

Lyminge Parish Council

**Invitation to Tender - Summary tender document
DRAFT Grounds Maintenance Contract
2025 - 2029**

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Appendix 1: Tender Response Document

Please submit this Tender Response Document and any supporting material by noon on January 29th, 2025. Any tenders received after this time will be excluded from the tendering process. Tenders should be sent to: clerk@lymingeparishcouncil.org.uk

Details of Tenderer

Organisation name:
Legal status (sole trader, limited company, etc):
Company registration number:
Registered address:
Primary business address (if different):
VAT registration number:
Nature of business:
Date of business formation:
Are there any court actions and/or industrial tribunal hearings outstanding against your organisation? Yes / No If yes, please give details on a separate sheet
Number of grounds maintenance employees:
Please give details of staff turnover as a percentage of your workforce for the last 3 years:
Please indicate the qualifications of your staff and training which is undertaken by them:
Please provide details of your ability to provide a quick response to the Parish Council to attend the site:
Indicate your maximum response times under the following circumstances: Monday – Saturday 08.00 – 18.00
If your organisation is part of a larger group or operated on a franchise basis, please give details:
Contact name and position in organisation:
Contact telephone number:
Contact email:

Tender Response

I/We, the undersigned, hereby offer and agree to carry out and complete all the works as defined in the Services Specification of this Invitation to Tender and to do so in accordance with all relevant regulations and the Contract for the following price:

