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**Publication Date: 25 October 2024**

**Submission deadline: 7th January 2025 MIDDAY**

**Invitation to tender for: Christmas Lights for 2025-2027**

**Document 3: Quality Response Document**

# Quality criteria questions - 60%

Please refer to and fully consider all information provided in the tender specification, scope of requirement, evaluation guidance and instructions when providing responses to the questions below.

There is no page limit or word count for the responses required below. However, Tenderers are encouraged to keep their responses relevant to the questions raised and not to submit standard organisational marketing or sales materials.

The response boxes can be expanded as required. Please ensure your responses to questions are submitted in this document and not in your own corporate format.

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| **Please confirm your acceptance of the Contract Terms, as published in Document 5 (pass / fail):** |
| YES  NO |

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| **SECTION 1 - DESIGN AND SUPPLY - 30%**  **Please provide a detailed description of how your organisation will approach the design & supply of the scheme, taking into consideration and detailing the following:** | |
| 1. The volume and range of products recommended for the new scheme  * The scheme needs to offer different designs and elements in each location however consistency of product located in the trees would be acceptable. | **50%** |
| **Response:** | |
| 1. How will you incorporate the Clock tower into the scheme on Market Square   The Council does not have permission to fix anything to the Clock Tower for this contract.   * Please explain how the Clock Tower could be utilised within the scheme as this is a very key feature. | **15%** |
| **Response:** | |
| 1. Please provide a detailed breakdown of all wattage output of the proposed design  * Please supply a detailed breakdown of wattages per product with an estimated hourly cost and an 8-hour cost. | **10%** |
| **Response:** | |
| 1. What customised products do you offer for the lighting scheme.  * What can you offer to the scheme that makes it unique to the town? | **15%** |
| **Response:** | |
| 1. Please detail examples of previous Christmas lighting schemes you have designed and installed.  * Please either submit photographs or give websites of other light schemes you have designed and installed. * Please also share testimonials that you have received from other clients. | **10%** |
| **Response:** | |

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| **SECTION 2 - SUSTAINABILITY AND SOCIAL VALUE - 20%**  **Please provide a detailed description of how your organisation will provide a sustainable approach to the provision of Aylesbury Town Council Christmas lights over the 3 years of the contract, this should also take into account any social value that can be delivered within the Town and the following factors:** | |
| 1. Detail the energy efficiency and environmentally friendly properties of the proposed scheme 2. Detail, with examples, your sustainable practises for the disposal or recycling of old lights | 75% |
| **Response:** | |
| 1. What social value benefits could you deliver to the town? | 25% |
| **Response:** | |

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| **SECTION 3 - MOBILISATION AND SCHEDULING - 10%**  **Please outline your approach to mobilisation of the contract and scheduling of the permissions and installations phases of the contract, taking into consideration and detailing the following:** | |
| 1. Please provide an indicative design for the proposal at the point of tender showing examples of what type of lighting structures would be used? | **20%** |
| **Response:** | |
| 1. What kind of support do you offer before, during and after the installation? | **20%** |
| **Response:** | |
| 1. Please detail your process for appointing a project lead and their responsibilities for this scheme? | **20%** |
| **Response:** | |
| 1. What communication is in place once installation starts between the installers and Aylesbury Town Council on a daily/nightly basis? | **20%** |
| **Response:** | |
| 1. How do you handle any disputes or issues that may arise during the contract period? | **20%** |
| **Response:** | |

