

TENDER DOCUMENT

Contract Title	Supply of Floral Containers i.e. Hanging Baskets, Troughs, Towers and Planters
Contract Reference	RSCTC/26/01
Date/Time for Quotation Return	Noon on 13th February 2026

CONTENTS

	TENDER INFORMATION	
	Guidance for Providers	2
1	Introduction	3
2	Requirements	4
3	Indicative Timetable	5
4	Selection and Evaluation	6
	TENDER RESPONSE	
	SELECTION CRITERIA	
	GENERAL INFORMATION	
1	Company Information	7
2	References	8
	PRICE SUMMARY	
3	Pricing	9
	TENDER SUBMISSION REQUIREMENTS	
4	Compliance with Bribery Act 2010	10
5	Submission of Tender	
6	Questions and further information.	
	APPENDICIES	
Appendix 1	Artwork for the Town Council Logo	

IMPORTANT NOTE – GUIDANCE FOR PROVIDERS

You are invited to submit a quotation for supply and delivery of Floral Containers. **no later than 12:00 noon, on 13th February 2026** as detailed below: -

Quotation providers are advised to ensure that they are fully familiar with the nature and extent of the contract. It is the responsibility of the quotation provider to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.

The Town Council may at its own absolute discretion extend the closing date and time specified for the receipt of quotations or invite variations to the terms of the contract.

The Town Council will evaluate this Quotation based on the criteria of **100% price, subject to meeting the specification.**

The Town Council does not bind itself to accept the lowest or any quotation and reserves the right to accept a Quotation either in whole or part for the goods and services specified.

All prices shall in all cases be exclusive of VAT, which will be applied in accordance with legislation. Please note that discounts and trade allowances of any kind must be shown separately.

Confidentiality

All information supplied by the Town Council in connection with this Quotation shall be regarded as confidential by the potential supplier (except that such information may as is necessary be disclosed for the purpose of obtaining guarantees and quotations necessary for the preparation of the submission).

Data protection -Not applicable

TUPE – Not applicable

1. Introduction

The Town Council requires a supplier to provide and deliver floral containers, i.e. hanging baskets, half barrier boxes, fountain planters, and large free-standing planters, as specified in Table 1 below. The containers are to be delivered to Idverde Depot on 1st April 2026.

Requirements/Specification

Table 1: List of assets required for floral displays.

Description of items	Quantity
Cup and Saucer Hanging Basket. Self-Watering 530mm diameter (Long Chain 16'). Colour: Black	311
Cup and Saucer Hanging Baskets. Self-Watering 410mm diameter (Short Chain 14'). Colour: Black	4
Half Barrier Boxes (1 metre) with fittings. Self-Watering. Colour: Black	135
Fountain Planters Self-Watering (Metre square with tiers of 500mm, 650mm & 820mm. Colour: Black	7
Free Standing Planters Self-Watering 1200mm (With logo). Colour: Black with Gold trim & logo -See Appendix 1	44
Double Brackets for Long Chain Hanging Baskets	4

Context

- **Royal Town of Sutton Coldfield** is a town and civil parish in the city of Birmingham, West Midlands, England. The town lies around 8 miles northeast of Birmingham city centre, 9 miles south of Lichfield, 7 miles southwest of Tamworth, and 7 miles east of Walsall.
- Sutton Coldfield and its surrounding suburbs are governed under [Birmingham City Council](#) for [local government](#) purposes, but the town has its own [town council](#) which governs the town and its surrounding areas by running local services, including providing summer and winter & spring florals across the town.

2. Requirements – Specification

The Town Council is seeking containers that:

- Are suitable for outdoor use in the Public Realm.
- Have reservoirs for self-watering up to 7 days.
- Can be securely installed on lamp posts, railings, as well as free standing.
- Are sufficiently robust that can withstand acts of vandalism.
- Will have the Town Council`s logo incorporated on the free-standing planters.
- Are made from recycled plastic and look attractive and appropriate for the public setting,

Budget

The total budget available is £50,000.

Delivery Address

Unit 2 Oxford Street
Burton Upon Trent
DE14 3PG

3. Indicative Timetable

Table 2 Proposed timetable.

Activity	Timetable
Advertise tender opportunity	Week commencing 12th January 2026
Closing date	13th February 2026
Report the outcome to Amenities, Leisure, and Community Services Committee	10th March 2026
Delivery	1st April 2026

4. **Selection Criteria**

General Information

Pass/Fail Selection Criteria		
1	Company Information	Not Scored
2	References at least one reference required	Pass/Fail

Transparency

Suppliers should be aware that, should they be awarded a Contract, the content of the Contract may be published by the Council to the general public in line with transparency requirements.

Before publishing any information, the Council will consult with the supplier on any potential exemptions that may be applicable. The Supplier should note that the final decision on what information is published will rest with the Council.

