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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 000-050261

Procurement identifier (OCID): ocds-h6vhtk-056710 ([view related notices](#))

Published 20 August 2025, 3:24pm

Changes to notice

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

Please Note: Tender Return Date states Friday 27 August 2025 should read Wednesday 27 August 2025.

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)

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

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

10 October 2025

Award criteria

Name	Type	Weighting
Price	Price	60%
Quality	Quality	40%

Other information

Conflicts assessment prepared/revised

Yes

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

- 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.

2.1.10 Queries and Clarifications - All enquiries a bout this ITT should be sent by email to 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.

Documents

Associated tender documents

[ITT instructions.docx](#)

Tender Notice

Specific Requirements for Tender - including ITT instructions.

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[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

[Clarification Questions.pdf](#)

A summary of questions received and answers given during the designated period.

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

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government