

TENDER FORM 2026
OLD EDGEWELL CEMETERY MEMORIAL GARDEN
(Value range £10,000)

Old Edgewell Memorial Garden

Please review the information and requirements below carefully. Your response should comprehensively address each element of the specification and be submitted as part of your tender.

Requirement	Description of Resource / Deliverable	Evidence
Undertake a comprehensive site survey and assessment	Full topographical and environmental assessment of the proposed garden area, including soil condition, drainage, existing vegetation, access constraints, and proximity to heritage features.	Site survey report, photographs, marked-up site plan, risk assessment.
Prepare a detailed landscape design incorporating native perennial planting	Development of a scaled landscape design showing layout, planting schemes, materials, and maintenance considerations, prioritising native perennial species.	Detailed design drawings (to scale), planting schedule, maintenance plan.
Consider the inclusion of heritage fruit tree varieties and other low-maintenance species that promote biodiversity	Identification and specification of suitable heritage fruit tree varieties and pollinator-friendly, low-maintenance planting to enhance biodiversity and seasonal interest.	Plant specification list, justification for species selection, biodiversity statement.
Ensure proposed designs complement existing planting beds and surrounding features	Design integration with existing cemetery features, including chapel surroundings, established beds, pathways, and historic setting.	Design statement explaining integration approach, annotated plans.
Deliver all works with minimal environmental impact during construction	Adoption of environmentally responsible working methods, including waste reduction, soil protection, and safeguarding of adjacent graves and features.	Method statement, environmental management plan, waste management proposal.

COSTS – Please submit a clear and comprehensive breakdown of all costs associated with the proposed works. All prices must be stated exclusive of VAT.

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REFERENCES

Please provide at least two references for a similar size and scope contract completed in the past five years. Please give the client's name, contact details of the responsible staff (name, position, contact telephone and email) and a brief description of the work carried out, including the date when services were provided.

If it is necessary, Prudhoe Town Council may contact references provided to request information on the quality of services delivered by your company. Prudhoe Town Council will notify your company by email concerning its intention to contact references.

Reference 1

Reference 2

I CONFIRM THAT THE INFORMATION DETAILED ABOVE IS CORRECT AND THAT I AM AUTHORISED TO SUBMIT THIS TENDER TO PRUDHOE TOWN COUNCIL ON BEHALF OF:

Company: _____

Address: _____

Name: _____

Signed: _____

Position: _____

Date: _____

Company name _____

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