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Tender

## Grounds Maintenance Contract

Hawkinge Town Council

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

Notice identifier: 2025/S 000-043456

Procurement identifier (OCID): ocds-h6vhtk-056710

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## Scope

## Reference

Hawkinge Town Council - Grounds Maintenance

## Description

Hawkinge Town Council (HTC) wishes to select and appoint a suitable supplier for the grounds maintenance of town council assets and invites organisations to submit a tender to meet HTC's requirements. The specific requirements for the above are detailed in the Pricing Schedule & Specification at Appendix B. Location plans have also been provided at Appendix C.

## Total value (estimated)

- £312,500 excluding VAT

- £375,000 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 April 2026 to 31 March 2031
- 5 years

### **Options**

The right to additional purchases while the contract is valid.

Additional Maintenance:

To provide any additional maintenance required by HTC, ie: fencing repairs, tree surgery and other ad-hoc handyman requests. May be asked to undertake additional grounds maintenance on sites as and when deemed necessary by the Council.

### **Main procurement category**

Services

### **CPV classifications**

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

### **Contract locations**

- UKJ - South East (England)

## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

8 August 2025, 4:00pm

### **Submission type**

Tenders

### **Tender submission deadline**

27 August 2025, 1:00pm

### **Submission address and any special instructions**

All submissions via email to

[clerk@hawkinge-tc.gov.uk](mailto:clerk@hawkinge-tc.gov.uk)

**Tenders may be submitted electronically**

No

## Languages that may be used for submission

English

## Award decision date (estimated)

10 October 2025

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## Award criteria

Name	Type	Weighting
Price	Price	60%
Quality	Quality	40%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

## Competitive flexible procedure

### Competitive flexible procedure description

Read these instructions carefully before completing the Invitation to Tender Supplier Response document. It is your responsibility to make sure the document is fully completed with any other required documents. If you fail to comply with these requirements, we may reject your tender.

2.1.2 By submitting a response to this ITT, you confirm that you understand and can provide services (or works or goods) that satisfy the requirements described in our specifications.

2.1.3 Complete the following documents and submit documents directly to [clerk@hawkinge-tc.gov.uk](mailto:clerk@hawkinge-tc.gov.uk)

- Appendix A - ITT Supplier Response Form
- ITT sub-contractor information
- Appendix B - Pricing Schedule & Specification

If possible, please return these documents in the file format provided (e.g. .doc, .xls, etc.) or a compatible format.

2.1.4 See Section 4 for information about site visits.

2.1.5 You are permitted include appendices with your tender to support answers to the quality/technical questions in the Invitation to Tender Supplier Response document. Any additional documents you include should be relevant and, if part of your answer to a quality question, comply with any word count limits.

2.1.6 You are not required to submit copies of audited accounts, insurance certificates or company policies with your tender. If you are successful, you must provide these and any other evidence we request, before HTC enters into contract with you.

2.1.7 Tenders must be submitted by the Tender Return Date (see section 1.2). We will not consider late tenders unless agreed by the HTC's authorised officers in exceptional circumstances.

2.1.8 Tender Validity - your tender must be open for acceptance for at least 180 days from the Tender Return Date. We will not accept any changes to your tender in that period,

unless a genuine error is found and corrected before we make the award decision.

2.1.9 Modification & Withdrawal - You may modify or withdraw your tender at any time before the Tender Return Date. If you need to withdraw your tender after the deadline, please send contact the clerk via email [clerk@hawkinge-tc.gov.uk](mailto:clerk@hawkinge-tc.gov.uk).

2.1.10 Queries and Clarifications - All enquiries a bout this ITT should be sent by email to [clerk@hawkinge-tc.gov.uk](mailto:clerk@hawkinge-tc.gov.uk). We will try to answer all questions as quickly as possible before the Clarification Closing Date. We recommend you submit your questions as early as possible.

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## Documents

### Associated tender documents

[ITT instructions.docx](#)

Tender Notice

Specific Requirements for Tender - including ITT instructions.

[Appendix A - ITT supplier response.docx](#)

Bidding Documents

[Appendix B - Pricing Schedule & Specification.xlsx](#)

Bidding Documents

[ITT sub-contractor information.doc](#)

Bidding Documents

[Appendix C - Terms and Conditions.docx](#)

Bidding Documents

[Appendix D - Grounds Maintenance Tender - Plans.pdf](#)

Bidding Documents

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## **Contracting authority**

### **Hawkinge Town Council**

- Public Procurement Organisation Number: PLYQ-5138-GXTN

Hawkinge Town Council Offices, Hawkinge Community Centre, Heron Forstal Avenue

Hawkinge

CT18 7FP

United Kingdom

Email: [clerk@hawkinge-tc.gov.uk](mailto:clerk@hawkinge-tc.gov.uk)

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government