AGENDA 11, Enc viii) FESTIVE LIGHTING SCHEME WRITTEN SUBMISSION CHECKLIST

Instructions:

- Tick (✓) the appropriate box if the requirement is met.
- Use the comments section to note any deficiencies or areas of excellence.
- If a requirement is not provided or is incomplete, mark as (X).
- Submissions must meet all mandatory requirements to be considered further.

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1. COMPANY INFORMATION & COMPLIANCE DOCUMENTATION

Criteria	Provided (✓/X)	Comments
Company profile (history, structure, key personnel)		
Public Liability Insurance (£10m minimum)		
Employer's Liability Insurance (£5m minimum)		
Professional Indemnity Insurance (£2m minimum)		
Financial accounts (last 3 years)		
Environmental policy		
Quality management system documentation		
Evidence of compliance with relevant standards (BS EN IEC 60598-2-20:2024+A11:2024, BS 7671:2018)		

2. TECHNICAL CAPABILITY & EXPERIENCE

Criteria	Provided (✓/X)	Comments
Portfolio of previous festive lighting projects		
References from similar contracts		
Evidence of technical expertise in festive lighting installation & maintenance		
Equipment specifications for proposed lighting solutions		
Samples of risk assessments and method statements		

3. PROJECT APPROACH

Criteria	Provided (✓/X)	Comments

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Detailed proposal for service delivery		
Plan for incorporating 30 existing bespoke motifs		
Infrastructure assessment methodology		
Installation and removal procedures		
Testing and maintenance protocols		
Storage arrangements		
Emergency response service details		
Sustainability statement (energy efficiency, contract duration benefits, environmental considerations)		
Project team structure with key roles and qualifications		
Outline maintenance schedule covering contract period		
Quality assurance procedures		

4. DESIGN CONCEPTS

Criteria	**Provided (✓/X)**	**Comments**
Conceptual designs illustrating proposed products and overall scheme		
Specifications of LED lighting solutions		
Examples of similar schemes delivered		

FINAL ASSESSMENT

Requirement	**Pass (✓) / Fail (X)**	**Comments**
Mandatory documentation provided		
Meets technical capability requirements		
Sufficient experience demonstrated		
Proposed scheme meets requirements		
Sustainability commitments outlined		

Additional Comments:

Name: _____ Date: _____