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Bridgwater Town Council

**Communities Department**

**BTCF01 – Fireworks Displays Invitation to Tender (ITT) Information**

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# Section 1 - Information

Bridgwater Town Council wishes to appoint a suitably qualified provider to provide Fireworks Displays for Bridgwater Town Council within Somerset for a term of three years with an option to extend year on year up to a maximum of a further two years.

It is intended that contracts should commence May 2025.

Please note that the specification for the service is supplied within this document:

* A Pricing Schedule is enclosed and requires completion and return.

Tenderers are required to demonstrate the provision of Firework Displays in accordance with the Specifications provided within their tender:

* Safe storage, handling, fitting and disposal of chemicals
* Training of staff/operatives to maintain an effective Service.

As a call off arrangement is envisaged, no guarantees of purchases are provided.

# Section 2 – Project Detail

Bridgwater Town Council is pleased to invite tenders Fireworks displays and related services as laid out in the invitation to tender, and more fully within the specification documents.

****The tender documents comprise of the invitation to tender and the ITT documents. This procurement is being conducted under the Crown Commercial Services Contracts Finder procedure and advertised on Bridgwater Town Council’s website.

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This ITT sets out the information which is required to assess the suitability of applicants in terms of their relevant experience, past performance, technical skills, resources, management skills, and methodology to meet the requirements of Bridgwater Town Council for the project.

The successful applicant will be required to deliver services in accordance with all documents & specifications.

The successful applicant will be responsible for acting in the best interests of Bridgwater Town Council and collaborating with them in the delivery of this service.

A list of requirements is stipulated within the invitation to Tender and will be required as part of the submission of the Tender; failure to submit will invalidate your Tender. You must submit your fixed price on the BTCF06 form and all requested documents by noon on **25th April 2025**. Late or incomplete Tenders will not be considered. There must not be any markings showing your company name on the envelope and the envelope must be marked ‘Fireworks Displays and Related Services Tender.’

Queries should be submitted in writing to Bridgwater Town Council and by no later than **11th April 2025** through the tender email address and responses will be circulated the following week.

Any and all questions or requests for clarification should be submitted in writing through contracts finder or to a dedicated email [procurement@bridgwater-tc.gov.uk](mailto:procurement@bridgwater-tc.gov.uk)

Bridgwater Town Council will consider any request for clarification raised in relation to any of the Tender Documents and may issue general guidance or waive or amend any provision of the Tender Documents. Such general guidance, waiver or amendment will be posted on the contract’s finder site.

Responses to any clarifications will be provided to all prospective Tenderers. The written response shall consist of two parts; firstly, the enquiry referred to anonymously and secondly the response.

The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation shall be deemed to form part of the ITT and supplement and/or supersede any part of the ITT to the extent indicated.

It is the responsibility of the Tenderer to ensure no previous clarifications or questions have been provided prior to the Tenderer submitting a tender. Failure to do so may result in important information being missed which could affect submissions.

Other than the person or persons identified within the Summary of Instructions, no other person has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.

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If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email.

Bridgwater Town Council may either waive or insist on strict compliance with any requirement set out within this ITT.

Bridgwater Town Council reserves the right not to contract or contract only in part with any applicant.

Applicants:

* Shall either destroy or return all documentation related to the tender process if Bridgwater Town Council so directs.
* Shall ensure that tenders are both technically and arithmetically correct. Should Bridgwater Town Council discover any arithmetical errors in the Applicant’s tender prices then these shall be pointed out to the Applicant who shall immediately correct the errors, or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of Bridgwater Town Council.
* Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the Applicant states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected.
* Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.

The contract will be entered into based on the total tender package (exclusive of VAT).

Payment terms will be 30 days or as otherwise agreed with Bridgwater Town Council.

The information supplied within this ITT and accompanying documents reflects Bridgwater Town Council’s current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

* Bridgwater Town Council does not accept any liability, responsibility, or duty of care to any tenderer for the adequacy, accuracy, or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates.
* ****Bridgwater Town Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant.

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* Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract.
* Neither this ITT nor any information supplied by Bridgwater Town Council should be relied on as a promise or representation as to its future requirements.
* This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete and return:

1. **BTCF04 –** Application for Bridgwater Town Council Approved Contractor.
2. **BTCF05 -** Tenderer Declaration Form.
3. **BTCF06 –** Form of Tender.
4. **BTCF07 –** Pricing Schedule.
5. Any supplementary documentation requested within the covering letter.

