Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend
Kent DA13 0TD
Tel: 01732 823337
www.vigo-pc.gov.uk
Email: clerk@vigo-pc.gov.uk

2nd November 2026

INVITATION TO TENDER
GROUNDS, GRASS CUTTING AND TREE MAINTENANCE CONTRACT 2027–2031

1. INVITATION

Vigo Parish Council invites tenders for the provision of grounds, grass cutting and tree maintenance services within Vigo for an initial four-year period from 1 April 2027 to 31 March 2031, with the option for the Council to extend the Contract for up to two further one-year periods, subject to the terms of the tender documents and formal Contract.

The Contract covers a varied programme of grounds maintenance across the Parish Council's land and public open spaces, including grass cutting and grassland management, woodland and tree work, general grounds maintenance and associated responsive and emergency work.

Common Procurement Vocabulary (CPV) Codes

The following CPV codes apply to this procurement:

- **77314000** – Grounds maintenance services (main CPV code)
- 77310000 – Planting and maintenance services of green areas
- 77314100 – Grassing services
- 77211500 – Tree-maintenance services
- 77340000 – Tree pruning and hedge trimming services

Tenderers should read the complete tender pack before preparing their submission and must satisfy themselves that they understand the nature, location and extent of the work required.

Vigo Parish Council will conduct this procurement using the Open Procedure under the Procurement Act 2023.

2. TENDER DOCUMENTS

The tender pack comprises the following documents:

- Invitation to Tender
- Draft Grounds, Grass Cutting and Tree Maintenance Contract
- Grounds Maintenance Service Specification (Annex 2)
- Tender Response Form
- Tender Evaluation and Award / Scoring Matrix
- Site plans, grass-cutting maps and supporting schedules accompanying the Grounds Maintenance Service Specification (Annex 2).

Tenderers should read all documents forming part of the tender pack before submitting a tender.

3. MANDATORY PRE-TENDER SITE VISIT

Tenderers must visit Vigo before submitting a tender so that they can familiarise themselves with the location, nature and extent of the work and the areas covered by the Contract.

The visit may be undertaken independently or, if preferred, tenderers may request an accompanied visit with a representative of Vigo Parish Council.

Tenderers wishing to arrange an accompanied visit should contact the Parish Clerk using the contact details provided in this Invitation to Tender.

Completion of the mandatory site visit must be confirmed in the Tender Response Form.

Failure to complete and confirm the mandatory pre-tender site visit will result in the tender being rejected as non-compliant.

4. CONTRACT PRICE

For information, Vigo Parish Council's current expenditure on grounds maintenance is approximately £66,000 (excluding VAT) per annum. This figure is provided for background information only and does not represent a guaranteed contract value, an approved budget for the new contract or a maximum tender price. Tenderers should price the services in accordance with the Specification and Tender Response Form.

Tenderers must provide a fixed annual Contract Price for the first 12 months of the Contract, **1 April 2027 to 31 March 2028**, using the Tender Response Form.

The annual Contract Price must include all costs necessary to deliver the Specification, except for any items expressly stated in the tender documents as being separately chargeable.

For evaluation purposes, tenders will be compared using the annual Contract Price excluding VAT.

5. TENDER SUBMISSION

Tenders must be submitted electronically using the Tender Response Form and must include all supporting documents and information requested in the tender pack.

Completed tenders must be submitted by email to **tenders@vigo-pc.gov.uk** no later than **23:59 on Monday 30 November 2026.** Tender submissions sent to the Clerk's email address, or any other Council email address, will not be accepted.

Tenderers must attach their completed Tender Response Form and all required supporting documents to their submission email. Tenderers should allow sufficient time for their email and attachments to be received by the Council's secure tender mailbox before the submission deadline.

It is the tenderer's responsibility to ensure that their complete submission is received at tenders@vigo-pc.gov.uk before the stated deadline.

Tenderers must submit their complete and best offer by the tender submission deadline. After the deadline, the Council will not accept revised prices, improved proposals or additional service commitments. The Council may request clarification of information already submitted, including at interview, but this will not provide an opportunity to negotiate or submit an improved offer.

Late submissions may not be considered.

All tenders will be held securely and will not be opened or accessed for evaluation until after the submission deadline, in accordance with the Council's Standing Orders, Financial Regulations and applicable procurement requirements.

An automated acknowledgement will be sent confirming receipt of the submission email. This does not confirm that the tender submission is complete or valid.

Tenderers are responsible for monitoring their emails to ensure they receive this acknowledgement. If no acknowledgement is received, they must contact the Parish Clerk at clerk@vigo-pc.gov.uk as a matter of urgency, before the submission deadline. Failure to do so may result in their tender not being considered.

6. TENDER QUERIES

Any questions regarding the tender documents or tender process must be submitted by email to **clerk@vigo-pc.gov.uk** only.

