



INVITATION TO TENDER (ITT)

Procurement of Arboricultural Services including
Tree Safety Survey & Management Plan 2025

Closing date and time for submission of tenders:

Midday – Wednesday 01 October 2025

Lostwithiel Town Council
Edgcumbe House
Fore Street
Lostwithiel
Cornwall
PL22 0BL

01208 872323

clerk@lostwithieltowncouncil.gov.uk

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INVITATION TO TENDER

Lostwithiel Town Council ("the Town Council") hereby invites quotes from Arboriculturist's with the relevant skills and specialist knowledge to conduct a formal inspection (negative reporting survey) of the trees owned and managed by the Town Council for the purpose of tree risk management and to inform a schedule of appropriate and necessary work, in accordance with the Contract documents attached, which comprise of:-

- Appendix A Standard Conditions of Contract
- Appendix B Scope of Works
- Appendix C Commercial Information
- Appendix D Tender Letter
- Appendix E Fixed Price Schedule
- Appendix F Declaration

1. The tender is for a completed scope of works. Please quote your price excluding VAT.
2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Town Clerk clerk@lostwithieltowncouncil.gov.uk by no later than Tuesday 23 September 2025.
4. The tender shall be submitted with the Tender Letter attached at Appendix D
5. Tenders will only be considered if evidence of the following is enclosed with the tender form:-
 - Public Liability Insurance to a value of £10,000,000
 - Employer's Liability Insurance to a value of £5,000,000
 - Professional Indemnity Insurance to a value of £10,000,000
 - Written confirmation that any accident will be reported in writing to the Council within 48 hours of the event
 - Written confirmation on how the contract will comply with all current existing Health & Safety Regulations, in particular, but not limited to, the following:-
 - Health and Safety at Work etc Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Provision and Use of Work Equipment Regulations 1998
 - Control of Substances Hazardous to Health Regulations 2002
6. The successful contractor will be required to satisfy the Town Clerk of their knowledge, understanding and compliance with these regulations. Spot checks will be carried out. Contractor staff should wear the required Personal Protective Equipment at all times and the Contractor should inform the Town Clerk immediately of any unsafe feature or any matter of cause for concern.

7. Before tendering the Contractor is advised, at his/her own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.
8. The Council will be holding a viewing morning on Tuesday 16 September 2025 at 10am. The Town Clerk will meet all prospective tenderers at King George V playing field Cattle Market car park entrance gates. Please confirm your attendance by email to Sandra Harris at the following email address clerk@lostwithieltowncouncil.gov.uk before midday on Thursday 11 September 2025. All clarification requests should also be submitted to the same email address with Tender Clarification request entered in the email subject bar.

All tender query responses will be made available to all potential tenderers.

General Specifications

10. The Contractor shall provide all labour, equipment and materials required to perform the contract work.
11. The Contractor will be responsible for the Health & Safety of their employees and the public liability towards the general public.
12. The Contractor will supervise their staff effectively to ensure performance standards are met and to ensure that they perform their duties in a way that reflects positively on the Town Council.
13. The Contractor will ensure that all staff have the relevant training and ability to carry out the tasks set out in the specification below.
14. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
15. The Tender should incorporate provision for annual increases in line with National Minimum Wage or National Living Wage if applicable.
16. The successful Tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents
17. If having examined the Tender documents, you wish to submit a tender you should:

a) Fully complete and return the following documents:

Appendix	C	Commercial Information
Appendix	D	Tender letter
Appendix	E	Price schedule
Appendix	F	Declaration

b) **Return tenders and all related documentation as follows: -**

DO NOT OPEN - TENDER FOR TREE SAFETY SURVEY & TREE MANAGEMENT POLICY
Mrs S Harris - Town Clerk,
Lostwithiel Town Council,
Edgcumbe House,
Fore Street,
Lostwithiel,
Cornwall
PL22 0BL

By midday on Wednesday 01 October 2025

Tenders received late will not be considered.

- c) Should you choose not to post your tender please be advised that it will not be possible to hand deliver it to a member of staff the tender will need to be left in the black post box outside the Taprell courtyard black metal gates.
- d) Tenders submitted electronically by email or fax will not be accepted. A tender that is not sealed, is received after the appointed time for receipt or is in an envelope that has a mark identifying the candidate will be considered an irregular tender.
- e) All tenders will be opened after the date and time appointed for the receipt of tenders for the proposed contract by the Town clerk in the presence of two Town Councillors. All bidders will be notified simultaneously and as soon as possible of any contracting decision.

TIMETABLES

The project stages are detailed below.

