

Project Key Dates

Please see table below for key project dates related to this schedule. Other than the quotation deadline, these dates are provisional and may be amended at the time of awarding the contract. If awarding the contract is delayed for any reason, every effort will be made to ensure the contractor is given the same duration to complete the task.

Duration	Task	Start	Finish
	2378 Tree Maintenance Programme (CPS) Market		
	Schedule created and RTQ sent	30/06/25	
3 weeks	Quotation Period	30/06/25	21/07/25
20 days	Consultation period	30/06/25	20/07/25
1 day	Award Contract		22/07/25
1 months	Works to be completed during	01/10/25	01/11/25

Key Notes and Special Instructions

NA

I would like to invite you to quote for tree maintenance works, details of which can be found on the attached schedules and maps. Any enquiries relating to the works or should additional mapping / resources be required please contact the Instructing Officer via the Due-North portal.

In order to be considered, your quotations must be submitted via the Due-North Portal by 12 noon on the date shown above. The returns will be evaluated and I will let you know the outcomes shortly after this date. All works are subject to the outcomes of our consultation protocols and the availability of appropriate finances. As part of your quotation, please will you let me know when you would be able to commence these works, which are required for completion by the date shown on the table above.

Terms and Conditions

For full terms and conditions please refer to the Framework Contract details however I would like to remind you of the following:

The Council expects work to be carried out in accordance with the contract specification and within the agreed timeframes. In instances where a contractor's performance is deemed sub-standard through:-

- a) Failure to complete the works within the specified timescales or any agreed extension to the specified timescale, and/ or
- b) Greater than 5% of any specified trees or groups within a schedule, is assessed by the Instructing Officer as having one or more uncompleted works specification

Then the Council reserves the right to defer the award of further work to that contractor until such time as the contractor's performance improves to meet the standard(s) in the contract. This may include excluding contractors from further tranches of mini competitions in instances where the contractors performance has remained sub-standard when further mini competitions are issued.

In cases where work remains incomplete and the Instructing officer has cause to believe that the outstanding work may not be completed/ remedied in a reasonable timeframe then the Instructing officer reserves the right to terminate existing order(s) and award to alternative contractors. The Contractor acknowledges that the appropriate works must be done within a specific timeframe that is not 'open ended'.

In cases where the contractors work is deemed to be sub-standard and/ or late the Instructing Officer shall discuss the matter(s) with the contractor and the contractor shall be given a reasonable opportunity to recover performance before the Instructing officer carries out any of the actions specified above.

Your bids should remain open for acceptance for a minimum of 30 days. The Council is not bound to accept any quotation. Any quotation that is accepted will be awarded on the basis of the criteria as set out above. Acceptance of the quotation by the Council shall be in writing and on the Council's official order form.

Please note that this enquiry is not an order. If your quotation is accepted, an official Purchase Order will then be raised. The Order will be subject to the Framework Agreement for the provision of Arboricultural Services 2021-2023.

Yours faithfully

Jake Camilleri – Instructing Officer