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Tender

Cambridge City Council - Tenant Census

Cambridge City Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-032859

Procurement identifier (OCID): ocds-h6vhtk-054e09

Published 17 June 2025, 11:24am

Scope

Reference

DN776566

Description

Cambridge City Council invites quotations for the delivery of a census style 'Getting to Know You' survey to reach all of our tenants by September 2025.

The purpose of the survey is to collect up to date demographic information about those living in our council properties. This specification outlines the Council's requirements for a suitably qualified and experienced organisation to undertake this survey on behalf of the Council in line with the expectations of the Regulator of Social Housing.

Total value (estimated)

- £35,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 August 2025 to 31 July 2026
- 1 year

Main procurement category

Services

CPV classifications

- 79311000 - Survey services
- 79342310 - Customer survey services

Contract locations

- UKH12 - Cambridgeshire CC

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

19 June 2025, 12:00pm

Tender submission deadline

26 June 2025, 12:00pm

Submission address and any special instructions

<https://procontract.due-north.com/RfX/RfXSummary?rfxId=51199901-a53c-f011-8136-005056b64545&projectId=a06691b2-a43c-f011-8136-005056b64545>

Tenders may be submitted electronically

Yes

Award criteria

1. Please provide an outline on how you will meet the specification. (max 1,000 words) 10%
2. Please provide further detail based on the proposed methodology in Section 1 or suggest an alternative approach. (max 750 words) 10%
3. Please provide a breakdown of how you would undertake the survey to ensure the acceptable level of return (Section 1). Include what actions you will take to boost response rates, such as calling from a local number for telephone surveys. (max 750 words) 10%

4. Please provide an outline of how you can offer reasonable adjustments for different tenants answering the survey, such as providing the survey in different formats and languages and translating the results. (max 750 words) 10%
 5. Please provide detail on any material you can provide to assist with our communications campaign surrounding the survey (Section 1). (max 500 words) 10%
 6. Please provide detail on how your approach to data collection and validation will ensure proper data integration into our housing management system (Section 2). (max 750 words). 10%
 7. Please provide a plan on how you will deliver the project to the proposed timeline and add necessary detail, (section 3), including how the contract will be resourced. (max 750 words) 10%
 8. Please provide experience and qualifications relevant to this project and any references from similar projects. (max 1,000 words) 10%
- Price 20%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[RfQ - Tenant Census.docx](#)

Contracting authority

Cambridge City Council

- Public Procurement Organisation Number: PCBT-6819-NDPJ

The Guildhall

Cambridge

CB2 1BY

United Kingdom

Email: procurement@cambridge.gov.uk

Region: UKH12 - Cambridgeshire CC

Organisation type: Public authority - sub-central government