Project Stage	Date
Issue advert for tender	09 September 2025
Viewing morning	16 September 2025 10am
Target date for response to clarifications	23 September 2025
Deadline for receipt of tenders	01 October 2025 Midday
Evaluation of tenders	14 October 2025
Notification of contract award	16 October 2025
Commencement of contract	23 October 2025
End date of contract	16 December 2025

Tenderers should note that this is an indicative timetable only and may be subject to change. Any changes will be communicated to all Tenderers as soon as possible.

Tendering of the contract is the responsibility of Lostwithiel Town Council and your only point of contact is the Town Clerk on 01208 872323 or via email clerk@lostwithieltowncouncil.gov.uk

Prospective contractors are not permitted to contact Councillors or office staff to canvass or encourage support for their tender outside of the prescribed process.

STANDARD CONDITIONS OF CONTRACT

Contract Documents

The Contract Documents comprise:

- Appendix A Standard Conditions of Contract
- Appendix B Scope of Work
- Appendix C Commercial Information
- Appendix D Tender Letter
- Appendix E Fixed Price Schedule
- Appendix F Declaration

Officer

The Officer will be the Town Clerk of Lostwithiel Town Council.

Extent of Work

To undertake comprehensive tree safety-surveys and develop detailed tree management plans.

The purpose of this tender is to ensure the effective management and preservation of trees within the town council's jurisdiction, promoting safety, environmental sustainability, and compliance with relevant regulations.

The objective of this tender is to select a contractor that can deliver high-quality tree surveys and management plans, to ensure the health and safety of trees and their surroundings while maintaining ecological balance.

The Council requires tenders to ensure all equipment and materials used comply without exception to the council's Environmental Sustainability Development Policy
https://www.lostwithieltowncouncil.gov.uk/data/uploads/3486_356304797.pdf

Site Details

The sites are:-

- Shirehall Moor – Amenity land accessed via Coulson Park and then via Pill Walk
- Coulson Park – Park with children's play area accessed via Quay Street
- Quay street car park & river bank
- The Parade
- King George V playing field
- Second Island park - Amenity land heavily used by dog walkers
- Castle Hill Cemetery & Allotments
- Bodmin Hill – please see site plan

Precautions to Prevent Nuisance

The contractor will take all reasonable precautions to prevent nuisance from noise and disturbance during the provision of this service under the contract. The contractor will take all reasonable precautions during the carrying out of any service under this contract to prevent damage to property and will be held responsible for any damage resulting from the services and make good such damage at its own expense.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

The contractor will provide all equipment and machinery necessary for the proper execution of the services and clear away on completion. Any equipment will be satisfactorily maintained and records of maintenance will be made available for inspection.

All vehicles and equipment to be used will be supplied by the contractor and included within its rates.

Reinstatement of Damage

The contractor will be liable for any damage to any equipment, property, vehicles etc damaged at any location because of its operations. Reinstatement of the damage will be to the satisfaction of the Council and entirely at the contractor's expense.

Additional Facilities

The Town Council could add additional facilities during the period of the Contract, and should this occur then the cost of any additional work should be agreed in advance and added to the contract.

Duration of Contract

The contract is for completed works to be carried out as per the scope of works herein.

Payment to Contractor

The Contract will be paid in two stages after receipt of the tree safety surveys and after the tree management policy has received Council approval.

Deductions /Penalty Clause

The Town Council has an obligation to the tax payer to ensure that contracts are being delivered as specified. This will, on occasion require spot checks on the work undertaken.

Following an inspection should it be established that the works are unsatisfactory, the contractor will be asked to make good the shortfall at no further cost to the Council.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing.

Insurance

The Contractor is required to have a minimum of £10,000,000 public liability insurance, a minimum £5,000,000 Employers' Liability Insurance and a minimum of £10,000,000 Professional Indemnity Insurance. Current Certificates of Insurance to this effect must be included in the tender.

Safety, Health and Welfare

The contractor will ensure that all activities are carried out in accordance with existing Health and Safety regulations in particular, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002

The successful contractor will be required to satisfy Lostwithiel Town Council as to the knowledge, understanding and compliance with these regulations. Spot checks may be carried out by an authorised officer while work is being carried out. Contractor employees and/or subcontractors should wear the required personal protective equipment (PPE), which the contractor must supply, when required.

The contractor must inform Lostwithiel Town Council of any unsafe feature or any matter which may cause public concern at any location at which the services are being provided.

The contractor is to be responsible for the Health and Safety of their employees and/or subcontractors and the public liability towards the general public. Evidence of licences and compliant health and safety training must be made available to Lostwithiel Town Council.

The contractor is to keep a record of all risk assessments and to supply a copy to the Town Council upon request.