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| **SECTION 4 – INSTALLATION - 10%**  **Please outline your approach to the installation of the Christmas lights, taking into consideration and detailing the following:** | |
| 1. Do you propose to undertake the installation inhouse or will this be subcontracted? 2. Any sub-contractors proposed should be identified in your SQ submission. Any sub-contractors assigned to this contract will also need to have all the mandatory documentation to do the installation. Please confirm your process for checking such is in date and meets the Council’s requirements. Please provide evidence of sub-contractor light installation works undertaken elsewhere. | **10%** |
| **Response:** | |
| 1. What guarantees or warranties do you offer on your products and services? | **20%** |
| **Response:** | |
| 1. How you plan the scheduling for installation across the 2 required phases | **20%** |
| **Response:** | |
| 1. Eyebolt testing will need to be actioned as installation occurs. Detail how you provide certification to prove that this has been done. | **10%** |
| **Response:** | |
| 1. How you manage the appearance of the transformers in trees so that they look neat and tidy | **15%** |
| **Response:** | |
| 1. Please detail the maintenance services provided during the Christmas holidays. | **15%** |
| **Response:** | |
| 1. Whilst working on Market Square the power access is taken from inside the Clock Tower. The Tower is not the asset of Aylesbury Town Council and as such belongs to the unitary authority Buckinghamshire Council. Buckinghamshire Council are happy for Aylesbury Town Council to have a Key, but that key must be signed for on a nightly basis and return to the Aylesbury Town Council offices every night during installation. What process would you put in place to ensure that this takes place? | **10%** |
| **Response:** | |

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| **SECTION 5 REMOVAL - 7.5%**  **Please detail your approach to switch-off and removal, taking into consideration and detailing the following:** | |
| 1. Confirm that the Christmas lights will be turned off on the night of 5 January. 2. Detail arrangements/resources for the removal of all lights from the Christmas tree on 5 January, so arrangements to remove the tree can commence? | 40% |
| **Response:** | |
| 1. Detail arrangements/resources for the removal of all lights before the end of January? | 40% |
| **Response:** | |
| 1. Do you propose to leave any product installed for the duration of the contract? If so, how would you ensure that PAT testing of this product is undertaken and certified? | 20% |
| **Response:** | |

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| **SECTION 6 – STORAGE - 7.5%**  **Please detail your approach to the storage of the lighting displays, taking into consideration and detailing the following:** |
| 1. Where the scheme will be stored during the off season 2. The storage facilities climate controls, to prevent damage from temperature fluctuations or humidity 3. The logistics of transporting the lights to and from the storage facility 4. The packing and handling of the lights to prevent tangling or breakage 5. The arrangements in place to replace lights that are damaged or lost whilst in storage or transit   Please note, responsibility sits with the supplier for any repairs or replacement needed due to storage related damage. |
| **Response:** |

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| **SECTION 7 – MAINTENANCE & TESTING - 7.5%**  **Please detail your approach to the maintenance and testing arrangements in place that ensure proper operation of the lights upon installation, taking into consideration and detailing the following:** |
| 1. How and when maintenance checks are carried out on the scheme before installation 2. What is your approach to dealing with maintenance on site during installation |
| **Response:** |

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| **SECTION 8 – VALUE FOR MONEY - 7.5%** |
| Explain why you believe you scheme is appropriate for our town and why you believe it offers good use of the taxpayer’s money. |
| **Response:** |

# Declaration

I/We the undersigned (the Tenderer) make the following declarations:

**Non-Collusion**

I, [Name], being first duly sworn, depose and say that:

I am [position] of [company], the party making the foregoing proposal or bid.

The bid is genuine and not fraudulent or deceptive.

The Tenderer has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Tenderer(s) or person to put in a sham bid or to refrain from bidding.

No part of the contract price has been paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Tenderer.

**Freedom of Information**

The Tenderer acknowledges that the information provided in this bid may be subject to disclosure under the Freedom of Information Act (FOIA).

The Tenderer agrees to clearly mark any information that is considered confidential or proprietary.

The Council will use reasonable efforts to protect such information but cannot guarantee confidentiality if disclosure is required by law.

**Conflict of Interest**

The Tenderer certifies that there is no conflict of interest in the submission of a bid to supply goods and/or services to the Authority as per the specification provided within this Tender opportunity. I recognise that failure to disclose a potential conflict of interest, if discovered later may result in the bid being rejected or that any contract awarded based upon the submitted tender may be terminated.

The Tenderer agrees to disclose any potential conflicts of interest that may arise during the term of the contract.

The Tenderer will take all necessary measures to prevent any risk of conflict of interest which could affect the impartial and objective performance of the contract

Print name ………………………………………………………………..

Signed ………………………………………………………………………..

Organisation ……………………………………………………………

Address ……………………………………………………………………

Dated ………………………………………………………………………….