



Newcastle Higher Community Council  
Cyngor Cymuned Castellnewydd Uwch

# **Summer Tender for Supply and Planting of Hanging Basket**

**3 Year Contract**

**Request for quotation: 17<sup>th</sup> January 2023**

**Date to return: Friday 4<sup>th</sup> February 2023**

**Contract to be awarded by:**

**Newcastle Higher Community Council**

## Request for quotation

### Summer Tender for Supply and Planting of Hanging Basket

The overall purpose is to provide 60 hanging baskets in the requested colors and plants by the Council

The Council has 60 hanging baskets

Of one veritie:

Diameter	Depth	Compost	Water	Total Weight
410 mm	240 mm	11 Liters	7 Liters	15Kg



### Request for quote (RFQ)

You are asked to submit a quote with costings for the necessary work to be undertaken to deliver the contract. Your proposal should include:

- Details of qualifications and experience
- Examples of previous /similar work and/or references
- Note equipment owned and/or available
- Detail any Licenses you hold for equipment / machinery usage and any product licenses
- Confirmation you undertake and will provide risk assessments and method statements

### PLANTING REQUIREMENTS -

Summer: 60 baskets

Each summer basket to contain:

- a) Good quality growing medium
- b) Water-retentive crystals/gel
- c) Controlled release fertilizer
- d) Selection of summer flowering plants that are vibrant in colour  
e.g. Surfina, Trailing fuchsia, Geraniums etc
- e) Selection of trailing greenery

The baskets should be planted and hardened off ready to be placed outside when all danger of frost is past. (Approx mid-may)

#### How we make payments to you

- Payment will be made upon satisfactory supply of goods/services and receipt of an itemized invoice.
- Invoices are paid by BACS by the Clerk
- To enable your invoice to be paid, the Clerk must receive it by the 1st of the month. Invoices received after that date will carry over into the subsequent month.
- We reserve the right to deduct appropriate costs for any substandard work or neglect by the provider

#### **3. Penalties for unsatisfactory work**

The Council reserves the right to deduct a penalty of 10% to 25% of the overall costs if work is not to the satisfaction of the Council.

#### **Timeline / Deadlines:**

Submission of proposal	3 <sup>rd</sup> February 2023
Successful Contractor will be contact via email by the	Soon After the 14 <sup>th</sup> February 2023
<i>First working week to be undertaken by</i>	After the 1 <sup>st</sup> April 2023
<i>Contract to end</i>	31 <sup>st</sup> March 2026

Please provide the following information with your response:

Company name and Registration number where applicable

Contact name, email, phone number and address

VAT registration Number if applicable

Confirmation of Public liability insurance

#### **Submission of proposal**

For any queries, please contact Adam Davies, The Clerk

All quotations should be received on 3<sup>rd</sup> February 2023

clerknewcastlehighercc@gmail.com