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Tender

## **Fireworks 3 year contract**

Crowborough Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-048292

Procurement identifier (OCID): ocds-h6vhtk-0586c6

Published 13 August 2025, 10:27am

## **Scope**

### **Description**

Crowborough Town Council organises an annual Fireworks display on the 5th of November. (Please note, if the 5th of November falls on a Sunday, the event will take place on the Saturday, 4th of November) This extraordinary annual event has an exciting new display theme every year and is always very popular. This tradition has been held in Crowborough for years and is seen as an important part of the Crowborough Town Council's events programme. The event itself attracts up to 10,000 people from all over Crowborough, covering all ages and backgrounds. The event is greatly valued by young families, and it really sets the scene for the beginning of the festive season.

Crowborough Town Council is seeking quotes for the designing the Fireworks installation as well as running of the Fireworks display, on the 5th of November at the town's Fireworks night. The contract will be awarded for a period of three years commencing in 2026.

### **Total value (estimated)**

- £60,000 excluding VAT

- £72,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 January 2026 to 31 December 2028
- 3 years

### **Main procurement category**

Services

### **CPV classifications**

- 24613200 - Fireworks
- 92300000 - Entertainment services

### **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)

- UKK - South West (England)

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Tender submission deadline**

28 August 2025, 12:00pm

### **Submission address and any special instructions**

Hand copy must be delivered to:

Crowborough Town Council

Council Offices,

Pine Grove,

Crowborough,

East Sussex,

TN6 1DH

## **Tenders may be submitted electronically**

No

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## **Award criteria**

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.

Category / Subcriteria

Weighting

Scoring Criteria

Price Competitiveness

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.

#### Capability to Deliver Specification

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.

#### Programme of Works

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.

#### Health & Safety - Accreditations & Policy

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.

Tenders scoring below 5 in either H&S - Accreditations or H&S - Risk Management may be disqualified on safety grounds.

#### Health & Safety - Risk Management

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.

#### Relevant Experience & References

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.

#### Technical Proposal & Effects

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.

#### Sound & Accessibility Plan

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.

#### Environmental & Social Value

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.

#### Customer Care / Communication

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.

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## Procedure

### Procedure type

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

[Appendix 1. CTC Advert for Fireworks tender.pdf](#)

[Appendix 2. CTC Fire Workworks Specification.pdf](#)

[Appendix 3. Invitation to tender Fireworks.pdf](#)

[Appendix 4. Evaluation Criteria and Submission Requirements.pdf](#)

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## **Contracting authority**

### **Crowborough Town Council**

- Public Procurement Organisation Number: PTVM-6962-RPLN

Council Offices

Crowborough

TN61DH

United Kingdom

Email: [ctc-operations@crowboroughtowncouncil.gov.uk](mailto:ctc-operations@crowboroughtowncouncil.gov.uk)

Region: UKJ22 - East Sussex CC

Organisation type: Public authority - sub-central government