



# Waltham Abbey Town Council

## Tender for The Tree Works, Waltham Abbey Town Council

Name of Authority	Waltham Abbey Town Council
Tender Return Date & Time (deadline)	3 January 2024

### INTRODUCTION

Each Tenderer's business proposal response should be detailed enough to allow the Authority to make an informed decision.

### TENDER COMPLETION INFORMATION

#### DEADLINE FOR RECEIPT OF TENDERS

Tender responses shall be submitted in the manner prescribed within this ITT and by no later than 5 p.m. on the date shown within the timetable set out above or any subsequent date or time that may be communicated by the Authority in accordance with the ITT instructions. Any Tender that is received after the specified submission date may not be opened or considered. The Authority may, however, in its own absolute discretion, extend the submission date and in such circumstances the Authority shall notify all Tenderers of any change.

#### SUBMISSION OF TENDER

Sealed tender proposals are to be submitted to the following address by the deadline above.

Private and Confidential

Town Clerk

Waltham Abbey Town Council

Town Hall

Highbridge Street

Waltham Abbey

EN9 1DE

For any queries relating to submissions, please direct your questions to [townclerk@walthamabbey-tc.gov.uk](mailto:townclerk@walthamabbey-tc.gov.uk)

***\*Tender proposal documents are not to exceed 20 pages in length.***

### CONTRACT AWARD

Contract award is subject to the formal approval process of the Authority. The Authority does not bind itself to accept the lowest or any offer. Once the Authority has reached a decision in respect of a framework contract award, it will notify all Tenderers of that decision.

#### **EVALUATION CRITERIA**

<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>Technical</b>	
<b>Question 1: Service Delivery</b> Please provide RAMS covering, the schedule of proposed works (attached) with a quotation of works to meet the needs of the contract. Including but not limited to operational processes and procedures including health and safety	50
<b>Question 2: Experience &amp; two Referees</b> (previous clients) Please provide details of experience within the field of Tree Surgery.	50

#### **FINAL EVALUATION & AWARD RECOMMENDATION**

After all bids have been assessed following the process outlined above, the highest scoring tenderer(s) will be recommended for award of the contract.

The award of a contract will then be subject to the internal approval processes and governance of the Authority.