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**SAXMUNDHAMTOWN COUNCIL**

**Saxmundham Town Council is seeking tenders for the landscaping of the Memorial Field Entrance.**

**Overall Requirement**

**Quotation Requirements:**

* **An itemised quote for the landscaping of the Memorial Gardens**
* **Evidence that the works can be completed by October 14th, 2022**
* **Copy of public liability insurance**
* **Copy of company Health and Safety Policy**
* **A sample method statement**
* **A sample risk assessment**
* **The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include**

**recycling, energy use, and ways of improving biodiversity.**

**Failure to supply any of the above will result in the Tender being rejected.**

**Tender documents should be posted to the address below marked for the attention of the Assistant Town Clerk, Saxmundham Town Council.**

Contact name and number:

Jen Morcom

Saxmundham Assistant Town Clerk

**The Town House, Station Approach, Saxmundham, IP17 1BW**

Tel: 01728 604595

Quotations to be received by **Tuesday 28th of June 2022.**

The contract will be paid on completion

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Roz Barnett

Saxmundham Town Clerk

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| **Section A - Organisation Details** | | | | |
|  | Full name of organisation tendering |  | | |
|  | Registered office address |  | | |
|  | Named contact for this contract: |  | | |
|  | Email |  | | |
|  | Phone |  | | |
| 1. 6.3 | Company or charity registration number. |  | | |
| 1. 6.4 | VAT Registration number. |  | | |
| 1. 6.5 | Type of organisation  e.g limited company/sole trader |  | | |
| **Section B - Health & Safety** | | | | |
| **Please provide a copy of your health and safety policy** | | | **Yes** | **No** |
|  |  |
| **Note**: if your organisation has less than 5 employees, the Saxmundham Town Council still requires you to have a written Health and Safety Policy. | | | | |
| **Note: Please enclose Sample Method Statements, Sample Risk Assessments for the types of works included in this contract.** | | | | |
| In no more than 200 words can you please state how your company ensures the wellbeing of your employees and the public. Listing what measure you use to comply with health and safety legislation. | | | | |
| Please provide details of the health and safety training you provide to employees, relevant to this contract in the box below eg herbicide use/machinery use. If from your answer we deem that adequate training is not/or has not been carried out, we will reject your bid in full. | | | | |
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| **Section C - Insurance** | | | | |
| **You must either confirm that you have the following levels of insurance in place for each claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.** | | | | |
| **Insurance Policy** | **Indemnity Value (£)** | **Yes** | **No** | **Will secure if successful** |
| Employers Liability | Min £5m per claim |  |  |  |
| Public Liability | Min £10m per claim |  |  |  |
| **Section D – Environmental Responsibility** | | | | |
| **The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include recycling, energy use, and ways of improving biodiversity.** | | | | |
| **In less than 150 words please give examples of how you have put your environmental policy/strategy in place.** | | | | |
| **Section E – Partnership and flexible working** | | | | |
| **The Town Council want to have a very positive and constructive relationship with their contractors Whilst we have tried to specify what we need in the contract we realise that this may change however all changes must be approved in writing by the Town Clerk** | | | | |
| In no more than 200 words can you please state how your company would work with the Town Management Team to ensure the resources that we have for site maintenance are used wisely ensuring best value for money for the council. | | | | |

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| **References** | |
| Please provide details of up to two contracts from either the public or private sector, that are relevant to our requirement. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them). Note that where possible referees should not solely be linked to the TTC and that we may contact your referees without telling you again. | |
| Reference 1 - Organisation name: |  |
| Customer contact, name, phone number and email |  |
| Contract Start date, contract completion date and contract value |  |
| Brief description of contract (max 150 words) including evidence as to your technical capability in this market. |  |
| Reference 2 - Organisation name: |  |
| Customer contact, name, phone number and email |  |
| Contract Start date, contract completion date and contract value |  |
| Brief description of contract (max 150 words) including evidence as to your technical capability in this market. |  |