



# Crowborough Town Council

## Fireworks display

### Tender Evaluation Criteria & Submission Requirements

Project: Crowborough Town Council Fireworks Display 2026–2028

Location: Crowborough, East Sussex

Closing Tender Date: 28<sup>th</sup> of August 2025

#### 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.
- **Proposed Programme of Works** – including installation, performance, and clean-up timeline.
- **Company Profile & Experience** – including three references for similar public fireworks displays.
- **Health & Safety Documents:**
  - Method Statement and Risk Assessments
  - Company Health & Safety Policy
  - Accident and enforcement history (past 5 years) including RIDDOR incidents
- **Insurance Certificates:**
  - Public Liability Insurance (minimum £5M)
  - Employer's Liability Insurance (minimum £10M)
- **Technical Information:**
  - Fireworks and effects specification
  - Sound system coverage plan
  - Music theme proposal
  - Clean-up and debris management plan
- **Social & Community Value Plan** – environmental considerations, use of local resources, noise sensitivity.
- **Subcontractor Details** (if applicable) – including qualifications and scope.
- **Declaration of No Conflict of Interest.**

## Evaluation Criteria (Scoring System)

Tenders that meet the compliance requirements will be evaluated based on the following weighted criteria. Each section includes detailed guidance for how scores should be assigned.

Each submission is scored 0–10 for each subcriteria. The score is then multiplied by the assigned weighting to calculate the final total (out of 100).

Category / Subcriteria	Weighting	Scoring Criteria
<b>Price Competitiveness</b>	25%	10: Lowest priced bid. 7: Up to 5% above lowest. 5: Up to 10% above lowest. 3: More than 10% above lowest with minimal justification. 0: Significantly overpriced with no justification.
<b>Capability to Deliver Specification</b>	10%	10: Full team with experience, skillset, and available equipment demonstrated. 7: Adequate staffing and planning. 5: Some limitations in resources. 3: Understaffed or under-equipped. 0: Unable to demonstrate readiness.
<b>Programme of Works</b>	10%	10: Detailed, realistic timeline matching Council expectations. 7: Clear but slightly ambitious plan. 5: Lacks detail or minor conflicts. 3: Unclear or incomplete. 0: No programme provided.
<b>Health &amp; Safety – Accreditations &amp; Policy</b>	10%	10: CHAS or equivalent, plus full policy provided. 7: Good documents but missing external accreditations. 5: Basic policy submitted. 3: Limited detail. 0: No policy or accreditations. <b>Tenders scoring below 5 in either H&amp;S – Accreditations or H&amp;S – Risk Management may be disqualified on safety grounds.</b>
<b>Health &amp; Safety – Risk Management</b>	10%	10: Full RAMS tailored to fireworks display. 7: Mostly complete RAMS. 5: Generic RAMS with gaps. 3: Poor or unclear risk strategy. 0: None provided.
<b>Relevant Experience &amp; References</b>	10%	10: 3+ similar public events, all positive references. 7: 2 similar jobs, mostly positive. 5: 1 event with satisfactory delivery. 3: Limited relevance or feedback. 0: No relevant experience or poor feedback.

<b>Technical Proposal &amp; Effects</b>	10%	10: Innovative design with appropriate effects and synchronised music. 7: Good proposal with minor limitations. 5: Meets base requirements. 3: Minimal creativity or unclear plan. 0: Incomplete or unsuitable.
<b>Sound &amp; Accessibility Plan</b>	5%	10: Excellent coverage and equipment for entire viewing area. 7: Good setup but partial coverage. 5: Adequate setup with minor gaps. 3: Limited or unclear plan. 0: Not addressed.
<b>Environmental &amp; Social Value</b>	5%	10: Strong waste reduction, noise control, local sourcing. 7: Good consideration with some evidence. 5: Some basic environmental notes. 3: Minimal effort. 0: No consideration given.
<b>Customer Care / Communication</b>	5%	10: Clear liaison structure and post-event feedback plan. 7: Responsive contact but no feedback loop. 5: Basic contact only. 3: No clarity on communication. 0: Not addressed.