

# CHURCHILL AND BLAKEDOWN PARISH COUNCIL

Clerk: Louise Harris, 18 Winds Point, Hagley, Stourbridge, West Midlands, DY9 0PN

Telephone: 07828-335949 (Tuesdays & Wednesdays only)

[clerk@churchillandblakedown-pc.gov.uk](mailto:clerk@churchillandblakedown-pc.gov.uk)

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## Form of Tender

Welcome to the opportunity to bid for a 3-year grass cutting contract working for Churchill and Blakedown Parish Council. The contract will run from 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2029. A review will take place annually during the contract.

This document has been supplied to you with the following supporting information:-

- Contract Tendering Supporting Information
- Contract specification for 3-year grass cutting contract from 1st April 2026 to 31<sup>st</sup> March 2029
- Churchill & Blakedown Parish Council Biodiversity Policy

Please read this document in conjunction with the supporting documents, complete the form of tender on the following page and submit it with your bid by post to the clerk by closing date/time: **21<sup>st</sup> January 2026 at 4.30pm**. Should you have any questions, please contact the clerk at [clerk@churchillandblakedown-pc.gov.uk](mailto:clerk@churchillandblakedown-pc.gov.uk). Any answers provided will be shared with all those tendering for the contract.

Key components of your tender bid should be:

- **Company and Client information:** Basic contact details for your company and the client.
- **Project Overview:** A summary of the project and a list of the tasks and key deliverables your company will provide.
- **Proposed budget:** A detailed breakdown of the estimated costs, which may include variables that could affect the final price.
- **Project timeline:** Times for cuts throughout the years.
- **Terms and Conditions:** A section outlining expectations, responsibilities, and any other conditions of the proposal.
- **Evidence of capability:** Supporting documents such as case studies, testimonials, and references to demonstrate your track record.

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**In relation to the procurement of Contract 01 - Grass Cutting contract for Churchill and Blakedown Parish Council**

To: Churchill and Blakedown Parish Council

FAO: The Clerk and RFO

Date: \_\_\_\_\_

Dear Clerk/RFO,

We \_\_\_\_\_, hereby tender to enter a contract with Churchill and Blakedown Parish Council pursuant to the invitation to tender supplied to us for the purpose of tendering for the provision of Grass Cutting.

Attached to this Form of Tender is our Bid for the Grass Cutting contract.

We understand that Churchill and Blakedown Parish Council reserve the right from time to time in its sole discretion to issue updates and amendments to the invitation to tender.

We confirm that this bid will remain valid until 11<sup>th</sup> February 2026.

**TENDER SUM:** Our price to undertake all the above duties will be £\_\_\_\_\_ per annum - fixed price for 3 years.

**ON BEHALF OF:**

Company Name: \_\_\_\_\_

Registered Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Number: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

**SIGNATURE OF AUTHORISED REPRESENTATIVE:** I certify that this tender is genuine and submitted in good faith and confirm that I am satisfied with the accuracy of the information provided: \_\_\_\_\_

**DATE OF TENDER SUBMISSION:** \_\_\_\_\_

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We enclose a copy of our public liability insurance certificate and insurance schedule

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If our bid is successful, we can provide RAMS, Site Safety rules, Lone working procedure, Lone working risk assessment, emergency plan, prior to commencement of work.