

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/001689-2024>

Tender

## **Tree Works Spring 2024 for Chigwell Parish Council**

Chigwell Parish Council

F02: Contract notice

Notice identifier: 2024/S 000-001689

Procurement identifier (OCID): ocds-h6vhtk-042e12

Published 18 January 2024, 9:14am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Chigwell Parish Council

Hainault Road

CHIGWELL

IG76QZ

#### **Contact**

Olga Linkeviciene

#### **Email**

[olga.linkeviciene@chigwellparishcouncil.gov.uk](mailto:olga.linkeviciene@chigwellparishcouncil.gov.uk)

#### **Telephone**

+44 2085014275

**Country**

United Kingdom

**Region code**

UKH35 - West Essex

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.chiqwellparishcouncil.gov.uk>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[https://chiqwellparishcouncil-my.sharepoint.com/:f:/g/personal/olga\\_linkeviciene\\_chiqwellparishcouncil\\_gov\\_uk/EqVqJwuDYvVGjpvPoNRlc3kBKv8RJXf1T6osbUKN2246sA?e=IdqK8n](https://chiqwellparishcouncil-my.sharepoint.com/:f:/g/personal/olga_linkeviciene_chiqwellparishcouncil_gov_uk/EqVqJwuDYvVGjpvPoNRlc3kBKv8RJXf1T6osbUKN2246sA?e=IdqK8n)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Tree Works Spring 2024 for Chigwell Parish Council

Reference number

CPC012024

#### **II.1.2) Main CPV code**

- 77000000 - Agricultural, forestry, horticultural, aquacultural and apicultural services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

- To comply with the requirements and complete the remedial tree works as detailed in the attached Schedule of Works.

#### **II.1.5) Estimated total value**

Value excluding VAT: £40,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKH3 - Essex

Main site or place of performance

Chigwell

Essex

IG7

The locations specified in the tender specification.

#### **II.2.4) Description of the procurement**

Tree pruning, tree cutting, tree clearing, hedge cutting / pruning, crown reduction, tree removal (felling, sectional, dismantling), crane assisted tree removals, stump removal, stump chemical treatment, associated waste removal, large shrub removal, laying of large o cuts at specified locations in Chigwell to limit verge parking

#### **II.2.5) Award criteria**

Quality criterion - Name: QUALIFIED / Weighting: HIGH

Quality criterion - Name: EXPERIENCED / Weighting: HIGH

Quality criterion - Name: DELIVERY CONDITION SUCH AS DATE, PROCESS AND PERIOD / Weighting: HIGH

Quality criterion - Name: Technical merit / Weighting: HIGH

Quality criterion - Name: Environmental characteristics and compliance with existing biodiversity proposals / Weighting: HIGH

Quality criterion - Name: AFTER-SALES SERVICE AND TECHNICAL ASSISTANCE / Weighting: HIGH

Quality criterion - Name: AESTHETIC AND FUNCTIONAL CHARACTERISTICS / Weighting: HIGH

Cost criterion - Name: to appoint the top scoring tenders to the Contract on a MEAT basis / Weighting: MEDIUM

#### **II.2.6) Estimated value**

Value excluding VAT: £40,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing**

**system**

Start date

9 February 2024

End date

31 March 2024

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

For this purpose the Council has identified its requirement to establish a Contract, appointing suitably qualified and experienced Contractors. Service delivery will be required to undertake identified planned remedial arboricultural services relating to specific and mapped trees and shrubs which fall under the Council's responsibility of Chigwell Parish Council. These works are details in the Schedule of Works

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

It is the Council's intention to appoint the top scoring tenderer to the Contract (subject to sufficient tenders being received) on a MEAT (Most Economically Advantageous Tender) rather than cost basis alone. The award criteria and their weighting are notified to the tenderers within the tender documentation. The Council reserves the right to appoint one or two suppliers should the Council not receive a sufficient number of acceptable tenders

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Suppliers also need to be aware of The Local Government (Transparency Requirements) (England) Regulations 2015, as these regulations require additional contracting information to be published beyond the legislative requirements of the Public Contracts Regulations 2015. Suppliers should also be aware that information from a tender may be disclosed in the future under the Freedom of Information Act. This gives anyone, including competitors, the general right to see the information held by public authorities - including the information in a tender. Suppliers should not include or clearly indicate any information which is commercially confidential.

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

30 January 2024

Local time

5:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

1 February 2024

Local time

1:00pm

Place

at Chigwell Parish Council Offices, Hainault Road, Chigwell, IG7 QZ

Information about authorised persons and opening procedure

In line with the adopted Financial Regulations of Chigwell Parish Council, all tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least three members of the council. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 and shall refer to the terms of the Bribery Act 2010.



---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

CHIGWELL PARISH COUNCIL

Hainault Road

Chigwell

IG7 6QZ

Email

[accounts@chigwellparishcouncil.gov.uk](mailto:accounts@chigwellparishcouncil.gov.uk)

Telephone

+44 2085014275

Country

United Kingdom

Internet address

<https://www.chigwellparishcouncil.gov.uk>