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Tender

## **Christmas Lights Display 2026 Tender**

Newport (Shropshire) Town Council

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

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Procurement identifier (OCID): ocds-h6vhtk-064b9d

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### **Scope**

### **Description**

Newport Town Council invites suitably experienced and qualified contractors to tender for a new contract commencing in time for the provision of Christmas lighting within Newport Town Centre November 2026.

Newport Town Council is committed to delivering a high-quality Christmas lighting display that supports local businesses and enhances the Town's festive atmosphere.

The Council allocates an annual budget to cover the hire, installation, testing, maintenance, removal and storage of Christmas lighting and decorations

### **SCOPE OF WORKS**

### **DESCRIPTION OF THE SCOPE OF WORKS**

- The successful contractor will be responsible for the design, supply, installation, maintenance, removal and storage of Christmas lights and decorations for Newport town

centre for the duration of the contract.

- The scope of works shall include, but not be limited to, the following:
  - Design and provision of a cohesive Christmas lighting display suitable for Newport Town Centre
  - Supply (hire/lease) of all proposed lighting and decorations, excluding Council-owned stock where applicable
  - Installation and commissioning of the display prior to the festive period
  - Annual inspection, testing and certification of all electrical components
  - Annual testing and certification of existing eyebolts, catenary wires and fixings
  - Ongoing maintenance and fault rectification during the display period
  - Safe removal of all lighting and decorations at the end of each season
  - Secure storage of leased items between seasons

### 1. Contract Duration

The contract is for a duration of 3 years with an option to extend to 6 years if agreed by both parties.

### 2. Budget

The indicative annual budget for the 2026/27 festive season is £30,000 - £39,000. Tenderers should demonstrate how their proposed scheme maximises visual impact, coverage and value for money within this budget range.

### 3. Design Requirements

The Council is seeking a display that:

- Provides maximum coverage and visual impact within the available budget
- Is appropriate for a town centre environment and enhances the overall streetscape
- Integrates, where practicable, with the Council's existing stock of lights.
- The Town Council would like a traditional design with no change in design to the lights

within the boundary of St Nicholas Church

Tenderers are encouraged to submit creative proposals and outline options that could be scaled up or down to align with available funding.

#### 4. Sustainability and Energy Efficiency

Newport Town Council is committed to reducing its carbon footprint and welcomes proposals that support this objective. Tenderers should demonstrate how sustainability considerations are incorporated into their design and delivery, including:

- Use of energy-efficient lighting (e.g. LED technology)
- Minimising environmental impact throughout installation, operation and removal
- Opportunities for improved sustainability over the life of the contract

#### 5. Electrical Compatibility and Safety

All proposed lighting must:

- Be fully compatible with existing electrical services and power supplies within the town centre
- Comply with all relevant legislation, standards and industry best practice
- Include appropriate certification and documentation for electrical safety and structural integrity

### DISPLAY AND DESIGN REQUIREMENTS

#### 1. Minimum Display Coverage

As a minimum, the Christmas lighting display must cover the following town centre streets and spaces.

- High Street
- Upper Bar
- Stafford Street
- Lower Bar

- St Marys Street

Tenderers should design a cohesive scheme that maximises coverage and visual impact within these areas using existing infrastructure wherever possible.

## 2. Location-Specific Display Guidance

The following guidance identifies existing infrastructure and preferred display options. Alternative or enhanced proposals are welcomed, provided they remain compatible with existing fixings and budget.

\*Catenary wire is in place

High Street\*

- Existing catenary wires to support up to 24 cross-street light strings
- Existing bauble festoons attached to approved buildings (permissions in place)
- Capability to suspend additional decorative features from strings
- Cross-street festoon to Baddeley Court

Stafford Street\*

- Existing catenary wires to support up to three strings of lights
- Capability to suspend additional decorative features from string
- Existing bauble festoons attached to approved buildings (permissions in place)

St Mary's Street\*

- Existing catenary wires to support up to four strings of lights
- Capability to suspend additional decorative features from strings
- Existing bauble festoons attached to approved buildings (permissions in place)

Lower Bar\*

- Existing catenary wires to support up to two strings of lights
- Structures available for up to five column displays

- Existing bauble festoons attached to approved buildings (permissions in place)

#### Upper Bar\*

- Existing catenary wires suitable for cross-street lighting
- Capability to suspend additional decorative features from strings
- Existing bauble festoons attached to approved buildings (permissions in place)

#### Town Square

- Existing catenary wires to support up to two strings of lights
- Festoon lighting on the Market Building
- Opportunity for a feature lighting installation

#### Wellington Road Corner

- Location of the town centre Christmas tree
- No catenary or column structures available
- Projection lighting may be considered

#### Wellington Road

- Existing cross-street festoon

#### St Nicholas Churchyard

- Location of the town centre Christmas tree
- Council-owned festoons to remain in contract
  - o 6 × tree cages
  - o 4 × tower festoons
  - o Roof-mounted icicle lights
  - o Tree lighting at the St Mary's Street end

### 3. Operating Times

All lighting must be controlled by existing automatic timers and operate daily as follows:

- On: 6:30am - Off: 9:00am
- On: 3:00pm - Off: 11:00pm

The contractor will be responsible for ensuring settings are correctly configured and maintained.

