

# ARDLEIGH PARISH COUNCIL



## Invitation to Tender for Contracts

### Additional Information

In response to questions from potential bidders please find enclosed additional information which you may find useful

- 1) Evaluation Criteria expected to be used
- 2) Indicative map of main grassed areas (excluding verges)

A reminder that the closing date for tenders will be 12 noon on 21 February 2025 to be sent to [tenders@ardleigh-pc.gov.uk](mailto:tenders@ardleigh-pc.gov.uk)

Where possible, bidders are asked to use PDF format for their bids.

Ardleigh Parish Council  
Updated 4 February 2025



## Evaluation Criteria

To ensure transparency and fairness in the procurement process, we are providing further details on the **evaluation criteria** that we expect to be used when assessing bids.

Criteria	Weighting %	Explanation
Price and Value for Money	40%	Consideration of cost per service, overall affordability, and long-term value.
Quality and Experience	25%	Relevant past experience, technical capability, and track record of similar work. Demonstrable compliance with all legal requirements for employment, health and safety and working in public spaces
Environmental and Community Commitment	20%	Efforts to enhance biodiversity, minimise herbicide use, reduce carbon footprint, and support the local community.
Compliance with requirements, Reliability and Resources	15%	Did the bidder submit all required documents and meet basic eligibility? Ability to meet deadlines, provide necessary equipment, and ensure continuity of service.

Each bid will be scored on a scale from **1 to 5**:

### Score Definition

- 5      Excellent – Exceeds all requirements with added value
- 4      Good – Fully meets requirements with minor advantages
- 3      Acceptable – Meets minimum requirements
- 2      Poor – Partially meets requirements but raises concerns
- 1      Unacceptable – Fails to meet requirements



Indicative Map

