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Tender

Trowbridge RTC Tree works

Trowbridge Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-000243

Procurement identifier (OCID): ocds-h6vhtk-05ff2f

Published 5 January 2026, 11:56am

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Scope

Reference

NS012026

Description

Trowbridge Town Council

Invitation to Tender

Tree Works

Introduction

Trowbridge Town Council are inviting tenders from competent interested parties to carry out required tree works on Trowbridge Town Council maintained sites.

Towards the end of 2025 Trowbridge TC engaged a contractor to carry out a tree survey on our sites. The findings of which are the subject of this tender.

Location

The tree work is required at several locations around Trowbridge, see below. Full location maps are available in the tender docs.

Tree work specification

All work undertaken must be in line with best practice and BS3998 (2010).

See Tree work specification document and plans for more information and the work required.

Tender Submissions

Trowbridge Town Council require tenderers to submit a tender containing a detailed financial cost statement along with example RAMs, relevant case study examples, insurance details and any other relevant information.

Assessment of Submission

It is the intention of the Town Council to assess the bids through the use of a matrix with a weighting of 70% price and 30% quality. A copy of the quality matrix criteria is below.

Category

Criterion

Weighting %

Financial Proposal

Price competitiveness

70

Operational capability

Relevant Experience and capacity

10

H&S

10

Added Value

Engagement

10

The Town Council does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential. Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

Conditions of Contract

The Town Council will enter into a formal contract with the successful tenderer for the tree work.

Conditions of Tender

The completed submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Trowbridge Town Council by 12 noon 27th February 2026. Email address stuart.legg@trowbridge.gov.uk

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process.

The tenderer is to provide an electronic copy of the submission to the email address above. The electronic copy may be via email. Any tenders delivered outside of these times will not be accepted.

Please note, the comprehensiveness and quality of the documents will be used to assess the tender returns.

Schedule of Documents

The documents listed below will be required as part of the submission for assessment.

A. Financial cost statement

To include detailed breakdown of costs

B. Experience

Please submit details of your relevant experience and qualifications including membership of any relevant professional bodies.

D. Insurances

Please submit copies of your relevant insurances.

E. Health and Safety

Please submit examples of RAMs or qualifications.

F. Additional Information

Please submit any additional information that would be beneficial to the assessment of the tender.

Contact Information

For further details and queries, please contact stuart.legg@trowbridge.gov.uk

Total value (estimated)

- £40,000 excluding VAT
- £48,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 30 December 2026
- 8 months, 30 days

Main procurement category

Services

CPV classifications

- 77211400 - Tree-cutting services
- 77211500 - Tree-maintenance services

Contract locations

- UKK - South West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

25 February 2026, 11:59pm

Tender submission deadline

27 February 2026, 12:00pm

Submission address and any special instructions

stuart.legg@trowbridge.gov.uk

Tenders may be submitted electronically

No

Award criteria

It is the intention of the Town Council to assess the bids through the use of a matrix with a weighting of 70% price and 30% quality. A copy of the quality matrix criteria is listed in the invitation to tender document.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Trowbridge Town Council Tender Doc .docx](#)

[25142-Tree work specification.pdf](#)

[25142-TRM-2025-CA.pdf](#)

[25142-01-Biss Meadow Country Park.pdf](#)

[25142-01-Langford Park.pdf](#)

[25142-01-Paxcroft Brook.pdf](#)

[25142-01-St James Church.pdf](#)

[25142-01-St John the Evangelist.pdf](#)

[25142-01-Trinity Church.pdf](#)

[25142-01-Trowbridge Cemetery.pdf](#)

[25142-01-Trowbridge Skate Park.pdf](#)

[25142-01-Trowbridge Town Park.pdf](#)

Contracting authority

Trowbridge Town Council

- Public Procurement Organisation Number: PTMC-2396-NHJQ

The Civic Centre

Trowbridge

BA14 8AH

United Kingdom

Email: stuart.legg@trowbridge.gov.uk

Region: UKK15 - Wiltshire CC

Organisation type: Public authority - sub-central government