Qualifying Information

Tenderers are required to complete the application and provide the following documentation:-

- Certificate confirming a minimum of £10 million professional indemnity insurance;
- Certificate confirming a minimum of £5 million employers' liability insurance;
- Certificate confirming a minimum of £10 million public liability insurance;
- Method Statement for each aspect of the work;
- Copy of your written Health and Safety Policy;
- Completed Risk Assessment Forms;
- Confirmation of LANTRA Award (or similar) for Professional Tree Inspection;
- Confirmation of Level 4 qualification in arboriculture;
- Record of Continuing Professional Development (CPD);
- Copies of site safety training certificates (if applicable);
- The completed contractor declaration (copy supplied);
- Any other information relevant to the safe completion of the work;
- References / recommendations from reputable clients.

Scope of Works

The Town Council owns and manages approximately 8 sites comprising area of public open space, play parks, moorland, a cemetery, allotments and car parking areas. It is worth noting that all the areas are within Boconnoc Area of Great Landscape Values. The Fowey Estuary County Geology site runs through Lostwithiel, including Shirehall Moor, Coulson Park, Quay Street, The Parade and King George V Park. Several of our sites fall within the designated conservation area DC098. Lostwithiel has several tree preservation orders, none of which relate to trees owned by the Town Council.

A tree inspection is undertaken bi-annually, the last survey was completed in 2023. The survey identified approximately 104 trees requiring management.

Tree Surveys

The inspection undertaken should be a ground-level visual assessment of the exterior of the tree looking for:

1. Significant defects or hazards with the potential to cause injury or damage to persons or property in the coming twelve months.
2. Beneficial site management for nuisance and/or damage occurring within three years. This may include but not limited to, tree growth in contact with structures, severance of heavy ivy growth to aid in future visual tree assessments or to reduce load carrying capacity of trees and/or planting after care. The tree inspection should also identify any over-looked tree maintenance issues e.g. removal of tree stakes, guards and ties.
3. Statutory management to obtain sufficient clearances above public highways or tree growth that is in contact with overhead telecoms or public lighting and/or signage.
4. Damage to Town Council trees such as suspected drilling and/or poisoning, unauthorised pruning, tipping on roots and/or animal damage.
5. Any obvious pests and diseases that may be present at the time of the inspection.
6. When making recommendations for the management of risk to persons and property, due consideration should be given to the landscape and ecological benefits the trees provide.

Further detailed investigation e.g. aerial inspection should only be undertaken in agreement with Lostwithiel Town Council and does not form part of this quote.

The inspection must be undertaken using a recognised risk methodology (of which must be made clear in your submission). The schedule must include the following information

and be presented on an Excel spreadsheet or suitable alternative format agreed at the pre-contract start meeting:-

1. Tree ID
2. Accurate Location
3. Number (if in a group)
4. Species (botanical and common)
5. Age
6. Height (m)
7. Diameter (mm)
8. Crown spread (m)
9. Physiological and Structural condition
10. PRF Identified
11. Recommended Action (please consider biodiversity in your recommendations) to include:-
 - maintenance actions such as pruning, pest control and disease management.
 - provide guidelines for tree preservation during construction or other site activities.
 - outline long-term tree care strategies, including planting and replacement programmes.
 - ensure all recommendations comply with local and national tree management regulations.
12. Work Priority Timescale (months)
13. Inspection Frequency
14. Risk Level
15. Photos
16. Comments

Trees of high amenity value, requiring management/work or a watching brief, must be provided with a unique tree identification number and their location noted. Most trees are already tagged.

The Tree Inspection should help the Town Council assess the scale of the impact of Ash Dieback by establishing an approx. figure for how many ash trees are in the areas owned and/or managed by the Town Council. All ash trees infected with ADB must be plotted on the site map and specific information about that tree recorded. A recognised model for assessing ASB (i.e. The Tree Council) must be used and specified within your findings to the Town Council.

Eligibility Criteria

The contractor must:

- Hold the LANTRA Award (or similar) for Professional Tree Inspection (refreshed every 5 years)
- Hold a minimum of a Level 4 qualification in arboriculture

- Have a minimum of 3 years' experience in arboricultural management (consultant or local authority tree officer)
- Hold a minimum of £10,000,000 million professional indemnity insurance
- Have a record of maintaining their Continuing Professional Development (CPD)
- Provide good references / recommendations from reputable clients
- Have the necessary equipment and technology to conduct thorough tree surveys
- Have proven capability to deliver digital mapping and reporting

COMMERCIAL INFORMATION

Part A

A.1. Company/Organisation identity

A.1.1 Company name of organisation submitting the tender:

.....