# Section 3 - Specification

**1. Introduction** Bridgwater Town Council invites proposals for the provision of two professional fireworks displays to be held annually in Bridgwater. The first display is to take place at St Matthew’s Field on the Friday before Bridgwater Carnival, and the second as part of the ‘Snowflakes’ Christmas light switch-on event at Cornhill. The appointed contractor must ensure all displays meet relevant safety and environmental regulations, with a strong emphasis on minimising smoke, fumes, and debris.

**2. Event Specifications**

**A. Bridgwater Carnival Fireworks Display**

**Date & Time:**

* Annually on the Friday preceding Bridgwater Carnival.
* Display duration: **18 minutes**, commencing at an agreed time after dusk.

**Location:**

* **St Matthew’s Field, Bridgwater, Somerset.**

**Display Requirements:**

* Fully choreographed to a **musical soundtrack** (to be agreed upon in advance with Bridgwater Town Council).
* A mixture of aerial and ground-based effects, with an emphasis on **low smoke and fume emissions**.
* A well-structured display with a strong opening sequence, consistent pacing, and a grand finale.
* Suitable for a large public audience with a wide viewing area.
* Use of **low-noise** fireworks where possible, ensuring minimal disturbance to local residents.
* Compliance with all relevant UK firework safety regulations, including BS EN 15947 and other applicable standards.
* Full risk assessment and public liability insurance cover to a minimum of **£10 million**.
* Coordination with relevant authorities, including Avon and Somerset Police, Devon and Somerset Fire and Rescue Service, and local safety advisory groups.

**B. Christmas Light Switch-On Fireworks Display (‘Snowflakes’ Event)**

**Date & Time:**

* Annually on the evening of the **Christmas light switch-on event**.
* Display duration: **3–5 minutes**.

**Location:**

* **Cornhill, Bridgwater (Grade I listed building).**

**Display Requirements:**

* Not choreographed to music.
* **Low-fallout materials** to be used due to the historic nature of the site and proximity to buildings.
* Limited aerial effects, with a focus on cascading and column-style fireworks to prevent excessive debris.
* Low smoke and fume emissions, ensuring visibility is maintained in a potentially enclosed environment.
* Use of **low-noise** fireworks where appropriate.
* Compliance with all relevant UK firework safety regulations.
* Risk assessment specific to an urban environment, including measures to prevent damage to historical architecture.
* Full public liability insurance cover to a minimum of **£10 million**.
* Coordination with relevant authorities, including local emergency services and conservation officers.

**3. Contractor Requirements**

* The contractor must be a **fully licensed pyrotechnics provider**, with a track record of delivering large-scale public displays.
* Provide all necessary documentation, including risk assessments, method statements, and proof of insurance.
* Work in liaison with Bridgwater Town Council to agree on display themes, safety measures, and any other necessary arrangements.
* Be responsible for all necessary setup, firing, and clean-up operations.
* Ensure all fireworks are disposed of in an environmentally responsible manner.
* Contractors should provide a detailed quotation on BTCF06 for each event separately.

# Section 4 - Scope of Procurement

Bridgwater Town Council wishes to appoint a provider for their annual fireworks displays. We are looking for a complete and costed solution for this work.

Tenderers are requested to study the specification document in detail and ensure that the specified requirements can be met that are stated within the document and thus your understanding of our requirements is reflected in your pricing schedule return.

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Bridgwater Town Council wish to secure efficiencies and economies of scale by means of a procurement exercise for meeting the requirements detailed within this documentation, achieved through the **M**ost **E**conomical **A**dvantageous **T**ender submitted.

The principal benefits anticipated by Bridgwater Town Council in this procurement include:

* Ability to maximise opportunities for best value and efficient services.
* To allow bidders to explore efficiencies, this may be possible by suggesting innovative and cost-effective solutions.
* Presentation of cost savings to Bridgwater Town Council to maximise economical operational efficiency and value for money.

The basis of the contract will include the Fireworks Displays.

Bridgwater Town Council is a public sector body, and we must observe various restrictions and decision-making processes.

# Section 5 - Procurement Process

This is a procurement exercise conducted in accordance with an open Procedure commonly used in public sector procurement exercises.

This procurement will take place via an Invitation to Tender for the contract. As part of the tender process, we may wish to make contact with your references’ identified to moderate the score given in Section 6. Bridgwater Town Council will advise Tenderers of such requests during the tender process.

# Section 6 - Award Criteria

Tenders will be evaluated against the award criteria detailed in **BTCF08**. The Council shall not be obliged to accept the lowest tender.

