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Tender

Provision of Arboriculture Services

Royal Borough of Windsor & Maidenhead

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

Notice identifier: 2025/S 000-050566

Procurement identifier (OCID): ocds-h6vhtk-05211d

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Scope

Description

RBWM is setting up a Framework for the provision of arboriculture services within The Royal Borough of Windsor and Maidenhead for standard, time sensitive and emergency arboriculture work. Work will be required along the public highway (which must be carried out in accordance with the requirements of Chapter 8 of the Traffic Signs Manual and further detailed in the booklet entitled "Safety at Street Works & Road Works", the New Roads and Street Works Act 1991, The Traffic Management Act 2004 and Traffic Management Permit Scheme (England) Regulations 2007 and any subsequent amendments thereto), on public rights of way and on sites within Borough such as cemeteries, churchyards, parks, open spaces and property sites.

There are 30,299 individual trees recorded on the adopted highway, in parks, open spaces and cemeteries within RBWM. The Authority is currently in the process of completing an audit and condition survey of trees in some of these sites and estimates a further 5,000 trees will be added to our records. In addition, the Authority manages a number of small woodlands and hedgerow trees.

The Authority is firmly committed to maintaining the trees and woods as a vital part of the

environment of The Royal Borough of Windsor & Maidenhead.

The proposed Framework will play a key part in helping to deliver the aims and objectives of the Tree and Woodland Strategy for the Authority. The tree related services that will be required by the Authority include:

- Climbing Inspections
- Formative Pruning
- Crown Lifting
- Crown Thinning
- Pruning Back from Property, Boundaries Or Objects
- Crown Reduction and Reshaping
- Conservation Pruning
- Pollarding
- Re-Pollarding
- Cleaning Out Objects
- Severance/removal of Climbing Plants
- Removal of Dead, Dying, Diseased and Broken Branches
- Crown Clean
- Specific Branch/Limb Removal or Reduction
- Removal of Suckers and Epicormic Shoots
- Pruning for Infrastructure
- Bi-annual removal of Epicormic shoots, suckers and crown lifting
- Tree Felling
- Removal/Trimming of Hedges

- Coppicing
- Tree Stump and Root Removal or Treatment
- Young tree maintenance
- Root Pruning
- Bark Wound Repair
- Bracing and Propping
- The Provision of an Emergency Out of Hours Service
- Control of Brown Tail Moth
- Control of Oak Processionary Moth
- Traffic Management

The Participation Questionnaire which all interested suppliers need to complete is hosted on Bravo Portal <https://public.bravosolution.co.uk/web/login.html>

How to Express an Interest in This Tender

Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal <https://public.bravosolution.co.uk/web/login.html> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure).

For further guidance on how to register on The Public Sector Procurement Portal hosted by Bravo Solution you can watch the video available via the following link - http://www.screencast.com/t/o6NHgMNjnf?_ncp=1502113290076.897-1 Please note that despite the Bravo Advantage 16 branding the instructions and guidance in the video are correct and apply to the Public Sector Procurement Portal.

Express an Interest in the tender - Login to the portal with the username/password - Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top of the page. - This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) -You can now access any attachments by clicking 'Buyer Attachments' in the 'PQQ/ ITT Details' box.

Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen instructions to complete the PQQ/ ITT - There may be a mixture of online & offline actions for you to perform (there is detailed online help available) You must then submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help, or contact the eTendering help desk on 0800 069 8630 or email help@bravosolution.co.uk

Commercial tool

Establishes a framework

Total value (estimated)

- £4,500,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2029
- Possible extension to 31 March 2031
- 5 years

Description of possible extension:

After the Initial term of 3 yrs, the option of further extensions (for a duration of 2 yrs) will be provided , subject to the satisfactory performance and at the RBWM's discretion

Options

The right to additional purchases while the contract is valid.

In case of emergencies/severe weather conditions, additional services may be required

Main procurement category

Services

CPV classifications

- 03452000 - Trees
- 77340000 - Tree pruning and hedge trimming

Contract locations

- UKC - North East (England)
 - UKD - North West (England)
 - UKE - Yorkshire and the Humber
 - UKF - East Midlands (England)
 - UKG - West Midlands (England)
 - UKH - East of England
 - UKI - London
 - UKJ - South East (England)
 - UKK - South West (England)
-

Framework

Maximum number of suppliers

3

Maximum percentage fee charged to suppliers

33%

Further information about fees

Full details of how the work will be allocated under the awarded framework will be provided in the ITT

Framework operation description

Work orders will be allocated as/when required to all awarded framework suppliers on a rota basis subject to meeting the KPIs. Some mini competition under the framework could be required. The full details of the allocation will be provided in the ITT.

Schedule of rates for various type of arboriculture work will need to be submitted as part of ITT commercial schedule and these rates will be used during the framework. The details are included in the ITT document.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Establishing party only

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

4 September 2025, 1:00pm

Submission type

Requests to participate

Deadline for requests to participate

16 September 2025, 1:00pm

Electronic auction will be used

Yes

Submission address and any special instructions

<https://public.bravosolution.co.uk/web/login.html>

. All submissions need to be done via the Bravo portal

<https://public.bravosolution.co.uk/esop/guest/login.do> Suppliers will need to register for access to the Jaggaer platform. Register your company on the eSourcing portal (this is only required once) - Browse to the eSourcing Portal

<https://public.bravosolution.co.uk/web/login.html> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct business and user details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (please keep this secure). For further guidance on how to register on The Public Sector Procurement Portal hosted by Bravo Solution you can watch the video available via the following link -

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Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Suppliers to be invited to tender

Maximum 6 suppliers

Selection criteria:

We are aiming for 6 suppliers to be selected for participation in the ITT. The selection criteria as well as the anticipated time frame for inviting to ITT have been described in the Invitation to Participate which is available on Bravo portal.

Award decision date (estimated)

31 December 2025

Recurring procurement

Publication date of next tender notice (estimated): 15 July 2030

Award criteria

Name	Description	Type	Weighting
Technical criteria	The weighting may be subject to change during ITT stage	Quality	55%
Financial criteria	The weighting may be subject to change during ITT	Cost	45%

Other information**Conflicts assessment prepared/revised**

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Submissions to the Participation Questionnaire, will be evaluated in line with the methodology stipulated in the Request to Participate

Up to 6 suppliers with the highest evaluation scores will be invited to ITT

ITT submissions will be evaluated against the technical and commercial criteria -the full methodology will be stated in the ITT documents and up to 3 highest scored suppliers will be recommended for the award to the framework.

Contracting authority

Royal Borough of Windsor & Maidenhead

- Public Procurement Organisation Number: PJQM-1124-QDHW

St Ives Road

Maidenhead

SL6 1RF

United Kingdom

Email: procurement@rbwm.gov.uk

Region: UKJ11 - Berkshire

Organisation type: Public authority - sub-central government