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Tender

Witney Town Council Christmas Lights 2024-27

Witney Town Council

F01: Prior information notice

Call for competition

Notice identifier: 2024/S 000-011890

Procurement identifier (OCID): ocds-h6vhtk-0451a0

Published 12 April 2024, 9:16am

Section I: Contracting authority

I.1) Name and addresses

Witney Town Council

47 Market Square

WITNEY

OX286AG

Contact

Adam Cook

Email

adam.cook@witney-tc.gov.uk

Telephone

+44 1993226826

Country

United Kingdom

Region code

UKJ14 - Oxfordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.witney-tc.gov.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.witney-tc.gov.uk/contracts-and-tenders/>

Additional information can be obtained from another address:

Adam Cook

West Witney Sports and Social Club

Witney

ox290nb

Contact

Adam Cook

Email

adam.cook@witney-tc.gov.uk

Telephone

+44 1993226826

Country

United Kingdom

Region code

UKJ - South East (England)

Internet address(es)

Main address

<https://www.witney-tc.gov.uk>

Tenders or requests to participate must be submitted to the following address:

Sharon Groth - Town Clerk - Witney Town Council

West Witney Sports and Social Club

Witney

OX29 0NB

Contact

Adam Cook

Email

adam.cook@witney-tc.gov.uk

Telephone

+44 1993226826

Country

United Kingdom

Region code

UKJ - South East (England)

Internet address(es)

Main address

<https://www.witney-tc.gov.uk/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Witney Town Council Christmas Lights 2024-27

Reference number

R11/24/01

II.1.2) Main CPV code

- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting

II.1.3) Type of contract

Supplies

II.1.4) Short description

Witney Town Council are looking to procure a dynamic, innovative company, who are suitably qualified, with a successful proven track record that has extensive experience in projects of this type and size.

You are invited to tender on a contract to design and provide Christmas illuminations for Witney Town Centre for 3 years from 2024 to 2027.

The outcome of this Tender will be to identify and select a single Contractor to enter a contract with Witney Town Council providing an excellent level of creative design, service delivery, communications and value for money.

The prime objectives include:

- Provide safe, reliable and well-maintained illuminations to match the design brief and locations submitted.
- To adhere to the specified timelines.
- To respond within the specified timelines.
- To ensure health and safety is paramount in all circumstances.

- Instil pride in the local community and foster a sense ownership for the illuminations based on experience and expertise.

This tender aims to select a contractor based upon creativity, examples of previous work, financial viability, Health & Safety procedures, experience of working with Councils and expertise to deliver a fully funded project from start to finish within budget.

Tenderers are invited to provide a design that satisfies or exceeds the Council's objectives and the community's needs. Designs need to be innovative and work in harmony with Witney's architecture, ensuring display enhances our surroundings, not overpower. The overall design needs to change every year to provide variety. Designs may be refined post-award and following consultation within the 3-year duration of this contract.

II.1.5) Estimated total value

Value excluding VAT: £133,500

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 31500000 - Lighting equipment and electric lamps

II.2.3) Place of performance

NUTS codes

- UKJ - South East (England)

Main site or place of performance

Town Centre - Witney

II.2.4) Description of the procurement

Please see tender document for full details

II.2.5) Award criteria

Quality criterion - Name: Design / Weighting: 40

Quality criterion - Name: Health and Safety / Weighting: 15

Quality criterion - Name: Previous Project Experience / Weighting: 10

Quality criterion - Name: Comms and management / Weighting: 10

Quality criterion - Name: Environment / Weighting: 10

Quality criterion - Name: Maintenance / Weighting: 10

Quality criterion - Name: Social Value / Weighting: 5

Price - Weighting: 20

II.2.6) Estimated value

Value excluding VAT: £133,500

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

27 June 2024

End date

1 February 2027

II.2.10) Information about variants

Variants will be accepted: Yes

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of expressions of interest

Date

17 May 2024

Local time

11:59am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.5) Scheduled date for start of award procedures

24 May 2024

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Witney Town Council

Town Hall

Witney

OX286AG

Email

projects@witney-tc.gov.uk

Telephone

+44 1993226826

Country

United Kingdom