### 4. Design Principles

Tenderers must adhere to the following principles:

- Provide a coherent and visually consistent town centre lighting scheme
- Utilise existing catenary wires, column structures and fixing points wherever possible
- Include the decoration of two (2) x 23-foot Christmas trees at:
  - St Nicholas Churchyard
  - Wellington Road Corner
- All tree decorations to consist of LED string lighting
- All cross-street decorations must use existing approved structures

## MANDATORY CONTRACTOR REQUIREMENTS

The contractor will provide a fully managed service, including installation, maintenance, removal and storage of all lighting and associated infrastructure.

### 1. Installation, Testing & Operation

The contractor shall:

- Install lighting across the High Street, Stafford Street (part), Lower Bar (part), St Mary's Street (part) and Upper Bar (part).
- Install, test and commission all lighting at least one week prior to the switch-on date and confirm in writing that the system is fully operational.

- Carry out safety testing of all anchor points, fixings and catenary wires throughout the contract period in accordance with ISO standards and BS 8539.
- Test and certify all electrical components in accordance with BS 7671 and BS 7909.
- Ensure all lighting operates automatically at the agreed on/off times.

## 2. Maintenance & Fault Response

The contractor shall:

- Maintain all installations in a safe and operational condition
- Respond to all reported faults within 24 hours including weekends. Faults may include and are not limited to; complete failure of light strings, Christmas tree light failure, damage through vandalism, adverse weather conditions or road traffic accidents.
- Provide emergency out-of-hours response within 2 hours of reporting where adverse weather presents a safety risk or in the event of an urgent health & safety risk.

## 3. Health, Safety & Compliance

The contractor shall:

- Securely install and anchor all equipment in compliance with health and safety legislation
- Maintain safe working practices at all times and protect the public and workforce
- Provide all necessary access equipment, vehicles and lifting equipment
- Ensure all operators are suitably trained and certified, including:
  - IPAF
  - Working at Height
  - Electrical installation qualifications (including HERS certification)
- Provide Risk assessments and method statements (RAMS) for all operations and functions associated with the contract

## 4. Insurance & Administration

The contractor shall:

- Hold and supply Public and Employers liability insurance to a minimum value of £10 million
- Insure all equipment while in storage
- Provide sufficient notice of installation and removal dates to enable licensing by Telford & Wrekin Borough Council
- Attend the official switch-on event at the agreed time
- Ensure all fees include installation, removal, maintenance and call-outs during the display period
- Undertake all due diligence prior to tender submission; additional costs will not be accepted post-award
- Following each annual display the contractor will issue a written statement including the call out summary, required replacement light and improvement suggestions.

See 'Christmas Lights Tender Invitation' document for more details.

### **Total value (estimated)**

- £234,000 excluding VAT
- £280,800 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 June 2026 to 31 May 2029
- Possible extension to 31 May 2032
- 6 years

Description of possible extension:

Good condition of the inventory

Excellent overall performance within initial contract period

Call outs attended to within the contract's KPIs

## **Main procurement category**

Services

## **CPV classifications**

- 31522000 - Christmas tree lights
- 45316100 - Installation of outdoor illumination equipment
- 71630000 - Technical inspection and testing services

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)

- UKK - South West (England)

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

29 April 2026, 12:00pm

### **Tender submission deadline**

1 May 2026, 12:00pm

### **Submission address and any special instructions**

[www.newportshropshire-tc.gov.uk](http://www.newportshropshire-tc.gov.uk)

[tenders@newportshropshiretc.gov.uk](mailto:tenders@newportshropshiretc.gov.uk)

by 12noon on Friday 1st of May 2026

Christmas Lights Display 2026 Tender in the subject line.

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

14 May 2026

## **Recurring procurement**

Publication date of next tender notice (estimated): 1 February 2032

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## **Award criteria**

<b>Name</b>	<b>Type</b>	<b>Weighting</b>
Lighting Design Proposal	Quality	40%
Price	Price	20%
Competence	Quality	20%
Questionnaire/Experience		
Quality of Tender Submission	Quality	20%

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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

### Associated tender documents

[Christmas Lights Tender Invitation.pdf](#)

Introduction

Scope of works

Display and Design Requirements

Mandatory Contractor Requirements

Instruction for tendering

Supporting information

Evaluation model

[Supporting Documents - Christmas Lights Display Tender 2026.pdf](#)

Examples of last Christmas lighting display infrastructure.

List of power supply points

List of festoon eyebolt points

List of current bauble locations

List of cross-street decorations

## [Tender Submission - Christmas Lights Display 2026.docx](#)

Legal compliance

Financial information

Contractor's Competence Questionnaire

Costings

References

Bidder Details

Declaration

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## **Contracting authority**

### **Newport (Shropshire) Town Council**

- Public Procurement Organisation Number: PVJC-3646-XQTY

The Guildhall, 1 High Street

Newport

TF10 7AR

United Kingdom

Telephone: 01952814338

Email: [enquiries@newportshropshire-tc.gov.uk](mailto:enquiries@newportshropshire-tc.gov.uk)

Website: <http://www.newportshropshire-tc.gov.uk>

Region: UKG21 - Telford and Wrekin

Organisation type: Public authority - sub-central government