separately and the VAT registration number given.

By providing us with a quotation you agree to be bound by **Lambeth Council** Terms and Conditions (provided with this letter) which will apply to any contract awarded to you after you have provided us with our quotation.

Enquiries and returns regarding this Quotation should be addressed to Spike van der Vliet-Firth, Jobs and Skills Programme Manager. Email: at spike.vandervliet-firth@lewisham.gov.uk

Yours faithfully

Spike van der Vliet-Firth
Jobs and Skills Programme Manager
Better Placed Partnership / Lewisham Council