

**TENDER FOR CHRISTMAS LIGHTS 2025-27**

**DOCUMENT 3: EVALUATION CRITERIA AND TIMETABLE**

**TENDER EVALUATION CRITERIA – to achieve overall best value**

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| **CRITERIA** | **WEIGHT** | **DESCRIPTION** |
| Value for Money | 50 | Competitive pricing with a clear cost breakdown. Offers the best value while ensuring quality service and materials |
| Experience and track record | 20 | Proven ability to deliver similar Christmas tree and lighting projects. References and case studies |
| Quality of products and services | 30 | Specification and durability of materials, compliance with safety standards [incl. HERS certificate] and reliability. |

**TIMETABLE**

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| **DATE** | **DESCRIPTION** |
| 16/4/25 | Tender opens |
| 2/5/25 | Deadline for bidders to submit questions of clarification |
| 15/5/25 | Noon – tender closes |
| w/c 18/5/25 | Panel to consider applications |
| w/c 25/5/25 | Decision |
| This will be followed by the standard standstill period before the final contract commencement date. |