Organisation name:	
Single total price for all Core Services in accordance with the Service Specification:	
Hourly rate(s) for all Additional Services in accordance with the Service Specification:	
Any additional suggestions or comments:	

You should indicate whether you are VAT registered. All prices should exclude VAT.

I/We understand that Lyminge Parish Council is not bound to accept the lowest or any tender or part thereof and that the Council is not responsible for any expense incurred in preparing this tender response.

I/We certify that the pricing in this tender response has not been calculated by agreement or arrangement with any other person, firm, or company and that the amounts tendered have not been communicated to any other person.

Details of two referees for whom I/we have provided comparable services within the last three years, and who are prepared to be contacted by the Council, are:

Name: Address: Telephone: Email: Value of contract:	Name: Address: Telephone: Email: Value of contract:
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Signed:	
Name:	
Position:	
Date:	

Appendix 2: Site details

Tayne Field and Well Field:





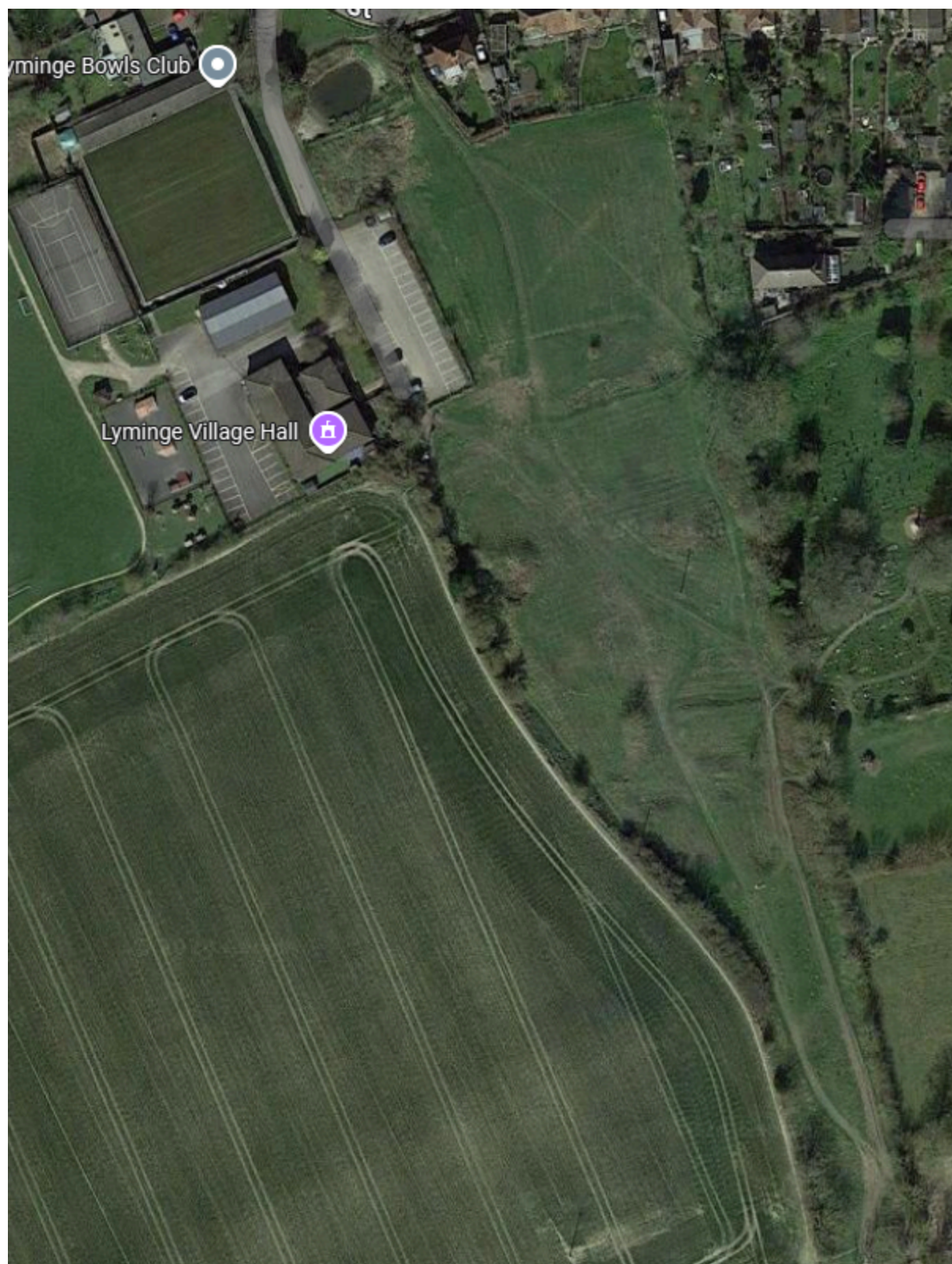
Map of Tayne Field and Well Field showing locations of borders to be left unmown (green hashing). Please leave the portion south-east of the path traversing Well Field unmown between late April and early September (except for a 1 metre strip which should be mown along the southern boundary which borders residential properties).



