|  |  |
| --- | --- |
| Seaton Valley Council A Community Council |  |

|  |  |
| --- | --- |
| **Title**  | Submission Form – Floral Planting Contract October 2025 |
| **Reference** | SVC-FP-001-2025 |
| **Contract**  | Experienced contractors are invited to bid for the provision of seasonal floral planting and maintenance services across designated public areas within the Seaton Valley area for an initial period of the 2026-2028 growing seasons.  |
| **Location(s)** | Floral planting beds, towers and hanging baskets in the five villages of Seaton Delaval, Holywell, Seaton Sluice, Seghill and New Hartley.  |
| **Timescales** | **Deadline for submissions:** Midnight on Sunday 16th November 2025.**Internal review:** Week commencing 17th November 2025.**Final decision:** Wednesday, 21st January 2025.**Start date for project:** 01 April 2026. **Completion date:** 31 March 2028. |
| **Contact Details** | **Completed submission forms should be emailed to:** Admin – admin@seatonvalleycommunitycouncil.gov.uk **For further information about Seaton Valley Council:**Website – <https://seatonvalleycommunitycouncil.gov.uk/> |

**Company Profile**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Postal Address** |  |
| **Named Contact** |  |
| **Contact Details** | Email: |  |
| Telephone: |  | Mobile: |  |
| **Website** |  |

|  |  |
| --- | --- |
| **Experience** | *Summary of relevant experience and similar work completed, including references if available.*  |
|  |
| **Description**  | *Detailed specification of all work to be completed with particular attention to the evaluation criteria included in the notice of contract such as quality, design, environment, maintenance, safety, communication and price.*  |
|  |
| **Resources** | *Resources to be provided in delivery of the contract including plants, materials and equipment where relevant.*  |
|  |

|  |  |
| --- | --- |
| **Safety** | *Safety standards and regulations to be observed/applied.*  |
|  |
| **Timescale** | *Timeline for each stage with potential start and completion dates, including milestones.*  |
|  |
| **Price** | *Detailed breakdown of costs for all plants, services and equipment to be supplied, split into year one and year two with options for phasing where appropriate.*  |
|  |
| **Legal** | *Summary of relevant insurances, risk assessments and health and safety protocols. Copies to be supplied on request.*  |
|  |

**Guidance Notes**

To ensure your submission is comprehensive and aligned with the evaluation criteria, please follow the guidance below for each section of the template.

**📌 Experience**

* Focus on similar contracts, especially those involving play equipment, landscaping, or public installations.
* Provide contact details or testimonials from previous clients to demonstrate reliability and satisfaction.
* Emphasise your team’s qualifications, project management skills, and ability to deliver on time and within budget.

**📌 Description**

* Clearly outline all tasks, from site preparation to installation and maintenance.
* Include visuals or descriptions showing aesthetic appeal and integration with surroundings.
* Address Evaluation Criteria, for example:
	+ **Quality**: Describe the quality of plants, materials, and workmanship. Include sourcing details and any guarantees or warranties.
	+ **Design**: Showcase creativity and visual impact. Include planting schemes, colour coordination, and how your design enhances public spaces.
	+ **Environment**: Detail sustainable practices such as use of peat-free compost, water-efficient methods, and pollinator-friendly species.
	+ **Maintenance**: Provide a clear and reliable maintenance schedule. Explain how you will respond to issues and ensure plant health throughout the season.
	+ **Communication:** Describe how you will liaise with council officers, provide updates, and handle queries or feedback.
	+ **Timeline**: Explain the planned schedule for planting and maintenance, and provide options for phasing the help manage cost in year one.

**📌 Resources**

* Include species names, specifications, and proposed quantities.
* Attach clear images or diagrams as examples.
* Highlight any innovative or inclusive features that enhance public spaces.

**📌 Safety**

* Confirm adherence to relevant UK and EU safety standards.
* Describe your approach to site safety during installation and ongoing maintenance.
* Summarise evidence of staff qualifications and relevant certifications.

**📌 Length and Clarity**

* Submissions should be clear, focused, and avoid unnecessary detail. Aim for precision over volume.
* Address each section of the template directly. Avoid repetition or overly technical language unless essential.
* Each section should ideally be no more than 1–2 pages. Use bullet points, headings, and visuals where appropriate to aid readability.

**📌 Price**

* Provide a transparent and itemised cost breakdown for year one and two including options for phasing.
* Emphasise value for money over time, not just lowest price.

**✅ Final Tips**

* **Be Concise**: Avoid overly wordy responses. Keep each section focused and relevant. Use bullet points and headings to improve clarity.
* **Follow the Template**: Use the provided structure (Experience, Description, Equipment, Safety) to ensure all required information is included.
* **Use Plain Language**: Avoid jargon and technical terms unless necessary. Make your bid easy to understand for evaluators.
* **Provide Evidence**: Support your claims with examples, references, images, and documentation where appropriate.