TENDER RESPONSE

Contract Title	Supply of Floral Containers i.e. Hanging Baskets, Troughs, Towers and Planters
Contract Reference	RSCTC/26/01
Bidder Name	
Time / Date for Quotation Return	Noon on Friday 13th February 2026

STAGE 1 – GENERAL INFORMATION (PASS / FAIL)

1. Company Information

Name of Organisation	
Trading Name of Applicant	
Address of Registered Office	<i>Address 1</i> <i>Address 2</i> <i>Address 3</i> <i>City/Town</i> <i>Country</i>
Postcode	
Company Registration No. <i>(if applicable)</i>	
Date of Registration	
Contact Name for enquiries about this application	
Telephone Number	
Email	

2. References

Please provide two references relevant to this contract that will be used to assess the suitability of the products. The Town Council reserves the right to verify the authenticity of the references referred to at any time during the procurement process.

- Use only those references where you have the ability to disclose all the relevant information asked for.
- Use only those references where the contact provided is willing to discuss the contact of the information included.
- Prior to being awarded the contract, the Town Council will undertake a risk assessment, which will include contacting references.

	Reference 1
Organisation (Name):	
Customer Contact Name	
Customer Telephone No:	
Customer Email Address:	
Date Contract Awarded:	
Contract Reference and Brief Description:	
Contract Value:	

	Reference 2
Organisation (Name):	
Customer Contact Name	
Customer Telephone No:	
Customer Email Address:	
Date Contract Awarded:	
Contract Reference and Brief Description:	
Contract Value:	

Have you had any contracts terminated for poor product performance in the last three years, or have any contracts where damages have been claimed by the contracting authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes” please give details:	

3. Price

Table 1: List of assets required for floral displays.

Description of items	Quantity	Cost per unit	Total
Cup and Saucer Hanging Basket. Self-Watering 530mm diameter (Long Chain 16'). Colour: Black	311		
Cup and Saucer Hanging Baskets. Self-Watering 410mm diameter (Short Chain 14'). Colour: Black	4		
Half Barrier Boxes (1 metre) with fittings. Self-Watering. Colour: Black	135		
Fountain Planters Self-Watering (Metre square with tiers of 500mm, 650mm & 820mm. Colour: Black	7		
Free Standing Planters Self-Watering 1200mm (With logo). Colour : Black with Gold trim & logo - See Appendix 1	44		
Double Brackets for Long Chain Hanging baskets	4		
Any discount applied			
Total Price including delivery & excluding VAT			

3.1 All prices shall be in all cases exclusive of Value Added Tax, which will be applied in accordance with legislation.

3.2 The price(s) are deemed to be inclusive of all costs and expenses incurred in providing and delivering the products... No costs, other than those detailed will be allowed.

SUBMISSION REQUIREMENTS

4. Compliance with Bribery Act 2010

Tenderers must comply with the terms of the Bribery Act 2010. Any effort by Tenderers to influence the evaluation of tenders or award decisions, including the offering or giving of bribes, gifts, or other inducement, direct or indirect canvassing or lobbying of any member, agent or officer of the Town Council should be reported to the nominated procurement lead. Such action by a Tenderer may result in the disqualification of its tender.

Any effort to influence the evaluation of tenders or award decisions by officers of the Town Council or Councillors not directly involved in the decision-making process must be reported to the nominated procurement lead.

5. Submission of Tender

Tenders must be returned electronically to tender@suttoncoldfieldtowncouncil.gov.uk by noon on 13th February 2026, further details will be available on the Town Council website – <https://suttoncoldfieldtowncouncil.gov.uk/tender-opportunities/>

6. Questions and further information

Any questions, clarifications or further information and requests for Tender Envelope Labels should be directed to: -

steve.hollingworth@suttoncoldfieldtowncouncil.gov.uk

APPENDIX 1

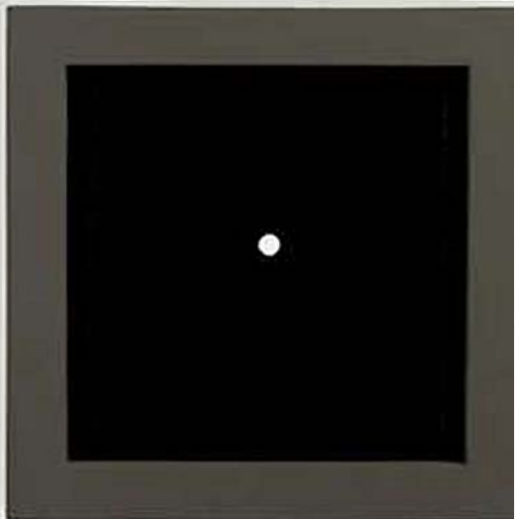
Logo and design for the 44 free-standing planters



ANGLED VIEW



FRONT



OVERHEAD