



Tender Submission Form

LANDSCAPING, GROUNDS MAINTENANCE AND LITTER CLEARANCE – LABWORTH MEMORIAL GARDENS AND BAND STAND CONTRACT

Deadline for Submission: 18th July 2026

Canvey Island Town Council

Mrs Elaine De Can

Town Clerk

The Paddocks Community Centre, Long Road, Canvey Island, Essex, SS8 0JA

Email: clerk@canveyisland-tc.gov.uk

Tel: 01268 683965

BIDDER INFORMATION

| | |
|--|--|
| Full name of the organisation | |
| Registered office address (if applicable) | |
| Phone number | |
| Email address | |
| Registered website address (if applicable) | |
| Date of registration in country of origin | |
| Company registration number (if applicable) | |
| Charity registration number (if applicable) | |
| Registered VAT number | |
| Trading name(s) which will be used if successful in this procurement | |

PRICING SCHEDULE

Bidders are obliged to submit their total fixed cost. The price quoted in this bid shall remain fixed throughout the contract term except as may be varied in accordance with the terms of the contract.

| | |
|--|--|
| Total fixed cost for the delivery of the LANDSCAPING, GROUNDS MAINTENANCE AND LITTER CLEARANCE – LABWORTH MEMORIAL GARDENS AND BAND STAND CONTRACT excl. VAT: | |
| 3 years = £ 5 years = £ | |
| Proposed timescale for delivery: | |

TENDER CHECKLIST

Please refer to section 9 of the Invitation to Tender document for a checklist of supporting evidence to submit with this tender submission form.

CONTRACTUAL UNDERTAKING

I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by Canvey Island Town Council of my / our bid either in whole or in part, to supply on such terms and conditions and in accordance with such specifications as are contained or incorporated in the Council’s Invitation to Tender document. I/We agree and declare that the acceptance of this bid on behalf of the Council, whether for the whole or part of the items included therein, will constitute a contract for the supply of such items, and, I/We, if requested by the Council, will enter into a further agreement for the due performance of the contract.

I / We offer to supply the goods listed in the pricing schedule in compliance with the Invitation to Tender document and the specification and all other documents forming the contract and at the fixed price above.

I/We declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I/We declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I/We understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I/We understand that Canvey Island Town Council may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I/We am/are aware of the consequences of serious misrepresentation.

*Signed: Date:

Name: (in block capitals):

In the capacity of: / on behalf of:
(State official position, e.g. Director, Manager, Secretary etc)

DECLARATION OF NON-COLLUSION AND NON-CANVASSING

In the case of a consortium, each consortium member must complete and return this declaration.

The essence of the public procurement process is that Canvey Island Town Council shall receive bona fide competitive bids from all bidders. In recognition of this principle, I/we certify that this is a bona fide bid, intended to be competitive and that I/we have not fixed or adjusted the amount of the bid or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other party.

I/We also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

- a) communicate to a party other than the Council the amount or approximate amount of my/our proposed bid (other than in confidence in order to obtain quotations necessary for the preparation of the bid);
- b) enter into any agreement or arrangement with any other party that s/he shall refrain from submitting a bid or as to the amount of any bid to be submitted;
- c) offer or agree to pay or give or pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other bid or the proposed bid; or
- d) enters into any type of agreement or arrangement with any other party aimed at distorting the outcome of the competition

In this declaration:

- the word "person" includes any person, body or association, corporate or incorporate
- the phrase "any agreement or arrangement" includes any transaction, formal or informal whether legally binding or not.
- the word "bid" includes all elements of this submission.

I/We hereby further certify that I/we have not in connection with the award of the contract for the procurement or any other proposed contract for the multi-use games area:

- canvassed any member, employee or agent of Canvey Island Town Council,
- undertaken to unduly influence the decision-making process of the Council,
- undertaken to obtain confidential information which could confer upon me/us an undue advantage in the award of the contract,

and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in the future do or seek to do the prohibited acts referred to above and that no person employed by me/us or acting on my/our behalf will do any such act.

*Signed: Date:

Name: (in block capitals):

In the capacity of: / on behalf of:
(State official position, e.g. Director, Manager, Secretary etc)