**GATESHEAD COUNCIL**

DYNAMIC PURCHASING SYSTEM FOR THE SUPPLY, PLANTING AND MAINTENANCE OF TREES

CONTRACT PARTICULARS

PLEASE COMPLETED THE HIGHLIGHTED SECTIONS BELOW

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| **Contract Particulars** | | | | |
| **Contract Title** | | **DYNAMIC PURCHASING SYSTEM FOR THE SUPPLY, PLANTING AND MAINTENANCE OF TREES** | | |
| Council | | Gateshead Council | | |
| Contractor | |  | | |
| Commencement Date | | 7th February 2024 | | |
| Contract Period (including option to extend) | | 48 MONTHS WITH AN OPTION TO EXTEND FURTHER IN LINE WITH PCR 2015 REGULATIONS | | |
| Framework Agreement | | Yes | |  |
| To be called off by order – please delete as appropriate | |  | | No |
| Settlement Period | | The Council’s standard settlement terms are 30 days net. | | |
| Minimum Order Value | | n/a | | |
| Services, Goods or Works | | Services | | |
| Specification or description | | Purchasing, Planting and Maintenance of trees as instructed by the Council. | | |
| Address for Notice | | [Postal address for serving Notice, Authorised Officer, Telephone No, Fax No, Email Address] | | |
| Delivery Instructions | | **Various Areas of Gateshead** | | |
| Management Fee (%) | | **1%** to be paid in accordance with the attached management fee schedule. | | |
| **Council authorised officers** | | | | |
| **Name** | **Position** | | **Contact details** | |
| **Dorian Latham** | **Woodland Creation Officer** | | [DorianLatham@Gateshead.Gov.UK](mailto:DorianLatham@Gateshead.Gov.UK) | |
| **Eve McShannon** | **Woodland Creation Officer** | | [EveMcShannon@Gateshead.Gov.UK](mailto:EveMcShannon@Gateshead.Gov.UK) | |
| **Ashleigh Billingham** | **Procurement Officer** | | [AshleighBillingham@Gateshead.Gov.UK](mailto:AshleighBillingham@Gateshead.Gov.UK) | |

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| **Contractor Manager** | | | |
| **Name** | | **Contact details** | |
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| **Contractor Key Personnel** | | | |
| **Name** | **Position** | | **Contact details** |
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| **Insurance** | |
| **Insurance type** | **Required Amount** |
| Employer’s liability insurance | **£5 Million** |
| Public liability insurance | **£5 Million** |
| Professional indemnity insurance | **£2 Million** |

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| **Financial Management Information (Please delete as appropriate)** | |
| **Size**  **(**Based on number ofFTE’s (Full Time Equivalents) the organisation currently employs) | Micro Organisation (<10 Employees)  Small Organisation (10 – 49 Employees)  Medium Sized Organisation ( 50- 249 Employees)  Large Organisation (250+ Employees) |
| **Location** **(**Based on the address at which the Council would be required to place an order, identify the location at which your organisation is based) | Gateshead  Sunderland  Newcastle  North Tyneside  South Tyneside  County Durham  Northumberland  Based in North East Region (but not in the areas listed above)  Based in England (but not in the North East Region)  Based outside of England |
| **Address from which the contract will be delivered** | Insert Address |
| **Address for placing orders** | Insert Address |
| **Voluntary Organisations** **(**If the organisation is a Voluntary Organisation, identify the classification(s) that best describes the company structure) | Question Not Applicable  Unincorporated Association  Charitable Trust  Charitable Company  Community Interest Company  Industrial & Provident Society (Co-operative)  Industrial & Provident Society (Ben Com)  (DEFINITIONS PROVIDED AT THE END OF THIS DOCUMENT) |
| **BME** (Does the organisation work largely for the Black and Ethnic Minority communities?) | Yes/No |
| **Fair Trade**  (Does the organisation provide goods that are recognised as Fair Trade?) | Yes/No |
| **Environmentally Friendly** **(**Does the organisation consider itself to be an Environmental Friendly Supplier?) (For example, they hold an environmental policy, they set environmental objectives, they understand the impact their organisation has on the environment etc) | Yes/No |
| **Payments**  Bank Account and Sort Code to receive BACS payment of invoices following an Official Order.  Please note – invoices will not be paid without the Councils Official Purchase Order number being displayed | Account Number: XXXXXXXXXX  Sort Code XX-XX-XX |

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| Voluntary Organisation Definitions |
| Unincorporated Association  *This is a legal structure for Voluntary and Community Organisations.*  *It covers small un-constituted volunteer led groups, through to registered charities. Unincorporated Associations, if constituted, will have a management committee and individual members of the management committee are legally liable for the management of the organisation.* |
| Charitable Trust  *A trust is a registered charity, but is an organisation which will not have a membership, nor will it employ a significant number of staff to carry out any kind of business.*  *A charitable trust or foundation is a legal organisation registered with the Charity Commission which can be set up by anyone who has decided that they want to set aside some of their assets or income for charitable causes.*  *They are registered charities and can be registered as companies or unincorporated associations.*  *The trust is governed by a trust deed which includes the charitable purposes that the trust will work within.* |
| Charitable Company  *An Voluntary and Community Sector organisation which is incorporated that has registered with Companies House generally as a Company Ltd by Guarantee and because it has charitable objectives is also a registered charity with The Charity Commission.*  *Incorporation means that it is the organisation which is the legal entity and the liability of individual members of the management committee is limited.* |
| Community Interest Company  *This is a specific legal structure for an organisation which operates as a social enterprise.*  *To register as a CIC organisations must be not for profit and have within their governing document an asset lock which means that all income generated must go back in to the organisation to provide financial sustainability.*  *CIC's are registered with Companies House and therefore come under Company Law and are regulated by the CIC Regulator within Companies House.*  *CICs cannot be registered charities even if they have charitable objectives.* |
| Industrial & Provident Society (Co-operative)  *An industrial and provident society is an organisation conducting an industry, business or trade, either as a co-operative or for the benefit of the community, and is registered under the Industrial and Provident Societies Act 1965.*  *The FSA is the registering authority for societies, which register under the Industrial, and Provident Societies Act 1965 (I&P Act 1965). They have limited liability in the same way as Companies Ltd by Guarantee.*  *Co-operatives trade for the mutual benefit of their members* |
| Industrial & Provident Society (Ben Com)  *As above except societies for the benefit of the community, which trade to benefit the broader community, and the Registrar will refer to charity law. Societies for the benefit of the community are granted charitable status by the taxation authority, HM Revenue and Customs, rather than the Charity Commission.* |