



Invitation to Tender

Three-year Hire of Christmas Lights for Fore Street, Torpoint, Cornwall (2025 – 2028 inclusive)

1. About the organisation

1.1 The organisation responsible for the creation and issue of this invitation to tender is:

Torpoint Town Council
1-3 Buller Road
Torpoint
Cornwall
PL11 2LD Tel: 01752 814165, clerk@torpointtowncouncil.gov.uk

2. Background and Context

The Town Council is seeking quotations to hire Christmas Lights, which will be erected above Fore Street, Torpoint, for a period of three consecutive years, 2025-2028.

In recent years Fore Street, Torpoint, the main shopping street in the town, has been decorated by eight motifs suspended across the highway. Two of the eight motifs are in the ownership of Torpoint Town Council and six hired motifs (cross-strings) have been suspended above the street. In addition to these motifs, the Town Council owns twelve illuminated miniature Christmas trees, which are suspended from properties along Fore Street (this is for information only and is not included in this Invitation to Tender).

In addition to Fore Street, the small park, known as 'Sparrow Park', located at the entrance to Fore Street, is decorated by the Town Council, with a ring of festoon lights. Also, one of the larger ornamental trees at Sparrow Park, is decorated with white lights (this is for information only and is not included in this Invitation to Tender).

Furthermore, Eliot Square, which is in front of St. James Church, has a Christmas tree, approximately 5 meters in height, erected at this space. In the past, the Christmas tree is decorated with a string of white lights – decoration of the same is included in this Invitation to Tender.

The erection of the motifs, and decoration of the Christmas tree has been undertaken by the Town Council's Operations Team assisted by volunteers, who also take down all the festive decorations in January.

The illuminations are usually switched on by a member of the Town Council, accompanied by a resident who has received a civic award that year. This is the culmination of an evening of celebrations centred around a stage situated in Sparrow Park and marks the start of the Festive period.

IMPORTANT NOTE: We will assess tenders received on a Most Economically Advantageous Tender. It is highly anticipated that the Finance & Operations Committee and also Torpoint Town Council will resolve to consider the individual scores and results of the tender process with the public and press

excluded, due to the commercial sensitivity of this information. This is pursuant to *Section 1(2) of the Public Bodies (Admission to meetings) Act 1960*.

Photos of the motifs displayed in Fore Street and decorated Christmas tree at Eliot Square are shown below.



Photo 1 of 5 (Fore Street)



Photo 2 of 5 (Fore Street)



Photo 3 of 5 (Fore Street)



Photo 4 of 5 (Eliot Square)



Photo 5 of 5 (Sparrow Park)

3. Tender requirements

3.1 Tenderers submitting a quotation are required to provide their quotations and supporting information in a format which clearly details the following information.

3.2 Detailed quotations for festive lighting scheme options for Fore Street to improve the Christmas experience.

3.3 Include in quotations: -

(a) Supply, transportation, collection, installation and take-down of rented decorations, plus decoration and take down of the town Christmas Tree lights, at a mutually agreed installation date in collaboration with the Town Council. All risks and constraints are to be detailed, for example: access arrangements, traffic management, temporary road closures and working at height legislation.

AND

(b) Supply, transportation and collection **ONLY** of rented decorations/motifs.

AND

(c) A separate price for the servicing and storage of two Town Council owned motifs, including transportation.

AND

(d) Total price for the testing of 16 existing seasonal light fixings along the length of Fore Street, on residential and commercial properties.

4. Budget

4.1 The council currently undertakes option (b) of the tender. However, it is minded to look at an alternative option, which is option (a) of the tender.

4.2 The council has **not** allocated a budget for option (a) and therefore has not agreed a total maximum budget for this project, and is expecting a full breakdown of all costs, for 3.3 (a), (b), (c) and (d).

4.3 The council will consider the constraints for **all** elements of the tender and will look at affordability when reviewing submissions.

5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until January 2028. The timetable for submission of the tender, completion of the programme is set out below.