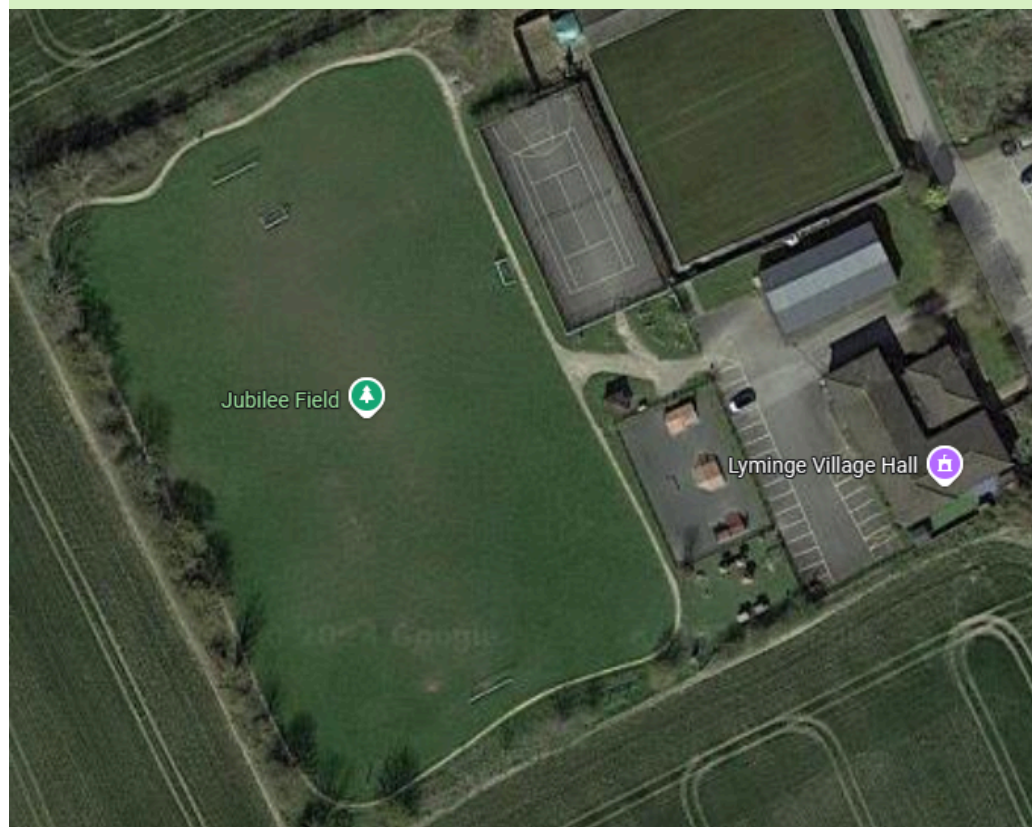
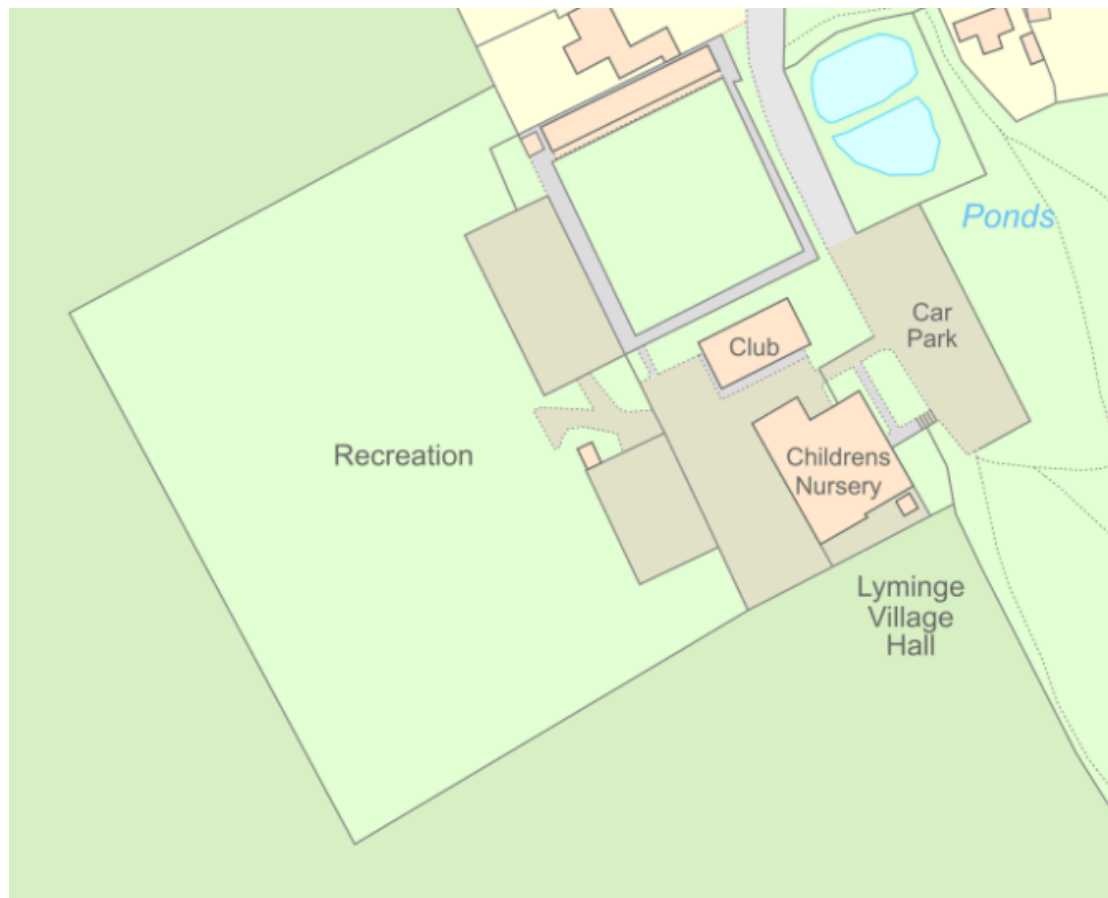
Example of unmown strip on Tayne Field.

