

## **Document Name: Invitation to Tender – Supply only of litter bins**

25 November 2024

This is a formal invitation to tender for the supply of goods Please refer to the following documentation, which provides key information on the project:

1. Project Information
2. Procurement Timeline

In order to submit a bid, the following process must be followed:

The completed tender must be submitted via email to:- [waste-bin-tender@taunton-tc.gov.uk](mailto:waste-bin-tender@taunton-tc.gov.uk)

Your tender submission should be titled 'Tender – Waste Bins'

Please note: The submission email address won't be accessed until the tender has closed so any questions must be submitted to [ops@taunton-tc.gov.uk](mailto:ops@taunton-tc.gov.uk).

The tender submission must include:

1. A completed Tender Form
2. A completed New Supplier Form
3. Any supporting evidence such as accreditations, British or European standards, etc
4. A cost breakdown, where available

Any omissions will result in the bid not being put forward for consideration. The tender will be open from 25 November 2024 at approximately 1600hrs, until 15 January 2025 until 1200hrs, unless there is a requirement to extend. Documents must be submitted by 15 January 2025 at 1200hrs. Any late submissions will not be put forward for consideration. Failure to comply with one or more of these conditions will result in the bid not being put forward for consideration.

Full details on how submissions will be opened and scored can be found in the Project Information document. We advise you to take particular care to read all information provided and adhere to these conditions as any breach will result in the tender not being considered.

Taunton Town Council  
PO Box 998  
Taunton, TA1 9QQ  
01823 793637  
[info@taunton-tc.gov.uk](mailto:info@taunton-tc.gov.uk)



Taunton Town Council does not bind itself to accept the lowest cost tender or indeed any tender submitted during this process. Taunton Town Council will not make any payment for the preparation of any tender.

Taunton Town Council does not accept any liability, responsibility or duty of care to any tenderer for the accuracy or completeness of this document or any other written or oral information pertaining to this tender exercise.

Nothing in the tender documentation constitutes as an incentive in any way to persuade an interested person to submit a proposal or enter into any contract.

Thank you for your interest. For further information please contact [ops@taunton-tc.gov.uk](mailto:ops@taunton-tc.gov.uk).

Kind regards,

Taunton Town Council