



## **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, the tender specification is documented by village. Suppliers should be aware that this will be evaluated and awarded as a single tender for supply and installation across all three villages. Contracts will not 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 tender will not be broken down into lots and will be awarded as a single contract. The Council reserves the right not to award the contract or to award the contract for either 1, 2, or 3 years.

**IMPORTANT: ALL SUBMISSIONS MUST BE SUBMITTED IN HARD COPY IN A SEALED ENVELOPE ADDRESSED TO THE PROPER OFFICER. THE ENVELOPE MUST BE MARKED TENDER DOCUMENTATION.**

### **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.

#### **Proposed Tender Evaluation Criteria and Weighting:**

<b>Criteria</b>	<b>Weighting (%)</b>	<b>Description</b>
<b>Value for Money</b>	<b>30%</b>	Competitive pricing with a clear cost breakdown. Offers the best value while ensuring quality service and materials.
<b>Experience &amp; Track Record</b>	<b>30%</b>	Proven ability to deliver similar Christmas tree and lighting projects. Strong references and case studies to support past performance.
<b>Quality of Products &amp; Services</b>	<b>40%</b>	Specification and durability of Christmas trees and lighting, compliance with safety standards (e.g., HERS certification), and overall service reliability.

### **Price Evaluation Method**

The lowest priced tender will score 100% of the price marks (30%). All other tenders will receive a proportionally lower score using the following formula:

$$\text{Score} = (\text{Lowest Tender Price} \div \text{Tenderer's Price}) \times \text{Maximum Price Score (30\%)}$$

This method ensures fairness while rewarding competitive pricing.

### **Scoring Method:**

Each qualitative criterion (Value for Money, Experience & Track Record, and Quality of Products & Services) will be scored out of 10 based on the following matrix:

<b>Score</b>	<b>Description</b>	<b>Percentage of Total Marks</b>	<b>Definition</b>
10	Excellent/Exceeds requirements	100%	Submission exceeds expectations and adds innovative or extra value.

Score	Description	Percentage of Total Marks	Definition
8	Meets all requirements	80%	Fully meets specification with no shortcomings or enhancements.
6	Satisfactory	60%	Meets requirements with minor weaknesses or limited detail.
2	Less than satisfactory	20%	Significant weaknesses: some requirements not adequately met.
0	Fails to meet any requirements	0%	No relevant submission or wholly inadequate response.

The total weighted score determines the most advantageous tender in accordance with Section 21 of the Procurement Act 2023

### 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** (Stipulated in the Selection Questionnaire).
- **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.
- **Failure to provide formal documentation supporting joint venture bids.**
- **Failure to submit a bid within the stated budget**

#### 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.
- **Confirmation of Environmental compliance** as per the selection questionnaire.

### 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.

<b>Requirement</b>	<b>Deadline</b>
Invitation to tender (ITT)	03/06/25
Site visits	9-13/06/25
Deadline for bidders to submit Clarification Questions (CQs)	20/06/25
Deadline for WPC to respond to CQs	27/06/25
Tender submission deadline	04/07/25 at 14:00hrs
Evaluation process	Week Commencing 07/07/25
Notification of Intention to Award	11/07/25
Standstill period starts	11/07/25
Standstill period ends	25/07/25
Provisional award date	25/07/25
Contract commencement date	01/08/25
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.