Court Lodge Green

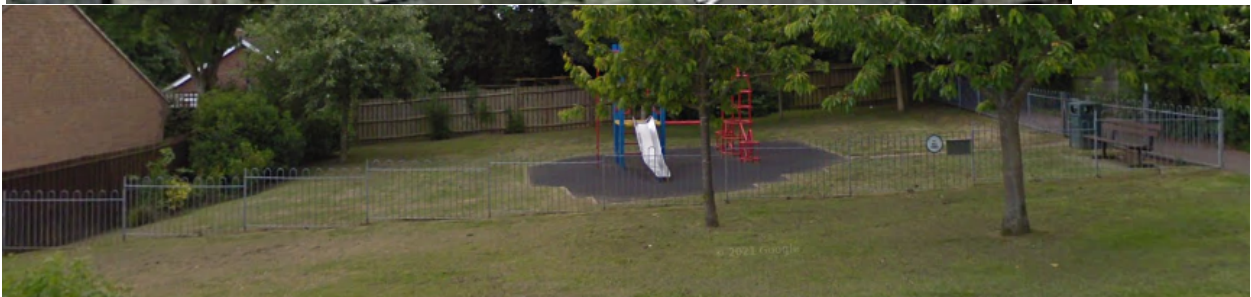
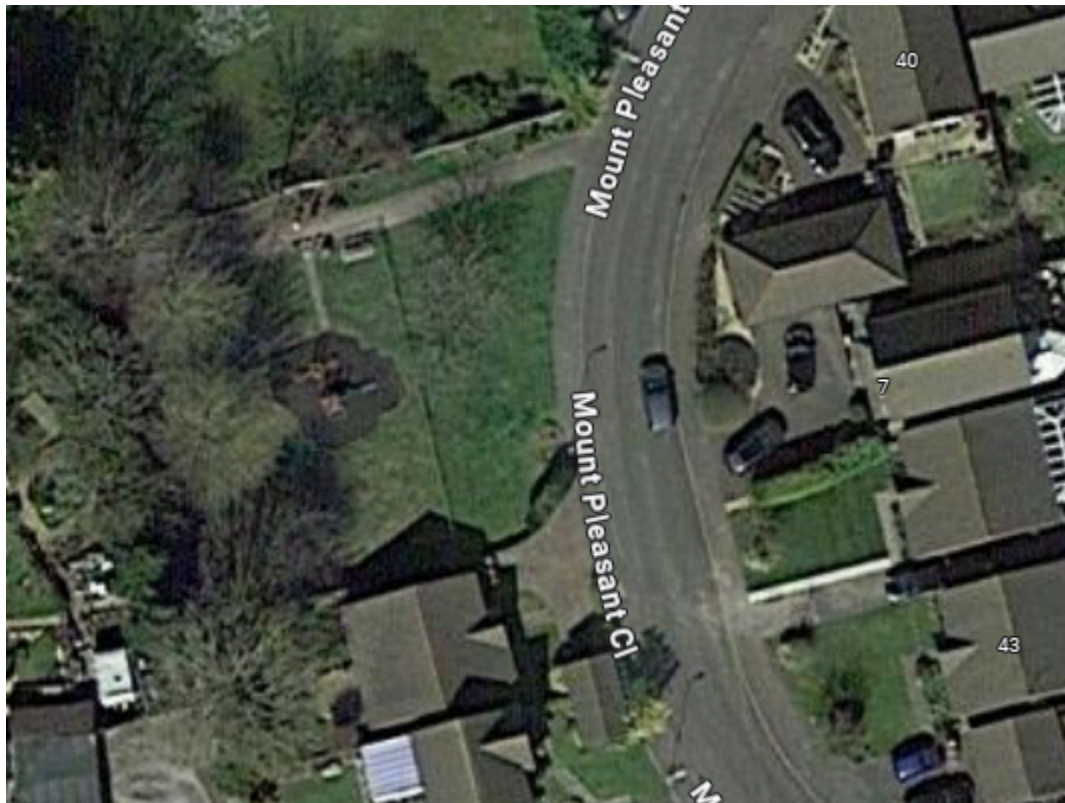




Jubilee Field (recreation ground)



Mount Pleasant



Lyminge Village Hall



Rhodes Minnis Play Park



Appendix 3: Lyminge Parish Council Economic and Financial Standing Questions

Financial information	
Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.	
a) A copy of the audited accounts for the most recent three years	
b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation.	
c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	
d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide the name below:	Yes / No
Name of the organisation:	
Relationship to the Supplier completing the Questionnaire:	
<p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p>	
<p>Please provide a copy of your current 'All Risks' insurance policy.</p> <p>Copy attached?</p>	Yes / No

Appendix 4: Quality questions

Please state your organisation's experience of working in a Parish Council environment:

	Questions - Quality	Maximum score
1	How do you organise your work allocation?	10
2	Explain your plans for resilience.	20
3	What site quality control measures do you use on site?	20
4	How do you manage your business?	10
	Total	60

Please ensure that responses to the above questions are as concise as possible. Answers to 1,2 and 3 should not be more than 750 words each.

Appendix 5: Anti-collusion certificate

We certify that this tender is made in good faith and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we will undertake that we will not before the award of any contract for the work:

- a) Communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b) Enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted.
- c) Canvass any members of the Council or of any committee, either directly or indirectly with regard to this tender.
- d) Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work, any act or thing of the sort described at a), b), or c) above.

We further certify that the principles described under 1. above have been, or will be, brought to the attention of all subcontractors, suppliers, and associated companies providing services or materials connected with the tender and any contract entered into with such sub- contractors, suppliers, or associated companies will be made on the basis of compliance with the above principles by all parties.

In this certificate, the word “person” includes any persons and any body or association, corporate or unincorporated; “any agreement or arrangement” includes any transaction, formal or informal, and whether legally binding or not; and “the work” means the Work in relation to which this tender is made.

Signed:	
Position:	
Date:	
Duly authorised to sign tenders for and acknowledge the contents of the Anti-Collusion Certificate for and behalf of:-	
Postal address:	
Email:	
Telephone number:	