



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL TENDER SPECIFICATION

On behalf of Ware Town Council, I have the pleasure of inviting you to submit a fixed price tender for the following services.

Yours faithfully,

Terry Philpott
Town Clerk

Project name	Provision of Festive Lighting Scheme for Ware Town Centre
Project objective	The design, supply, installation, testing, maintenance, removal and storage of a comprehensive Christmas lighting and decorations scheme for Ware Town Centre.
Project location	Ware Town Centre, Hertfordshire
Contract value	Capital cost/infrastructure: £80,000 Annual budget: £40,000 Total contract value: £280,000
Timescales	The contract will run for five Christmas seasons (2026–2030)
Contact details for further information and site visits	Sarah Fenton, Communications, Marketing, Town Centre Projects Manager sarah@waretowncouncil.gov.uk Phone 01920 460316
Contact details for invoice queries	Natalie Mulvey, Finance Manager natalie@waretowncouncil.gov.uk Phone 01920 460316
Return date for tender submissions	Monday, 2nd February 2026 at 5pm Preferred method by email to tenders@waretowncouncil.gov.uk . If large documents such as maps or visuals are submitted, please provide a paper copy too to the address below.

Terry Philpott, Town Clerk
Ware Town Council
The Priory
High Street
Ware
SG12 9AL

Postal tenders or additional information should be submitted in an envelope marked,

Ware Town Council Festive Lighting Tender

Please do not submit enquiries of a general nature to tenders@waretowncouncil.gov.uk as the inbox is only monitored at the time a tender is due to close. Instead contact sarah@waretowncouncil.gov.uk

Date of Visit	Please specify date of visit to Ware Town Centre for site visit and tender scoping.
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I / We hereby offer to carry out the works as scheduled and contained in the attached specification.

Signed

Dated

Contractor name	
Address	
Name of primary contact	
Email	
Office phone number	
Mobile phone number	

Contract Evaluation

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors may be invited to an interview

	Max score	score	
Value for money	30%		
Experience of successful working with local authorities	10%		
Evidence of experience and company capability	20%		
Creativity and innovation of the design proposal and how it fits with Ware Town Council's brief from the public consultation	30%		
Environmental Considerations	10%		
Total	100%		

The Council reserves the right to not accept any or the lowest tender.

References:

Please provide a references below of a current client

	Reference 1	Reference 2
Organisation		

Contact name		
Contact phone		
Contact email		
Address		
Type of contract		