Queries **must not** be sent to the dedicated tender submission mailbox, which is reserved exclusively for tender submissions and will not be monitored or accessed until the formal tender opening on 1 December 2026.

Tenderers should raise any queries as early as possible and no later than **20th November 2026**.

Where a query results in clarification or additional information relevant to other tenderers, the Council will publish the same information for all tenderers on the Parish Council's website.

All tender clarifications and responses to queries will be published on the Council's tender webpage at https://www.vigo-pc.gov.uk/Tender_Documents_44366.aspx

Tenderers are responsible for monitoring the tender webpage regularly throughout the tender period to ensure they are aware of any clarifications or additional information published by the Council.

7. TENDER EVALUATION AND INTERVIEW

Tenders will be evaluated in accordance with the Tender Evaluation and Award / Scoring Matrix included within the tender pack.

Tenderers must provide all information requested in the Tender Response Form and should have regard to the published evaluation criteria when preparing their submissions.

The Council welcomes tenders from sole traders, small businesses and larger organisations. Information requested at tender stage will be proportionate to the nature and requirements of the Contract.

Tenders will first be assessed against the mandatory Conditions of Participation and other pass/fail requirements. Only tenders meeting these requirements will proceed to the scored evaluation.

Mandatory Conditions of Participation

Tenderers must demonstrate that they meet the following minimum requirements:

- Public Liability Insurance of at least £10 million, or an undertaking to obtain the required cover before commencement of the Contract.
- Employers' Liability Insurance where legally required.
- Appropriate health and safety arrangements and risk assessments.
- Suitable experience, competence, training and qualifications for the work, particularly specialist tree work.
- Access to sufficient staffing, equipment and resources to deliver the Contract, including continuity and emergency cover.
- Completion of the mandatory pre-tender site visit.
- Submission of a completed Tender Response Form and required supporting information.

These requirements will be assessed on a pass/fail basis before scored evaluation. Evidence must be provided as requested in the Tender Response Form.

Tender Interviews

Tenderers whose submissions meet the mandatory requirements may be invited to attend an interview with representatives of Vigo Parish Council for the purpose of clarifying their tender submissions.

A list of core interview questions will be provided to those tenderers invited to interview, at the time the interview invitations are issued. These questions do not form part of the initial tender pack.

All interviewed tenderers will be asked the same core questions, although reasonable follow-up questions may be asked to clarify individual submissions.

Interviews will not be scored separately. However, clarification responses may be taken into account when confirming or adjusting scores against the published evaluation criteria, provided any adjustment relates solely to the tender as originally submitted. New or improved offers made during an interview will not be considered. The Council will record the reasons for any score adjustments. The Contract will be awarded in accordance with the published evaluation methodology, subject to the Council's formal approval and applicable procurement requirements.

8. AWARD OF CONTRACT

Vigo Parish Council is not obliged to accept the lowest or any tender.

The proposed award of the Contract will be subject to formal approval by Vigo Parish Council and completion of the published evaluation process.

Following the Council's decision, assessment summaries will be provided to tenderers whose submissions have been assessed, in accordance with the Procurement Act 2023.

The Council will then publish a Contract Award Notice and observe the mandatory standstill period of at least eight working days before entering into the Contract.

The successful tenderer will be required to enter into the Council's formal Grounds, Grass Cutting and Tree Maintenance Contract before commencement of the Services on 1 April 2027.

9. BRIBERY ACT 2010

This tender process is subject to the provisions of the **Bribery Act 2010**.

Tenderers must not offer, give, request or accept any financial or other advantage intended to influence the tender process or the award of the Contract.

Any attempt to improperly influence the tender process may result in the tender being rejected.

10. TENDER TIMETABLE

Stage	**Date**
Publication date	Monday 2nd November 2026
Tender queries deadline	Friday 20th November 2026
Final clarification published	Monday 23rd November 2026
Tender submission deadline	Monday 30th November 2026
Tender opening	Tuesday 1st December 2026
Tender interviews	19 – 20 January 2027
Council decision / proposed award	Monday 15th February 2027
Contract commencement	Thursday 1 April 2027

Dates identified as anticipated may be subject to change. Tenderers will be advised of any material change to the timetable.

11. CONTACT DETAILS

All formal queries regarding the tender documents and tender process must be submitted to **clerk@vigo-pc.gov.uk**, in accordance with Section 6.

Requests for an accompanied pre-tender site visit and general administrative enquiries may be directed to the Parish Clerk using the contact details on this letterhead.

All completed tenders must be submitted by email to **tenders@vigo-pc.gov.uk**, in accordance with Section 5. Tender submissions sent to the Clerk's email address, or any other Council email address, will not be accepted.

We look forward to receiving your tender

Yours faithfully,



JOANNE GLASS
Clerk, For and on behalf of Vigo Parish Council