**ITEMISED COSTS (SECTION 2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task / Item** | **Unit Cost**  **(Exc. VAT)** | **Units** | **Total Cost**  **(Exc. VAT)** |
| **Preliminaries: Administrative** |  | | |
| Contract Administration:  E.g. Provision of Insurance, provision of RAMS, demonstration of required licences / competencies etc. |  |  |  |
| **Preliminaries: Logistical** | | | |
| Contract Logistics:  E.g. Staff travel and accommodation, vehicle movements, site set up etc. |  |  |  |
| **Total Cost: Preliminaries (Exc. VAT)** | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Works Delivery** | | | |
| **All Works Cost – Thistleberry Parkway:**  To include:  1) All felling, thinning, extraction & chipping as specified  2) All costs associated with any tools, machinery and vehicles required to undertake the tasks  3) All costs associated with management of public rights of way at all stages of the work |  | Days |  |
| **All Works Cost – Lyme Valley Parkway:**  To include:  1) All felling, thinning, extraction & chipping as specified  2) All costs associated with any tools, machinery and vehicles required to undertake the tasks  3) All costs associated with management of public rights of way at all stages of the work |  | Days |  |
| **All Works Cost – ‘Bunny Hill’ Woodland:**  To include:  1) All felling, thinning, extraction & chipping as specified  2) All costs associated with any tools, machinery and vehicles required to undertake the tasks  3) All costs associated with management of public rights of way at all stages of the work  4) All costs associated with clearance of vegetation, installation of ground protection or other measures deemed necessary to allow access and prevent damage to the access route. |  | Days |  |
| **Total Cost: Works Delivery (Exc. VAT)** | | |  |

|  |  |
| --- | --- |
| **Total Price (Inclusive of all disbursements, Exclusive of VAT)** |  |

**TECHNICAL QUESTIONS (SECTION 3)**

1. Please provide a proposed programme of work demonstrating:

a) the ability to complete the works before the required completion date,

b) the anticipated order and / or schedule of works components.

2. Please detail anticipated staff requirements for the full programme of work submitted for Q1.

3. Please describe how the quality of completed works will be ensured. Specific reference should be made to the following as a minimum:

a) type of vehicles / equipment to be used for extraction of timber.

b) proposed measures to manage public safety (all sites are parks are open to the public)

c) proposed measures to avoid or prevent damage or disturbance to soft ground through repeated vehicle movements, especially at ‘Bunny Hill’ site.

d) proposed methods for minimising damage to surrounding trees and preventing risk to infrastructure and public rights of way while felling large Poplar trees at Thistleberry Parkway.

**FORM OF TENDER (SECTION 4)**

**(To be completed by the Tenderer)**

**RELATING TO SUNRISE 02 2018-19: Tree Thinning.**

**We offer to undertake works as described in your Invitation to Tender for:**

**Total Price Exc. VAT: [ ]**

1. We confirm that we have not communicated and will not communicate to any person under any agreement or arrangement, the amount of this Tender and that the amount of this Tender has not been adjusted under any agreement or arrangement with any person.
2. Having examined the Tender Documentation, we offer to complete all works described for the Total Price set out above and in the Itemised Costs (if any).
3. We undertake to complete the described works within the time stated in the Invitation to Tender.
4. Unless and until the Agreement is prepared, executed and completed we agree that any Purchase Order (which shall incorporate the Invitation to Tender and the Form of Tender) shall constitute a binding contract between us;
5. We understand that you are not bound to accept the lowest or any tender you may receive.

**Name of Contractor:…………………………………………………………………………………………….**

**Of:………………………………………………………………..........................................................**

**(**if a Limited Company, please state address of Registered Office).

**The Tender should be submitted by Post or e-mail (see Section 3 for additional details) by 5pm, Monday 28th January 2019.**

**Signature**……………………………………………………………………………………… (for and on behalf of the Tenderer)

**Date**….................................…………..

**SUB-CONTRACTORS**

* The Tenderer must indicate the names and addresses of those firms to whom he proposes to sub-contract any portion of these tree thinning works.
* The Tenderer will be responsible for providing copies of all relevant insurance certificates for those sub-contractors listed below.
* All risk assessments and method statements supplied by the Tenderer will be binding upon any sub-contractor.
* No sub-contractors may be used without the written consent of the Trust and compliance with its requirements.
* The Trust reserves the right to reject any proposed sub-contractor.

|  |  |
| --- | --- |
| **Sub-contractor Name:** |  |
| **Sub-contractor Contact Address:** |  |
| **Portion of works to be sub-let:** |  |

**IF NO SUB-CONTRACTING IS TO BE UNDERTAKEN STATE NONE BELOW.**