



# **Crowborough Town Council Christmas Lights**

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

**Project:** Crowborough Town Council Christmas Lights 2026-2028

**Location:** Crowborough, East Sussex

**Tender Date:** August 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**

- 1. Completed Form of Tender** – signed and dated.
- 2. Proposed Programme of Works** – timeline for installation and dismantling.
- 3. Company Profile & Experience** – including three references for similar public display projects.
- 4. Health & Safety Documents:**
  - Method Statement and Risk Assessments
  - Company Health & Safety Policy
  - Accident and enforcement history (past 5 years) including any RIDDOR
- 5. Insurance Certificates:**
  - Public Liability Insurance (minimum £5M)
  - Employer's Liability Insurance
- 6. Technical Information:**
  - Description of lighting and control systems
  - Specification of lighting frames
  - Testing of anchors and wire
  - LED specifications

7. **Social & Community Value Plan** – sustainability, waste minimisation.
8. **Subcontractor Details** (if applicable) – including qualifications and roles
9. **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
<b>Price Competitiveness</b>	30%	<p><b>10 Points:</b> Lowest tender receives full marks.</p> <p><b>7 Points:</b> Up to 5% above the lowest bid.</p> <p><b>5 Points:</b> Up to 10% above the lowest bid.</p> <p><b>3 Points:</b> More than 10% above the lowest bid with minimal justification.</p> <p><b>0 Points:</b> Bid is significantly higher than market rates without justification.</p>
<b>Quality of Proposals</b>	25%	<p><b>10 Points:</b> Proposals include innovative, visually appealing designs and demonstrate a clear understanding of the town's needs.</p> <p><b>7 Points:</b> Proposals show good understanding and creativity with only minor gaps or repetition from previous years.</p> <p><b>5 Points:</b> Proposals meet basic expectations with some creative elements but limited originality or design variation.</p> <p><b>3 Points:</b> Proposals lack imagination, show limited variety, or are too similar to previous years.</p> <p><b>0 Points:</b> Proposals are generic, unsuitable, or do not address the specification adequately.</p>
<b>Relevant Experience &amp; References</b>	20%	<p><b>10 Points:</b> Evidence of three or more completed contracts of similar scope and scale (preferably in public realm or town centre lighting), with strong references.</p> <p><b>7 Points:</b> Two similar projects completed with positive feedback or references.</p> <p><b>5 Points:</b> One similar project with satisfactory performance.</p> <p><b>3 Points:</b> Limited relevant experience with mixed feedback or no references.</p> <p><b>0 Points:</b> No demonstrated relevant experience or unsatisfactory reference history.</p>
<b>Health &amp; Safety &amp; Methodology</b>	15%	<p><b>10 Points:</b> Comprehensive Health &amp; Safety Plan provided, including specific risk assessments, PPE, cherry picker/licensing approach, and detailed method statements.</p> <p><b>7 Points:</b> Mostly complete Health &amp; Safety documents with only</p>

minor omissions.

**5 Points:** Acceptable level of documentation but lacking some detail or clarity.

**3 Points:** Incomplete or unclear documentation with some safety concerns.

**0 Points:** No Health & Safety plan or poor/inadequate documentation.

**Social Value &  
Environmental Impact**

10%

**10 Points:** Strong commitment shown through use of low-energy LED lighting, recycling of components, minimal packaging, local workforce, and community benefit initiatives.

**7 Points:** Moderate sustainability plan with partial recycling, LED usage, and occasional local engagement.

**5 Points:** Some sustainability elements included but lacking a coherent plan.

**3 Points:** Minimal effort to address environmental or social responsibility.

**0 Points:** No evidence of environmental or social consideration.

### 3. Final Score Calculation

Each category score is multiplied by its weighting percentage, and all are summed for a total score out of 100.