A.1.2 Company Registration Number and/or VAT Reg Number (*where applicable*)

.....

A.1.3 Contact name and position in organisation:

Name:

Position:

A.1.4 Company address:

.....

.....

.....

A.1.5 Contact telephone number(s) and email address:

Tel:

Email:

A.1.6 Company website address:

Website:

A.1.7 Company Registered Address if different from above:

.....

.....

.....

A.2 Insurance

A.2.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Min £10,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
Employers Liability Insurance £5,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
Professional Indemnity Insurance £10,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	

A.3 Health & Safety

A.3.1 Please supply the name and designation of the person responsible for the implementation of the organisation's Health and Safety Policy.

A.3.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety policy.

A.3.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put into place and practiced within your organisation (*please provide details on additional page(s) as required*).

A4 Environmental Sustainability

A.4.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation (*please provide details on additional page(s) as required*).

Part B

TECHNICAL CAPABILITY

B.1 Previous Experience

B.1.1 Please provide information of your organisation's technical capacity and expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies *(please provide details on additional page(s) as required)*.

B.2.2 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained. Max 400 words *(please provide details on additional page(s) as required)*.

Part C References – please provide 2 references

References

Please provide reference details of two companies for which you have delivered similar contracts (within the last 3 years).

Company name		
Address		
Contact name		
Telephone number		
Email Address		
Description of goods/works/services undertaken		
Date contract awarded		
Length of contract		
Type of contract		
Value of contract (£)		
Details of relevant qualifications, skills, memberships of professional bodies, etc, used in support of delivery of the contract		
Contract Details of known risks involved with delivery of this type of work and suggested mitigations		

Part D

TECHNICAL PROPOSAL

D.1 Service Requirements

D.1.1 Please detail below the format in which your organisation can receive service requests from the Town Council:

D.2 Quality of work and Supplier conduct

D.2.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff:

D.3 Sub-Contracting

D.3.1 Please confirm that all work will be undertaken in house and not sub-contracted.

TENDER LETTER

The following letter should be included in your tender offer.

LOSTWITHIEL TOWN COUNCIL

(FOR THE ATTENTION OF: Mrs S Harris, Town Clerk)

Date:

Dear Sirs,

Contract for: Arboricultural Services including Tree Safety Survey & Management Plan

Please find enclosed my / our tender pricing for the above contract.

I / We have read the information provided in your Invitation to Tender and subject to and upon the Terms and Condition contained in paragraph 3 below - Contract Documents, I / We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works and Schedule of Works.

1. By submission of this Tender, I / We warrant that:
 - The fixed price in the Tender has been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or with any competitor.
 - Unless otherwise required by law, the prices which have been quoted in the Tender have not knowingly been disclosed by the Tenderer, directly or indirectly, to any other Tenderer or competitor, nor will they be disclosed.
 - No attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.
 - No attempt has been made directly or indirectly to canvass any Lostwithiel Town Councillor or employee of Lostwithiel Town Council or anyone acting on the Council's behalf concerning the award of the contract which is the subject of this invitation to tender.
2. The fixed price quoted in this Tender is valid for 30 days and I / we confirm that the Terms of Tender will remain binding upon me / us and may be accepted by you at any time before that date.
3. Any Contract which may result from this Invitation to Tender will contain the following documents changed only in accordance with any agreement reached during the post-tender clarification and negotiation:
 - The Scope of Work – Appendix B
 - The price submitted in the Fixed Price Schedule – Appendix E

4. I / We note that the Contract shall be valid upon acceptance and signatures by both parties of the Contract Documents
5. I / We understand that Lostwithiel Town Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.
6. I / We agree that any Contract that may result from this Tender shall be subject to English Law.
7. I / We agree to bear all costs incurred by me / us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me / us prior to the award of any Contract.
1. I / We agree that any other terms or conditions of Contract or any general reservation which may be printed on any correspondence emanating from me / us in connection with this Tender or with any other Contract resulting from this Tender, shall not be applicable to this Tender or to the Contract.

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Dated this day of 20.....

Signature:

Name:

In the capacity of
(Please state official position, for example, Director, Manager, Secretary, etc.)

being a person duly authorised to sign tenders on behalf of

Tenderer's Name:

.....

Contacts: Landline :

Mobile :

Email :

Appendix E

Price Schedule

Fixed Price Tender £..... (VAT exclusive)

The following will comprise the fixed price tender for the contract to provide a Tree Safety Survey & Tree Management Policy to Lostwithiel Town Council.

Tender for Arboricultural Services	£
Tree Safety Inspection Tree Management Policy Total fixed cost	

DECLARATION

I / we certify that the information supplied is accurate to the best of my knowledge and belief.

