



INVITATION TO TENDER

1-3 Year Christmas Tree and Christmas Light Tender 2025

Windlesham Parish Council is seeking contractors to provide Christmas trees and lighting for three distinct locations: Bagshot, Lightwater, and Windlesham. This procurement is conducted in accordance with the Procurement Act 2023 and the supporting Procurement Regulations 2024. To accommodate local preferences and logistical considerations, this tender is divided into three lots. Suppliers may submit bids for one, multiple, or all lots. Each lot will be evaluated independently, and contracts may be awarded separately.

The selected contractor must be able to supply, install, and remove all rented lights, as well as supply and install Christmas trees and tree lights. In the event of an emergency, the contractor must be able to attend the site within two hours. For all other call-outs, attendance is required within 24 hours.

For further details, please refer to Appendix 1, which provides detailed information on requirements, and Appendix 2, Standard Selection Questionnaire which must be completed and submitted alongside your tender application. Please note that you must answer all questions in parts, 1, 2, and 3.

To be considered, interested contractors must demonstrate a proven track record, supported by evidence of previous or current similar projects. Applicants must also provide at least one relevant reference and a copy of valid insurance, including public liability insurance of £10 million, a risk assessment, and a HERS certificate with their application.

Contractors who meet these requirements are invited to complete the attached tender spreadsheet and submit an estimated cost breakdown for 3 consecutive years. Contractors should be aware that the Council reserves the right to not award the contract or alternative to award the contract by lot, for either 1, 2 or 3 years.

Proposed Tender Evaluation Criteria and Weighting:

Criteria	Weighting (%)	Description	Scoring per Lot
Value for Money	50%	Competitive pricing with a clear cost breakdown. Offers the best value while ensuring quality service and materials.	Separate score per lot
Experience & Track Record	20%	Proven ability to deliver similar Christmas tree and lighting projects. Strong references and case studies to support past performance.	Assessed per lot
Quality of Products & Services	30%	Specification and durability of Christmas trees and lighting, compliance with safety standards (e.g., HERS certification), and overall service reliability.	Evaluated per lot
Multiple Lot Discount (if applicable)	Bonus		Applied across all lots

Scoring Method:

- Each criterion is scored out of **10** (1 = Poor, 10 = Excellent).
- Scores are then weighted according to the percentage assigned to each criterion.
- The total weighted score determines the most advantageous tender in accordance with Section 21 of the Procurement Act 2023

Application of Multi-Lot Bonus Points

- Suppliers who bid for multiple lots and offer a discount will be eligible for additional bonus points.
- The bonus points are awarded proportionally based on the percentage discount offered for multiple lot awards (see table below).

These bonus points will be applied after the primary evaluation of each lot but will not exceed a predetermined cap to ensure fairness.

Discount Offered Bonus Points Awarded

No discount	0 points
1% - 3% discount	1 point
4% - 6% discount	2 points
7% - 10% discount	3 points
11% or more	4 points maximum

Methodology for Evaluation

The Council will award each contract to the supplier submitting the most advantageous tender, based on the published evaluation criteria and weightings.

- **Value for Money (50%)**
- **Experience & References (20%)**
- **Quality of Products & Services (30%)**
- Bonus points for multi-lot discounts are applied only after the primary scores are calculated.
- A maximum cap of 4 bonus points applies, ensuring that a discount does not unduly outweigh core evaluation factors.

Ensuring Fair Competition

- The bonus system enhances value for the council while preventing an overemphasis on discounts over quality.
- Each lot's award remains independent, meaning a high bonus score does not automatically secure all lots for a single supplier.
- If two suppliers have similar scores, the discount-based bonus may serve as a tie-breaker rather than an overriding factor.

Automatic Fail Criteria for Tender Submission

To ensure that only competent and compliant contractors are considered, the following criteria will automatically disqualify a submission:

1. Mandatory Compliance Failures

- **Failure to provide valid insurance** (Public Liability Insurance of £10 million).
- **Failure to submit a valid HERS certificate** (if required for electrical installations).
- **Failure to provide a risk assessment** for the proposed work.
- **Failure to complete the tender form in full** or missing required documentation.

2. Technical and Capability Failures

- **Inability to meet emergency response times** (must be able to attend site within 2 hours for emergencies and 24 hours for general issues).
- **Lack of relevant experience** in similar projects (e.g., no previous work with Christmas trees and lighting installations).
- **Failure to provide at least one relevant reference** from previous projects.

3. Safety and Regulatory Non-Compliance

- **History of serious Health & Safety violations** (evidence of prior enforcement actions or safety breaches).

4. Ethical and Legal Disqualifications

- **Involvement in fraudulent activity or misrepresentation** in the tender application.
- **History of contract terminations for non-performance** with previous clients.
- **Legal disputes with local authorities or other councils** relating to contract delivery.

Timetable

All dates in the table below are provisional and WPC may vary the timetable or terminate the Tender Process at its sole discretion. Bidders will be notified of any changes to the timetable as soon as reasonably possible.

Requirement	Deadline
Invitation to tender (ITT)	04/04/25
Site visits	21-25/04/25
Deadline for bidders to submit Clarification Questions (CQs)	02/05/25
Deadline for WPC to respond to CQs	09/05/25

Tender submission deadline	16/05/25 at 14:00hrs
Evaluation process	Weeks Commencing 19/05/25 and 30/05/2025
Notification of Intention to Award	06/06/25
Standstill period starts	06/06/25
Standstill period ends	23/06/25
Provisional award date	23/06/25
Contract commencement date	01/11/25
Service commencement date	01/11/25

We look forward to receiving your submission.

Following the conclusion of this procurement, Windlesham Parish Council will publish a Contract Award Notice in accordance with the Procurement Regulations 2024.