



## **CROWBOROUGH TOWN COUNCIL**

### **Tender Evaluation Criteria & Submission Requirements**

Project: Silver Jubilee Playground Refurbishment

Location: Silver Jubilee Meadow, Green Lane, Crowborough TN6

Tender Date: 4<sup>th</sup> of July 2025

#### **1. Compliance with Tender Requirements (Pass/Fail)**

All tenders must comply with the following mandatory requirements to be eligible for evaluation. Failure to meet any of these will result in disqualification.

- Mandatory Information for Submission
- Completed Form of Tender – signed and dated.
- Design layout and specification of all proposed play equipment.
- Pricing Breakdown – fixed cost within £55,000 budget.
- Proposed Programme of Work – showing September–October 2025 timeline.
- Company Profile & Experience – including similar inclusive/SEN playgrounds.
- Health & Safety Documents:
  - o Method Statement & Risk Assessments.
  - o Health & Safety Policy and accident history, including RIDDOR (last five years).
- Insurance Certificates:
  - o Public Liability Insurance (£10M minimum).
  - o Employer's Liability Insurance.
- Maintenance Plan – outlining durability and upkeep expectations.
- Details of communication boards and inclusive features (e.g. SEN support).
- Subcontractor Details (if applicable).
- Declaration of No Conflict of Interest.

#### **2. Evaluation Criteria (Scoring System)**

Tenders that meet the compliance requirements will be evaluated based on the following weighted criteria:

Category	Weighting	Scoring Criteria (0–5 Scale)	What we are looking for
1. Design Quality, Accessibility & Inclusion	30%	5 = Exceptional, fully inclusive and exceeds SEN/accessibility needs 4 = Meets all needs with good inclusive features 3 = Satisfactory, includes basic accessibility 2 = Limited, gaps in inclusive design 1 = Poorly addressed 0 = Not addressed	Play value across ages 1–12; wheelchair accessible design throughout; inclusive play elements including sensory features and communication boards; thoughtful spatial planning for easy access. Higher scores for designs that go beyond minimum accessibility and demonstrate innovation in inclusive play.
2. Compliance with Specification	20%	5 = Fully compliant with all requirements 4 = Minor acceptable deviations 3 = Generally meets but missing details 2 = Significant gaps 1 = Poor compliance 0 = Non-compliant	Clear evidence that the submission meets the full specification: retention of the roundabout, metal construction, wet pour surfacing throughout, accessible pathways, age range of 1–12, SEN-friendly features, low-maintenance requirements, and budget limit.
3. Durability and Maintenance	10%	5 = Robust, low-maintenance with clear plan 3 = Acceptable with some concerns 1 = Poor information on longevity 0 = No details	Equipment should be of metal construction, low maintenance, and suitable for high-frequency use in a public setting. Clear lifecycle expectations and minimal maintenance plans are expected for higher scores.
4. Health & Safety Management	10%	5 = Comprehensive plan and risk mitigation 3 = Acceptable with minor gaps 1 = Minimal evidence 0 = No submission	Comprehensive method statements, risk assessments, and explanation of how the site will be secured during works. Inclusion of any H&S accreditations (e.g. CHAS) will support higher scores.
5. Programme of Works	10%	5 = Detailed plan Sept–Oct 2025 3 = General timeline provided 1 = Unclear or risky schedule 0 = No programme	Clear timeline that demonstrates how the contractor will start in September and complete before October 2025. Must consider site access and any limitations. Higher scores for well-sequenced and risk-adjusted plans.
6. Experience and References	10%	5 = Proven success on 3+ relevant projects 3 = 1–2 projects with references 1 = Limited experience or no references 0 = None provided	Previous experience with similar playground projects, especially inclusive/SEN-focused schemes. Strong references from councils or public sector clients will enhance scores.
7. Innovation and Added Value	5%	5 = Distinct features, creativity, SEN extras 3 = Some added value	Any features that enhance the play experience, improve accessibility, or show creativity (e.g. eco-friendly design, themed

		1 = Very basic offer 0 = No value added	equipment, community artwork integration, sensory planting, bilingual communication boards).
8. Sustainability, Social Value & Waste Management	5%	5 = Comprehensive environmental plan, strong social value, full waste strategy 4 = Clear policy with relevant initiatives 3 = Acceptable but lacks detail 2 = Weak or unclear 1 = Poor or tokenistic 0 = Not addressed	A clear and proactive approach to environmental responsibility and community benefit. This may include use of recycled or low-impact materials (e.g. in surfacing or bench construction), low-emission site practices, responsible sourcing, and an effective waste management plan with emphasis on recycling and minimal landfill use. We will also look for evidence of social value initiatives such as engaging local labour or apprentices, community liaison, and features that enhance inclusivity and long-term community use. Strong policies and past examples will score higher than generic or unsupported statements.

### 3. Final Score Calculation

Each category score (0–5) will be multiplied by its weighting percentage and summed to calculate a final score out of 100.