Oakham Town Council

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Call for Expressions of Interest (EOI)

Oakham Town Centre Flower Displays

Reference Number:	OAKFD202610
Issuing Organisation:	Oakham Town Council
Publication Date:	13th October 2026
Submission Deadline:	27th October 2026

1. Purpose and Background

Oakham Town Council is seeking expressions of interest from qualified organisations to provide and maintain floral displays within Oakham Town Centre.

The purpose of this EOI is to identify and pre-qualify candidate(s) who possess the expertise required to **design, supply, install and maintain** floral displays at multiple locations in and around Oakham Town Centre.

Following this process, shortlisted candidates may be invited to submit a formal proposal.

Please note: Only organisations who respond to this EOI will be considered for an invitation to submit a tender for this contract.

2. Scope of Work

The selected organisation will be responsible for the following key tasks:

- **Deliverable 1:** Provide designs for **seasonal** floral displays that are sympathetic to their location, including the proposed containment for the displays (e.g. hanging basket, pots, raised planters etc.) At present the approximate numbers and types of installations are as follows:

40 No Wall Troughs

13 No Circular Lamp Post Troughs

50 No Hanging Baskets

2 No Large Tiered Troughs

- **Deliverable 2:** Supply and install all items necessary for the complete installation of each display.
- **Deliverable 3:** Maintain the displays in good condition at all times for the duration of the contract, including, but not limited to replacement of any dead or dying plants.

Photographs showing examples of existing installations are provided below as an indication of what is required.

3. Eligibility & Qualifications

Applicants must meet the following minimum criteria to be considered:

- **Experience:** Minimum of 3 years and/or 3 examples of proven experience in provision of public floral displays.
- **Compliance:** No history of professional misconduct, bankruptcy, or legal sanctions.

4. Submission Requirements

Interested parties must submit the following documents in PDF/Word format:

1. **Cover Letter:** A maximum of 2 pages outlining your motivation and relevant experience and a brief outline of how you would propose to meet the requirements of the contract.
2. **Technical Profile:** A Capability Statement (case studies, staffing and resource levels etc.)
3. **References:** Contact details for previous clients or partners for similar projects.

5. Timeline & Selection Process

- **Clarification Questions Deadline:** 21st October 2026
- **Submission Deadline:** 27th October 2026
- **Evaluation Period:** 7 days
- **Notification of Shortlisting:** Between 28th October and 6th November 2026.

6. How to Apply

Please send your complete application package via email to townclerk@oakhamtowncouncil.gov.uk with the subject line: **"EOI Application: Oakham Town Centre Flower Displays – *Your Organisation name*"**.

Late or incomplete submissions will not be reviewed.

Examples:







