

Henley on Thames Town Council

Horticultural Contract

1.11.19 – 31.10.24

Tender Questionnaire

Timetable: Issue of Tender Documents: 17 August 2019
Return of Tender Documents: 12 noon 6 September 2019

Content:

- A. Details of your organisation
- B. Insurance details
- C. Health and Safety
- D. Environmental Management
- E. Financial Information
- F. References
- G. Declaration

A. DETAILS OF ORGANISATION

Name of Company:

If part of a wider company group please specify

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Contact person:

Registered Address:

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Tel no(s):

Email

1. Please indicate below the main types of business activity of your company, and your main geographical area.

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2. What is the status of your organisation (e.g., sole trader, limited liability partnership, public limited company, private limited company, charity etc.)

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3. List of similar current horticultural contracts, dates attained and length

Do you have experience of working in public areas and experience of the RHS Bloom campaign and criteria?

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4. Date Company formed:

5. VAT Registration Number (indicate if not applicable:

6. Has your organisation been involved in any court actions and/or industrial tribunals over the last 3 years?

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7. Please state if you are a member of any professional Organisations?

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8. How many employees does your company employ?

9. Do you intend to use sub-contractors for any part of the works? Y/N

If yes, for which part of the contract and which sub-contractor is to be used?

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If a subcontractor is to be used please provide one reference for the subcontractor:

Contact Name

Phone No(s):

Email.....

Address.....

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Brief description and size of contract:

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10. Equal Opportunities: Please enclose a copy of your equal opportunities policy if you have one.

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B. INSURANCE

Please provide details of your organisation's insurance protection in relation to employer's liability, public liability (copies of which will need to be submitted with your tender).

Policy	Insurer	Value £
Employers Liability		
Public Liability		

C. HEALTH AND SAFETY

All contractors undertaking works under this tender must satisfy Henley Town Council of their competency regarding Health and Safety.

Please enclose a copy of your organisation's Health and Safety Policy and include details of how compliance is measured.

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D. ENVIRONMENTAL

Tenderers are requested to provide a copy of their environmental policy and indicate:-

- how they process and dispose of their waste.
- where plants are sourced/grown on
- watering policy
- other environmental undertakings

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E. FINANCIAL

Please provide copies of one of the following:

- 10.** A copy of your audited accounts or equivalent for the most recent two years, along with details of any significant changes since the last year end.
- 11.** A statement of your organisation's turnover; profit and cash flow for the most recent full year of trading or where a full year of trading has not been completed the same information for the period applicable. NOTE if this information is not available in an audited format please provide an end of period balance sheet or make the response specified in option (12) below.
- 12.** If you are unable to provide the information requested above, please provide additional information and documentation that will give the Authority the assurance that you are capable of carrying out any subsequent awarded contract. For example, a statement of your organisation's cash flow forecast for the current year and a letter from your bank outlining the current cash and credit position or other alternative means of demonstrating financial standing.

F. REFERENCES

Please give details of at least 3 references for current or recent contracts/provision of services, listing those most relevant to this application including evidence of success with Bloom initiatives and community displays.

Reference 1:

Contact Name

Phone No(s):

Email.....

Address.....

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Brief description and size of contract:

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Reference 2:

Contact Name

Phone No(s):

Email.....

Address:

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Brief description and size of contract:

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Reference 3:

Contact Name.....

Phone No(s).....

Email.....

Address

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Brief description and size of contract:

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G. DECLARATION

I declare that all information provided in this application and in documents submitted is true and correct.

Print Name.....

Position.....

Signature.....

Contact Details.....

Date.....