

CAPEL PARISH COUNCIL GROUNDS MAINTENANCE CONTRACT INVITATION TO TENDER

1. Capel Parish Council ("the Council") tenders for a 3 year contract to carry out of the services of grass cutting and grounds maintenance in accordance with contract documents which comprise of:-
 - 1.1. Appendix A - Conditions of Contract
 - 1.2. Appendix B - Specification of Works
 - 1.3. Appendix C - Commercial Information
 - 1.4. Appendix D - Form of Tender
 - 1.5. Appendix E - Declaration
2. Prospective contractors should ensure that they are familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.
3. Any queries regarding the interpretation of any part of the contract should be addressed to the Clerk no later than one week before the closing date.
4. The tender shall be submitted in the Form of Tender (Appendix D).
5. Tenderers should note that as part of the evaluation process they may be asked to answer questions on their bid.
6. Prospective Contractors should note the Council is not bound to accept the lowest or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
 - 8.1. Fully complete and return the following documents
 - 8.1.1. Appendix C Commercial Information
 - 8.1.2. Appendix D Form of Tender
 - 8.1.3. Appendix E Declaration
 - 8.2. Return Tenders and related documentation **by post** to:

Louise Goldsmith
Parish Manager & Clerk
Capel Parish Council
Capel Village Hall
Falmouth Place

Five Oak Green
Tonbridge
Kent TN12 6RD

By 12pm 6 December 2021

Tenders received late will not be considered.

- 8.3. Please note that the envelope containing the tender documents must clearly be marked "**Tender Documents for Grounds Maintenance Contract**" on the outside. This is in the interests of fairness to ensure that all tenders are opened at the same time.