



Tender Opportunity – Electric Vehicles

Yate Town Council would like to invite interested parties to tender for the opportunity to supply two electric vehicles on lease for a period of 5 years. The anticipated budget for this opportunity is £16,400 excluding VAT per annum.

How to tender:

Please review the attached Electric Vehicle Specifications document that has been prepared to assist as part of the tender and return the following documents as part of your tender submission:

- Detailed specification of vehicles.
- Lease costs and timed schedule of delivery.
- Provide a breakdown of what the Service, MOT, Maintenance, and breakdown plans include, plus nearest service garage.

NB* Financial checks may be undertaken on selected contractors, post-tender and prior to appointment, depending on contract value.

It is prohibited for prospective contractors to contact Yate Town Councillors or Staff to encourage or support their tender outside of the prescribed process outlined below.

Tender Timelines:

The tender opportunity will open on Thursday 8th June 2023 and run for 4 weeks until noon on Thursday 6th July 2023.

The decision process and key dates will then be as follows:

- All tenders will be opened and reviewed, within 7days of **Thursday 6th July 2023**;
- We may contact you at this point if we have any queries about your tender or require any clarification;
- A synopsis of the tenders will be presented to the Environment and Community Committee of Yate Town Council on **Tuesday 18th July 2023** to review and formally award the contract;
- We will respond to everyone who submitted a valid tender to notify you of the outcome no later than **4.00pm on Friday 21st July 2023**;
- **Please return all tenders via email to tenders@yatetowncouncil.gov.uk no later than noon on Thursday 6th July 2023.**



Please get in touch with me directly should you have any questions regarding the details of the tender. My email address is pjones@yatetowncouncil.gov.uk

HOWEVER, please ENSURE the actual tender is submitted to the specific email address in the document above. Tenders submitted via any other email address will not be considered.

Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP

Tel: 01454 866506

Website: www.yatetowncouncil.gov.uk