Each Tender will be checked initially for compliance with all requirements of the ITT.

During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to ****assist it in its consideration of Tenders.

The Council reserves the right to accept the whole, any part or no part of any Tender submitted.

# 7. Pricing Schedule

The successful tender will be chosen on the basis of the most economically advantageous tender. This will be based on the following criteria (not in order of priority) and the contractor is to demonstrate how this will be achieved. This information is to be included in the tender submission:

|  |  |
| --- | --- |
| **CRITERIA** | **% WEIGHTING** |
| Provision of Name and Contact details of the person responsible for completing the Offer Schedule [comprised in Tenderer Questionnaire] | Mandatory Information |
| Self Certification Questionnaire [comprised in Tenderer Questionnaire] | Mandatory Information |
| Minimum Insurance Requirements as specified in this document [comprised in Tenderer Questionnaire] | Mandatory Information |
| Acceptance of the Council’s terms and conditions without amendment, variation or qualification | Mandatory information |
| Quality | 60% |

|  |  |
| --- | --- |
| 20marks maximum | Provide a detailed description of the fireworks display service you can offer. Outline how your proposal meets our requirements, including your ability to deliver a high-quality display. Highlight your past experience, showcasing previous similar events you have delivered, and include a link or attachment to recordings of previous displays. List any relevant qualifications, certifications, or industry accreditations that demonstrate your suitability for this contract. |
| 15 marks maximum | Detail the equipment you will use to deliver the display, including fireworks, launch systems, and safety mechanisms. Specify the number of staff available for the event, their roles, and their relevant experience. Explain how you will ensure adequate staffing levels for setup, operation, and clean-up. |
| 10 marks maximum | Describe your approach to health and safety, including compliance with relevant UK legislation and industry standards. Explain how you will mitigate risks associated with fireworks displays, including crowd control, emergency procedures, and weather contingencies. Provide details of your risk assessment process and any staff training in health and safety. |
| 5 marks maximum | Outline any warranties or guarantees provided with your service, including your commitment to addressing any issues that may arise. Specify contingency plans in case of cancellation due to unforeseen circumstances such as extreme weather conditions. |
| 10 marks maximum | Environmental Responsibility - Outline your approach to sustainability, including the use of recyclable materials, reduction of single-use plastics, and responsible disposal of fireworks residue. Specify any hazardous chemicals used and the measures taken to minimise environmental impact. |
| Price | 40% |
| TOTAL | 100% |

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**Evaluation Notes**

The Council will evaluate each Tender and award the contract to the supplier/s that offers the most economically advantageous tender proposal based upon the Councils’ overriding requirements.

During the evaluation process the Council is at liberty to seek clarification on any aspect of a tender submission.

As part of this procurement the Council accepts no obligation in any way to award the contract to the lowest or any bidder; or consider any additional information received from suppliers other than that requested as part of the Tender.

Mandatory Information is not scored

Information scored on a Pass/Fail weighting must be provided. Unsatisfactory responses may result in your tender being disqualified

**Quality - Proposed Methodology**

Tenderers must provide a full response to all of the questions relating to ‘Quality’ in the contractor questionnaire (schedule 5) and should set out how you will meet all of the requirements set out in the specification.

Tenderers are advised that it is compulsory to complete and return all the following documents, and failure to do so will mean that your tender is not considered.



1. Completion of Application for Bridgwater Town Council Approved Contractor (BTCF04)

2. Completion of Tenderer Declaration Form (BTCF05)

3. Completion of Form of Tender (BTCF06)

4. Completion of Pricing Schedule (BTCF07)

Your responses comprise the formal offer to the Council and will form part of the resulting contract if your tender is selected for award.

Please note that the member of your organisation responsible for your submission and their contact details must be provided as part of the submission.

**Marking Scheme**

|  |  |  |  |
| --- | --- | --- | --- |
| Score out of 5 Quality | Score out of 10 Quality | Score out of 15  Quality | Description |
| 0 | 0 | 0 | No response received |
| 1 | 1-3 | 1-3 | Poor – missing key areas of information and failing to deal with the full scope of the requirement |
| 2-3 | 4-6 | 4-7 | Satisfactory – with many issues requiring clarification |
| 4 | 7-8 | 8--11 | Very Good –with some issues requiring clarification |
| 5 | 9-10 | 12-15 | Excellent – Outstanding with no reservations in adopting as supplier partner at this stage in the procurement |

**Section 5 - Pricing (40%)**

The tendered price must be set out to provide a detailed response to the price requirements set out in the Specification – information as required is detailed in the pricing schedule below.

