



SHREWSBURY TOWN COUNCIL

Livesey House, 7 St John's Hill, Shrewsbury, SY1 1JD

Please ask for: Mrs D Entwistle

Tel. Direct: 01743 257660

E-mail: debbie.entwistle@shrewsburytowncouncil.gov.uk

30th September 2024

Invitation to tender for Shrewsbury Town Council Supply of plants for 2025 including bedding, grasses and perennial plugs and seedlings.

Background Information

Shrewsbury Town Council are currently sourcing a supplier for bedding plants, grasses and perennial plugs and seedlings for the summer displays in 2025,

Shrewsbury Town Council owns and operates its own nursery on the outskirts of the town, on average the Town Council is responsible for 300,000 plants, grown from plugs and seed, that are displayed throughout the town in formal bedding displays as well as tubs and hanging baskets. Recently a move to supplying other parish councils has increased the plant figures.

Please register your interest in submitting a tender by sending an email to debbie.entwistle@shrewsburytowncouncil.gov.uk, once this has been received a comprehensive list of plant requirements will be sent to you via email.

Special Notes

A special note should be made if the goods are imported, and the country of origin should be stated for pest and disease inspection purposes.

Delivery Timescales

The required delivery weeks will be sent via email by the named officer.

Payment

Payment schedules for received deliveries will be agreed with the named officer.

Evaluation and Awarding of Concession

This tender will be evaluated on the following criteria, any substitutions will be cross referenced for suitability prior to award of the contract.

Criteria	Maximum Score
Tendered Amount	50
Technical Suitability	50

- **Tendered amount**
 - Overall Cost of Project
 - Any potential added value
 - Acceptance of terms
- **Technical Suitability**



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- Number of substitutions
- Suitability of substitutions

Submitting

If you wish to submit a tender for this opportunity, please use the address label provided clearly marked sealed envelope:
Shrewsbury Town Council – Summer Plants Tender 2025 no later than **1pm on Monday 28th October 2024**

Submit the Following

- Cost Breakdown Form
- Precise list of plants proposed including cost breakdown.

Timetable for submitting.

Invitation to tender: 30th September 2024

Closing date for tenders: 1pm Monday 28th October

Successful tender announcement: Monday 11th November

Additional Information

Owing to the requirements of public funding, parts (or all) of the tender documents may be required to remain in the public domain. If this is a concern, prospective bidders should contact Shrewsbury Town Council for further clarification.

Contract Award Conditions

Shrewsbury Town Council reserves the right not to award any contract as a result of this tender process and is not bound to accept the lowest bid.

If you have any queries during the tender process, please direct them via email to debbie.entwistle@shrewsburytowncouncil.gov.uk

Yours sincerely

Debbie Entwistle

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Play & Horticultural Development Officer