Request for quote for:

HDC202512 - Arboricultural Services Planning Advice

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| --- | --- |
| Date opportunity posted | 19 Sept 2025 |
| Last date for clarifications | 12 noon, 13 October 2025 |
| Quotation return date | **12 noon, 20 October 2025** |
| Estimated Contract Value | Up to £200,000 |
| Quotation shall be returned to | [procurement@hart.gov.uk](mailto:procurement@hart.gov.uk) |
| With the subject line | Quotation for HDC202512 - Arboricultural Services Planning Advice |
| Contact in case of queries | procurement@hart.gov.uk |

# Introduction

* 1. The Council invites quotations for this opportunity in accordance with the terms and requirements of this document and any Schedules attached.

# Specification

* 1. Key contract dates:

|  |  |
| --- | --- |
| Intended Start Date | 17 November 2025 |
| Duration | 2 Years initial term |
| Intended End Date | 31 December 2027 |
| Extension Details | Option to extend for up to a further 1 years (ending 31 December 2028), by mutual agreement |

* 1. Aim:
     1. The Council is seeking access to specialist arboricultural expertise in order to assist it in the delivery of its obligations in relation to planning matters
  2. Objectives:
     1. The Council’s main objectives are:

1. To secure access to specialist arboricultural knowledge that ensures the advice it is provided is compliant with all relevant legislation and policies.
2. To add value to the commission through a partnership approach to assisting the Development Management team in the provision of advice and expertise
   1. Deliverables:
      1. The successful bidder must:
3. Undertake assessments of applications for works to protected trees (Tree Preservation Orders and Conservation Area Notifications),
4. Prepare reports as required and provide specialist advice to planning officers,
5. Prepare and assist the processing of new Tree Preservation Orders.
6. Deliver advice that complies with:
   * British Standard 5837:2012 "Trees in relation to Design Demolition and Construction"
   * The Town and Country Planning (Tree Preservation)(England) Regulations 2012
   * BS 3998:2010 "Tree work"
   * The National Planning Policy Framework
   * Other relevant legislation
7. Ensure that the service is accessible and available via a proposed Service Level Agreement (SLA) which preferably would align with Council opening hours as advertised on our website.
8. Offer a simple daily rate charging approach with any other expected costs to be documented in the pricing table as required. The Council expects 3 to 4 days per week will be required during the term, subject to the consideration of bidders Method Statement which will set out how the service is to be delivered.
9. Be able to attend site visits as required, being based ideally no further than 1 hour away from the district.
   1. Monitoring arrangements:
      1. The Council may monitor the performance of the Services by the Supplier via quarterly review meetings.
      2. As part of the bidders submission it is expected that a proposed SLA will be set out and this if agreed by the Council will be contractually binding.

# Information for Bidders

* 1. All quotation response documents must be returned to the email address stated on page 1 by no later than the quotation return date also stated on page 1. Quotations received after this time will only be accepted in exceptional circumstances and at the council’s discretion.
  2. If there appears to be an error or omission in a quotation the Council may invite the Bidder to confirm the submitted price, including errors/omissions, or amend the submitted price to correct these errors/omissions. All amendments or confirmation of quotation must be confirmed in writing by the Bidder.
  3. If the Council considers a query may have a material effect on quotation responses, all suppliers will be notified without delay via email.
  4. The Council reserves the right to disregard any quotation where:

1. in the opinion of the council, there is sufficient doubt as to the Bidder’s ability to perform the contract for the submitted price; or
2. it does not fulfil a mandatory or pass / fail requirement; or
3. it contains qualifications that conflict with the Request for Quotation instructions.
   1. Quotations and supporting documents shall be in English and any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the laws of England and Wales.
   2. All prices quoted shall, unless otherwise stated, include profit, transport, labour, materials, fuel and plant charges, insurance and all other expenses of every kind which under the conditions of Contract are borne by the Bidder. Prices quoted shall be in UK Sterling and exclusive of Value Added Tax. Value Added Tax shall be applied at the appropriate rate ruling at the date of any invoice.
   3. Bidders must not take part in any publicity activities with any part of the media about the Contract or this opportunity without getting the Council’s written agreement first. This includes the Council’s agreement on the format and content of any publicity.
   4. This opportunity is made available in good faith. The Council give no warranty as to the accuracy or completeness of the information contained in it. The Council also disclaim any liability for any inaccuracy or incompleteness. The Council reserve the right to cancel the Quotation process at any point.
   5. The Council are not liable for any costs resulting from any cancellation of this Quotation process or for any other costs that Bidders may incur by Tendering for this Contract. Bidders must obtain at their own expense all the information that they need for the preparation of their Quotation.
   6. Bidders will be deemed to fully understand the processes that the Council must follow under relevant legislation, and where the value of the opportunity is deemed to be above relevant thresholds, will adhere to the requirements set out in such legislation.

