

Supplementary Information: Scoring Criteria and Evaluation Methodology

1. Overview

All submissions will be evaluated using the Most Advantageous Tender (MAT) approach, in line with the Procurement Act 2023 and Witham Town Council's Extended Procurement Process. The evaluation will be conducted by the RFO and presented to Full Town Council.

2. Scoring Criteria

Criterion	Weighting	Sub-criteria
Design & Quality	40%	<ul style="list-style-type: none">- Compliance with specification and brief- Lighting design and innovation- Programme of works and delivery timescales- Quality of materials and installation- Maintenance and emergency response arrangements
Cost	40%	<ul style="list-style-type: none">-Total contract price (5 years)- Value for money- Transparency of pricing- Clarity on call-out charges and any exclusions
Sustainability & Social Value	20%	<ul style="list-style-type: none">- Environmental impact and carbon reduction measures- Local employment and social value commitments- Use of energy-efficient products and recyclable materials

3. Evaluation Methodology

- Each submission will be scored out of 5 for each sub-criterion:

- 0 = No response or wholly inadequate
 - 1 = Poor – significant concerns or shortcomings
 - 2 = Satisfactory – meets minimum requirements
 - 3 = Good – meets requirements with some added value
 - 4 = Very Good – exceeds requirements, clear added value
 - 5 = Excellent – outstanding, innovative, and fully addresses all aspects
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- **Scores for each sub-criterion will be weighted according to the percentages above.**
 - **The highest total weighted score will determine the recommended supplier.**
 - **Any bid scoring less than 2 (“Satisfactory”) on any mandatory sub-criterion may be excluded.**
 - **Clarifications may be sought in writing during evaluation; all clarifications and responses will be shared with all bidders.**
 - **The Council does not bind itself to accept the lowest or any tender.**

4. Exclusion Grounds

Bidders will be excluded if they:

- Fail to meet mandatory eligibility or insurance requirements
- Are subject to any mandatory or discretionary exclusion grounds (e.g. convictions for fraud, corruption, tax evasion, or offences under the Modern Slavery Act 2015)

5. Notification

All bidders will be notified of the outcome within 6 weeks of the evaluation date. Feedback will be provided on request.

This supplementary information will be made available to all bidders as part of the tender documentation.