

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/008264-2025>

Tender

Christmas Lights Biggleswade

Biggleswade Town Council

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

Notice identifier: 2025/S 000-008264

Procurement identifier (OCID): ocds-h6vhtk-04ea3f

Published 6 March 2025, 4:54pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Contact email changed from enquiries@biggleswadetowncouncil.gov.uk to deborah.jackson@biggleswadetowncouncil.gov.uk

Scope

Reference

BTC019

Description

Biggleswade Town Council oversees the Christmas light display in the Market Square and High Street and is inviting applications for the design, supply, installation, removal, storage, and annual maintenance and testing of high-quality Christmas lights. This contract will cover the festive light displays for the 2025, 2026, and 2027 Christmas seasons, starting in November 2025.

The Council is committed to delivering a high-quality Christmas lights display for its residents. The aim is to create a festive display that impresses the community and celebrates the season.

All bidders are required to submit a completed paper copy of the specification document. All further details relating to this business case submission can be found in the specification document.

The deadline for responses is 12:00 PM (noon) on Thursday 1st May 2025.

Commercial tool

Establishes a framework

Total value (estimated)

- £51,000 excluding VAT
- £61,200 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 18 January 2028
- 2 years, 3 months, 18 days

Main procurement category

Goods

CPV classifications

- 31500000 - Lighting equipment and electric lamps
- 51100000 - Installation services of electrical and mechanical equipment
- 51200000 - Installation services of equipment for measuring, checking, testing and navigating

Contract locations

- UKH - East of England

Framework

Maximum number of suppliers

1

Maximum percentage fee charged to suppliers

0%

Framework operation description

Biggleswade Town Council is advertising this tender opportunity on the Find a Tender platform and is following an open procurement process. The Town Council is committed to a fair, open, and transparent procurement process. Bids are invited from qualified contractors with proven experience in delivering similar projects, ideally within a similar setting and geographic location.

After completing the procurement process, the Town Council intends to appoint the highest-scoring bidder to deliver the contract. Details regarding the bidding process, evaluation, and appointment are outlined within the Invitation to Tender document.

Award method when using the framework

With competition

Contracting authorities that may use the framework

Establishing party only

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

3 April 2025, 11:59pm

Tender submission deadline

1 May 2025, 12:00pm

Submission address and any special instructions

All bidders are required to submit a completed paper copy of the Invitation to Tender document.

Each tendering firm shall be supplied with a specifically marked envelope from Biggleswade Town Council in order to post their completed tender. The envelope will have "Christmas Lights Tender" written on it and the address below. No tenderer can write anything further onto the envelope. To receive one of these envelopes, please email deborah.jackson@biggleswadetowncouncil.gov.uk.

Bidders must submit their final tender to the following address before the submission deadline:

The Town Clerk & Chief Executive Biggleswade Town Council The Old Court House 4 Saffron Road Biggleswade Bedfordshire SG18 8DL

All tenders received will be held by the Town Clerk & Chief Executive and remain in the sealed envelopes until the prescribed date for opening tenders.

Tenders may be submitted electronically

No

Award criteria

Name	Type	Weighting
Design	Quality	30%
Price	Cost	30%
Previous Project Experience	Quality	20%
Health & Safety	Quality	10%
Project Management & Communication	Quality	5%
Maintenance	Quality	5%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Biggleswade Town Council Christmas Lights Invitation to Tender.pdf](#)

Contracting authority

Biggleswade Town Council

- Public Procurement Organisation Number: PHHP-8389-XYJR

The Old Court House, 4 Saffron Road

Biggleswade

SG18 8DL

United Kingdom

Contact name: Deborah Jackson

Email: deborah.jackson@biggleswadetowncouncil.gov.uk

Website: <https://biggleswadetowncouncil.gov.uk/>

Region: UKH25 - Central Bedfordshire

Organisation type: Public authority - sub-central government