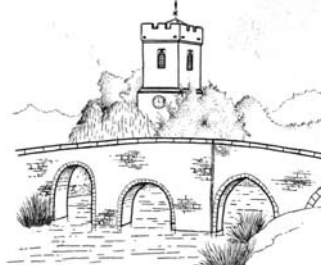


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



QUOTES MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS. QUOTES NOT COMPLYING WITH THESE INSTRUCTIONS IN ANY PARTICULAR MAY BE REJECTED BY THE AUTHORITY WHOSE DECISION IN THE MATTER SHALL BE FINAL

1. Bidford-on- Avon Parish Council (The Authority) invites quotes for Flower Box Planting and Maintenance
2. Prospective suppliers should ensure that they are fully familiar with the nature and extend of the obligations to be accepted by them if their quote is accepted including their employer's standing orders a copy of which may be seen by arrangement.
3. It is the responsibility of the prospective supplier to obtain for themselves at their own expense any additional information necessary for the preparation of their quotes.
4. Contract evaluation will be based both on quality and price and suppliers may be required to demonstrate their ability to deliver a quality service. Quality assessment will be based upon previous work carried out for the Parish Council and upon references from previous and current clients.
5. It is the practice to publish the amount of the successful quote and the name of the supplier. If a supplier would not wish such details to be released, he/she should notify his/her objection and reasons at the time of sending the quote.

6. The Council does not bind itself to accept the lowest quote and every effort will be made to reach a decision on awarding the work within 14 days of the closing date of the submission of quotes.
7. All suppliers must demonstrate they have the resources to carry out the works either as a single legal entity or through the procurement of sub-contractors.
8. In the event that any subcontractor is to be employed for the purpose of the works the supplier shall indicate which sub contractor is to be used, details of professional and any other qualifications and the supplier shall be required to have appropriate policies of insurance to ensure the acts and/or omissions of their sub-contractor are fully covered.

For the avoidance of doubt a sub-contractor shall be any person who is not employed by the supplier under a contract of employment or any other legal entity retained by the supplier to undertake the works

9. Suppliers must give details of all their insurances
10. Suppliers must submit their quote no later than 19th February 2010, based on the enclosed specification in a signed and sealed envelope, addressed to:

Mrs. E. Uggerløse
Clerk to the Parish Council
c/o Post Office
30 High Street
Bidford-on-Avon
B50 4AA