I / we understand that Lostwithiel Town Council may contact anyone to verify this information, and that false or misleading information could result in my/our exclusion from the tender list.

I / we also understand that it is a criminal offence, punishable by imprisonment to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body. In addition, your specific attention will be drawn to the clause in the proposed contract empowering the Council to cancel the contract and to recover any loss from the contractor if the contractor has offered any gift or inducement of any kind in relation to obtaining the contract.

In addition, no person acting on behalf of or representing the persons or firm submitting this tender has:

- a) Committed an offence under the Prevention of Corruption Acts 1889 to 1916 (or any amendments to them) or Section 117(2) of the Local Government Act 1972 or the Bribery Act 2010 or given, solicited or accepted any fee or reward or any form of money.
- b) Committed any fraud in connection with this or any other Council contract whether alone or in conjunction with Council members, contractors or employees.

I/We understand that the Council may cancel the contract we me/the firm if there is any evidence of any failure on my/the firm's part to comply with any of the above and if necessary, take legal action against me.

Signed:

Position held:

For and on behalf of:

Date:

Before returning this application form, please ensure that you have:

- **Answered all questions.**
- **Enclosed all relevant documents.**
- **Completed the above declaration.**

Tender Assessment

Experience and Quality

The scoring as specified below is designed to assist the Town Council in determining the most appropriate contractor to instruct but the scoring result will not be binding on the Town Council.

The Town Council will wish to ensure that the work is carried out in a suitable manner both in terms of carrying out the work on the ground and interaction and communication between the contractor and the Town Council.

This section will be assessed in terms of how completely the requirements in the specification and performance standards have been addressed.

Tender Evaluation

Tender award criteria and weighting

Examples of relevant knowledge and experience	25%
Amount of tender	75%

The amounts of the tenders will be scored on a comparative basis.

Please see the equation below: -

$$\frac{\text{Lowest price}}{\text{-----}} \times \text{Weighting}$$

Tenderers price

Quality criteria
Scoring matrix

Score	Judgement	Interpretation
10	Excellent	Exceptional demonstration of relevant ability. Evidence provided to support the response
8	Good	Above average demonstration of relevant ability. Majority of evidence provided to support the response
6	Acceptable	Demonstration of relevant ability. Some evidence provided to support the response
4	Minor Reservations	Some minor reservations of the relevant ability Little or no evidence to support the response

2	Serious Reservations	Considerable reservations of the relevant ability. Little or no evidence to support the response
0	Unacceptable	Insufficient information provided

Tenders:

1. Tenderers shall ensure that the tender response is compliant with all statutory and other provisions to be observed and performed in connection with any subsequent award of contract.
2. Tenderers should note that all the requirements detailed in the tender document supersede all detail, documents and discussions prior to the issues of this tender.
3. Tenderers should note that the Town Council does not bind itself to accept or reject the lowest or any tender, and reserves the right to accept or reject any tender, either in whole or in part, or to annul the tender and not to award any contract. The Town Council will not be responsible for any costs incurred by the contractor.
4. As part of the tender evaluation process the Town Council may shortlist from the offers received and short-listed tenderers may be invited to give a presentation to the Town Council. Detailed arrangements for any presentation will be issued nearer the time.
5. The Town Council may enter into limited post tender clarification following receipt of the tender responses.

If your tender is successful the Town Council will require prior to the commencement of any works the following documents:

- Detailed programme of works and method statements illustrating how the works will be undertaken.
- Agreement on how you will comply with:-
 - Health and Safety at Work etc Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Provision and Use of Work Equipment Regulations 1998
 - Control of Substances Hazardous to Health Regulations 2002

Warranties & Disclaimers

Whilst the information contained within this tender documentation is believed to be correct at the time of issue, tenderers should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information. The Council will not accept any liability for its accuracy, adequacy or completeness. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from this tender and in respect of any other written or verbal communication transmitted or made available to any tenderer

Freedom of Information

Under the Freedom of Information Act 2000, members of the public or any interested party may make a request for information to the Council.

Information contained in your tender documents will be treated as commercially sensitive and not subject to disclosure until a successful tender has been awarded.

After the tender has been awarded the information in your tender may be disclosed upon request to members of the public or interested parties.

If your tender documents or any information therein is commercially sensitive then the onus is on you, as the tenderer, to ensure that this information has been clearly identified to the Council

General Data Protection Regulations

A copy of the Town Council's General Data Protection Regulations - General Privacy Notice is available on the Town Council's website

http://www.lostwithieltowncouncil.gov.uk/data/uploads/1078_1242440435.pdf