

SPECIFICATION OF REQUIREMENTS

1.Introduction/Background

The Parish Council tree works required in Southwater.

2. Purpose

Tree maintenance in Southwater, West Sussex.

3. Management information.

The successful Contractor may be asked to provide management information

4. Security of Data

The tender will need to explain how Council or personal data will be protected.

5. Costs

5.1 Please give a detailed breakdown of costs (excluding V.A.T.) i.e., day rates, number of days work, a breakdown of on-costs, such as travel, subsistence, etc.)

6. VAT

6.1 Please state clearly when submitting prices whether VAT will be charged.

6.2 Where the contract price agreed between the Council and the Contractor is inclusive of any VAT. Further amounts will not be paid by the Council should a vatable supply claim be made at any later stage.

6.3 Where the overall contract price is exclusive of VAT, the Council shall pay any VAT, the Council shall pay any VAT incurred at the prevailing rate (currently 20%) If the VAT rate changes the Council will pay the VAT incurred at the new rate.

6.4 It is the responsibility of the Contractor to check the VAT position with HMRC before submitting a bid.

7. Warranty and Indemnity

The contractor warrants to the Council that the obligations of the contractor under this contract will be performed by properly qualified and trained personnel with reasonable skill, care, diligence and to such high standard of quality as it is reasonable for the Council to expect in the circumstances. The Council will be relying upon the contractor's skill, expertise, and experience for the provision of the service and upon the accuracy of all representations or statements made and the advice given by the contractor in connection with the performance of the service and the accuracy of any conceived originated, made or developed by the contractor as part of the contract. The Contractor warrants that any goods supplied by the contractor forming part of the service will be of a satisfactory quality and fit for their purpose and will be free from defects in design, material, and workmanship.