There is no obligation on the Council to accept the lowest price of any tender.

**In the event of any extension to the initial contract period, the tendered rate will continue to apply without any increase being applied.**



# 7. Terms for Submission

## 7.1 Closing Date & Submission

The closing date and time for the receipt of submissions and all requested documentation relating to this tender is **12:00** hours (**midday**) on **Friday 25th April 2025**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via post to:

Bridgwater Town Council, High Street, Bridgwater, Somerset, TA6 3AS

Marked for the attention of: Rob Semple, Community Services Director.

Tender Documents can be found at Bridgwater Town Council’s website:

[Bridgwater Town Council - Working with the community for the Community (bridgwater-tc.gov.uk)](https://bridgwater-tc.gov.uk/)

## 7.2 Proposed Schedule of Events

The proposed schedule for the procurement process is as follows. However, the dates indicated, except for the return date should be regarded as indicative at this stage as Bridgwater Town Council reserves the right to extend and / or amend the timetable, as necessary. Any major changes will be discussed with potential tenderers.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Start Date** | **Finish Date** |
| Invitation to Tender (ITT) | 07th March 2025 | 25th April 2025 |
| Tenderers to submit any clarification questions | 07th March 2025 | 11th April 2025 |
| BTC responds to any clarification questions | 11th April 2025 | 18th April 2025 |
| Submission Deadline | 25th April 2025 (12 noon) | |
| Tender evaluations | 28th April 2025 | 02nd May 2025 |
| Interviews (where required) | 28th April 2025 | 02nd May 2025 |
| Award of contract notification | Early May 2025 | |
| Standstill period | 5th May 2025 | 19h May 2025 |
| Contract signing | Mid-May 2025 | |
| Contract to start | May 2025 | |

## 7.3 Confidentiality and Disclaimer

This ITT is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by Bridgwater Town Council commits Bridgwater Town Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. Bridgwater Town Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in Bridgwater Town Council’s procurement process.

All firms shall keep strictly confidential all information contained in this ITT, and other information or documents made available to it by or on behalf of Bridgwater Town Council in connection with this ITT.

The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with Bridgwater Town Council during the bidding process should only be with the individuals named in the covering letter in Section 1 sent from Bridgwater Town Council as the Bridgwater Town Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of Bridgwater Town Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with Bridgwater Town Council.

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## 7.4 Response/Return of Invitation to Tender

Please provide a response to this ITT by completing the documents listed below and providing any additional or supporting information, which you consider appropriate. In completing the ITT, please adhere to the structure contained in this document and include “Not applicable” where appropriate.

Tenderers are advised that it is **compulsory** to complete and return all the following documents, and failure to do so will mean that your tender is not considered.

1. **Completion of Application for Bridgwater Town Council Approved Contractor (BTCF04)**
2. **Completion of Tenderer Declaration Form (BTCF05)**
3. **Completion of Form of Tender (BTCF06)**
4. **Completion of Pricing Schedule (BTCF07)**

## 7.5 Questions

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: [procurement@bridgwater-tc.gov.uk](mailto:procurement@bridgwater-tc.gov.uk). Only questions submitted to this email will be answered. It would be most helpful if queries could be submitted in one email rather than piecemeal within the deadline stated in 7.2 of this document.

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All responses to received and any communication from tenderers will be treated in strict confidence.

## 7.6 Material Misrepresentation

Bridgwater Town Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

## 7.7 Collusive Bidding

Collusive bidding is unaccepted by Bridgwater Town Council. Any tenderer that is discovered by Bridgwater Town Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

**a).** Fixes or adjusts the amount of this bid by or in accordance with any agreement or arrangement with any other person, or

**b).** Communicates to any person other than Bridgwater Town Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the tender for instance), or

**c).** Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or

**d).** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to Bridgwater Town Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

## 7.8 Bribery

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising, or giving a bribe or requesting, agreeing to receive, or receiving a bribe.

The Contractor agrees with the Client that this Contract will operate based on zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

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## 7.9 Relationship with Members of the Council

If a candidate for any tender is to his knowledge related to any Member of the Council, the holder of any office under the Council, or any association with the Council, he, and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate’s ability, experience, or character for submission to the Council with an application for appointment.

# 8. Risk Register

A Risk Register is currently being updated, however some of the key risks are noted below:

* Environmental impact
* Damage to Infrastructure
* Health and Safety Concerns