



Date: TBC

**[SPECIMEN DOCUMENT]**

Dear Sir or Madam

**ARBORICULTURAL MAINTENANCE SERVICES CONTRACT (TREE WORKS) 2022 - 2025**  
**FIND A TENDER NOTICE REF: [TBC]**  
**AWARD CRITERIA - 60% PRICE : 40% QUALITY**

You are invited to submit a Fixed Priced Tender for the above-named works and I therefore attach:

- (a) The Specification [April 2022] consisting of:
- Appendix E - Form of Agreement
  - Appendix F - Data Processing Agreement
  - Appendix G - Health, Safety & Welfare Policy
  - Appendix H - Maps & Report
  - Specification of Services
  - Conditions of Contract
  - Electronic Tender Submission document containing:
    - Pricing Preambles
    - Schedule of Rates
    - Quality Questions
    - Scoring Guide
    - Non-Collusive Tendering Certificate
    - Form of Tender
  - Appendix E - Form of Agreement
  - Appendix F - Data Processing Agreement
  - Appendix G - Health, Safety & Welfare Policy
  - Appendix H - Maps & Report
  - Tree Management Policy

(b) Quality Question Summary

(c) Compensation Policy

(d) Customer Care Policy

(e) Safety Requirements for Contractors [Issue 19]

(f) Receipt of Safety Requirements

(g) Receipt of Tender Documents

- Your Receipt of Tender Documents should be completed and returned immediately please as this confirms your intention to tender

Telephone: 0300 330 0900 Website: [www.havebury.com](http://www.havebury.com)

Havebury House, Western Way, Bury St Edmunds, Suffolk, IP33 3SP

The Havebury Housing Partnership is a charitable registered society under the Co-operative and Community Benefit Societies Act 2014 (7648)  
Regulated by the Homes & Communities Agency (LH4339)

- The deadline for raising any queries on the tender documents is TBC and these should be sent to [contracts@havebury.com](mailto:contracts@havebury.com)
- Please note, Appendix F - Data Processing Agreement is only completed by the successful candidate, post contract award in Stage 2. (Please do not complete it at Stage 1).

All completed Tender submissions must be received electronically by emailing to our dedicated holding address by TBC and are to consist of the following documents:

- Electronic Tender Submission containing:
  - Pricing Preambles
  - Schedule of Rates
  - Quality Questions
  - Non-Collusive Tendering Certificate
  - Form of Tender
- Receipt of Safety Requirements

All Tender submissions will be held securely locked and remain unopened until after the deadline.

No Tender received after the date and time indicated above for receipt of Tenders, nor any Tender delivered to any email address shall be accepted or considered as part of this tender process.

We look forward to receiving your Receipt of Tender documents form in due course but should you now find yourselves unable to tender I would be grateful if you could contact me as soon as possible, otherwise please acknowledge receipt.

Yours sincerely

Debra McLean  
Procurement Manager

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