# Evaluation and award process

* 1. The contract, if awarded, will be awarded, based on the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | | | **Score** |
| **Price** *(calculated as per 4.2):* | | | **30%** |
| **Quality**  *(which is scored on against the sub-criteria below):* | | | **70%** |
|  | Experience | *30%* |  |
| Method Statement and proposed SLA | *40%* |

* 1. The lowest price will be given the maximum score available. Other scores will then be calculated as a proportion of this based on the formula below:

|  |
| --- |
| Lowest price |
| Price of next quote to be considered |

* 1. The Price element of the evaluation will only be scored once the Quality criteria have been assessed.
  2. The each section in the Quality criteria will be scored using the following template:

|  |  |
| --- | --- |
| Exceptional demonstration by the supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 5 |
| Good demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 4 |
| Satisfactory demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 3 |
| Contains minor shortcomings in the demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response. | 2 |
| Satisfies the requirement but with considerable reservations of the supplier’s relevant ability, understanding, skills, facilities and quality measures required to provide the services, with little or no evidence to support the response. | 1 |
| No response or irrelevant response provided. | 0 |

* 1. Any responses scoring less than 2 for any Quality criteria, may be considered to not meet the requirements, and therefore fail the evaluation and the quotation may be rejected. As per 4.3, the Price element will not be assessed in those circumstances.
  2. Bidders will be notified via email as soon as possible of any decision made by the council during the quotation process, including notifying Bidders of the intended award.
  3. As part of the notification of award process, Bidders will be provided with details of the points awarded for their submitted responses in line with the evaluation criteria above.
  4. Bidders must not undertake work without first having received an Official Purchase Order as written notification that they have been awarded the contract and are required to start work.

# Quotation response: Bidder details and declaration

* 1. Please complete the following and sign to confirm that your quotation is fully compliant with the Specification, and all Terms and Conditions as stated within this documentation.

|  |  |
| --- | --- |
| Company Name: |  |
| Address: |  |
| Telephone: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Signed: |  |
| Print Name: |  |
| Position in Company: |  |
| Date: |  |

# Quotation response: Bidder submission

* 1. Please complete the following pricing schedule in full (values must be exclusive of VAT).

|  |  |  |
| --- | --- | --- |
| [Breakdown as needed] | **£** |  |
| [Breakdown as needed] | **£** |  |
| [Breakdown as needed] | **£** |  |
| **Daily rate to be charged** (this response will be the one used for the price scoring element of the evaluation) | **£** |  |

* 1. Please complete the following section which will be used to score the Quality criteria.

|  |
| --- |
| Experience |
| Please provide evidence that demonstrates experience in the following:   1. Delivering advice at a Minimum Level 4 Arboricultural Manager qualified level. 2. Working in Local Government and urban tree management. 3. Application of amenity evaluation (TEMPO, CAVAT) 4. Knowledge of the legislative requirements set out in 2.4.1(d) |
| Method Statement and approach |
| 1. Please provide a detailed Method Statement that sets out how you propose to deliver a service that meets the Council’s objectives and required deliverables 2. Please provide an SLA that sets out how you will ensure the service is accessible and available when the Council requires it in order to meet its service delivery deadlines 3. Please provide any further details on how you would add value to the commission through a partnership approach to assisting the Development Management team in the provision of advice and expertise |

# Terms and Conditions of Contract for Services

The Council is proposing the separate document ‘Draft Short Form Contract for Arboricultural Services Planning Advice’