Milestone	Date
Date Invitation to Tender (ITT) made available to appropriate tenderers and published on the town council website	2 nd April 2025 1700
Last date for raising queries	28 th April 2025 1700
Last date for responses to clarifications to queries	30 th April 2025 1700
Deadline to return ITT	16 th May 2025 midday
Evaluation of ITT	Wk commencing 19 th May 2025
Results of ITT considered at the Finance and Operations Committee meeting	2 nd June 2025
Evaluations reviewed by Torpoint Town Council	19 th June 2025
Award of Contract	20 th June 2025
Anticipated Christmas Lights switch-on event 2025	29 th November 2025
Anticipated Christmas Lights switch-on event 2026	28 th November 2026
Anticipated Christmas Lights switch-on event 2027	27 th November 2027

6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Torpoint Town Council during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
- c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
 - i) Professional Indemnity Insurance with a limit of indemnity of not less than one million (£1,000,000),
 - ii) Employers Liability Insurance with a limit of indemnity of not less than two million (£2,000,000),
 - iii) Public Liability Insurance with a limit of indemnity of not less than two million (£2,000,000).
- d. Conflict of interest statement.
- e. Torpoint Town Council has adopted a [Climate Emergency Action Plan](#) and requires as part of this procurement, information on how your organisation demonstrates its support for 'green initiatives'.

6.2 Examples of two other similar projects that have been completed that demonstrate the ability and experience of the organisation.

6.3 Proposal(s) for Fore Street which detail graphical designs/a visual interpretation, to suit Fore Street and its surroundings.

6.4 Breakdown of expected costs and budget for each project, see 3.3 (a), (b), (c) and (d).

7. Sub-contracting

Tenderers should note that a consortium can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Torpoint Town Council.

8. Conflicts of Interest

8.1 Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Torpoint Town Council or its programme team, that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest, which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

8.2 Receipt of this statement will permit Torpoint Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

9. Tender clarifications

9.1 Any clarification queries arising from this Invitation to Tender (ITT) which may have a bearing on the offer should be raised by email to:

clerk@torpointtowncouncil.gov.uk in accordance with the Tender and Commission Timetable in section 5.

9.2 Responses to clarifications will be advised to all those who have been emailed the ITT and any others who have expressed an interest in the ITT and anonymised.

9.3 No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Torpoint Town Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. **Tender returns will be assessed on the basis of the following tender award criteria**

Ref 6.1 Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1.	Pass/ Fail
Ref 6.2 Examples of similar work	30
Examples of two other similar projects that have been completed that demonstrate the ability and experience of the organisation being proposed.	
Ref 6.3 Hire of Christmas Lights	50
Proposal(s) for Fore Street which detail graphical designs/a visual interpretation, to suit Fore Street and its surroundings.	
Ref 6.4 Breakdown of expected Costs & Budget	20
A fixed fee for this work (exc VAT) including travel and other expenses. All extra fees & exclusions should be clearly articulated. Each project cost (4a), (4b), (4c), (4d) should be clearly identified and will be scored separately. Any indication of added value should be clearly explained.	

The lowest bid will be awarded the full 20 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 20 x lowest bid / bid.	
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11. Assessment of the Tender

11.1 The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

11.2 During the tender assessment period, Torpoint Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

11.3 Torpoint Town Council is not bound to accept the lowest price or any tender. Torpoint Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Torpoint Town Council's internal procedures and Torpoint Town Council being able to proceed.

12. Tender Award

Any contract awarded as a result of this tender process will be in accordance with the attached Torpoint Town Council standard Financial Regulations. (See Enclosure 1 – Section 12. Payments under Contracts).

13. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: As per Section 5

Emailed tenders should be sent electronically to tender@torpointtowncouncil.gov.uk with the following message clearly noted in the Subject box; 'Hire of Torpoint Christmas Lights 2025 - 2028'

Tenderers are advised to request an acknowledgement of receipt of their email.

14. Disclaimer

14.1 The issue of this documentation does not commit Torpoint Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Torpoint Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Torpoint Town Council and any other party (save for a formal award of contract made in writing by Torpoint Town Council or on behalf of Torpoint Town Council).

14.2 Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Torpoint Town Council or any information contained in

Torpoint Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Torpoint Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

14.3 Torpoint Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

14.4 Cancellation of the procurement process (at any time) under any circumstances will not render Torpoint Town Council liable for any costs or expenses incurred by tenderers during the procurement process.

Enclosures:

Enclosure 1 Financial Regulations.