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Tender

## **Provision of Festive Lighting**

St. Anne's on the Sea Town Council

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

Notice identifier: 2025/S 000-012535

Procurement identifier (OCID): ocds-h6vhtk-04ec96

Published 2 April 2025, 2:24pm

## **Changes to notice**

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

Please note that Section 2 of document C - Christmas Lights Questionnaire Response Template has been corrected to show the total lighting requirements as outlined in document A - Tender Specification

## **Scope**

## **Description**

## ST. ANNE'S on the Sea TOWN COUNCIL

### TENDER SPECIFICATION

The appointment of a supplier and contractor for the provision of Town Centre Christmas Lights for a period of 3 or 5 years to cover Christmas 2025, 2026 and 2027 or 2025 to 2029 at a cost of no more than £100,000 over the three-year period or £140,000 over the five-year period.

For: The appointment of an appropriate organisation for the supply, installation, removal, storage, maintenance of Christmas Lights and maintenance of associated infrastructure

Date: 15th March 2025

#### Specification

- Provision of some 53 motifs/displays on lighting columns on St. Anne's Road West, The Crescent, Orchard Road, Park Road, Garden Street and Wood Street plus festoons on both sides of St. Anne's Road West.
- Provision of up to 4 large free standing LED displays
- The decoration of an existing natural tree in the town centre.
- Provision of light strings and icicle lights to six public realm domes
- This can be supply or on rental agreement for the Tendering Organisation to specify or display as cost options. The Council own a small number of festoons which can be utilised.
- To test, refurbish, store, install and connect to power supply and then remove all displays/features/festoons and stored by the lighting provider.
- To carry out an annual function and safety check and respond to any issues with council owned LED festoon lights
- Consideration of multiple options for proposed new displays
- Consideration for opportunities to improve and/or enhance current provision
- All decorative displays to be installed, tested, maintained, removed and stored when not in use.
- All electrical infrastructure to be tested and maintained. Clear explanation of proposed

testing regime required

- All mounting infrastructure to be tested and maintained. Clear explanation of proposed testing regime required.
- Provision of appropriately skilled and qualified staff to attend the switch on event to turn on the lights on the date of the main Christmas event and to also carry out a switch on 'practice' within the 24 hours before the switch on event.
- Timely support service to respond to maintenance and repairs whilst in situ.
- Details of all guarantees, warranties and service level agreements relating to these supplies and services
- All installers must be HEA HERs registered
- Proof of suitable and adequate supplier insurances
- Proof of suitable and adequate installer insurances
- Risk Assessments and Method Statements for all deliveries, installations, commissioning and project associated works
- All supplies and services must evidence that they meet current working regulations, safe working practices, working on the highway regulations and all other associated legislation and guidance relating to best practice.
- Environmental sustainability statement for all services and supplies

PLEASE NOTE ANY TENDER MUST INCLUDE A CLEAR COMPREHENSIVE  
BREAKDOWN OF ALL COSTS FROM APPOINTMENT TO COMPLETION

St. Annes on the Sea Town Council

West Lodge, 5 St George's Road, St Annes on Sea Lancashire FY8 2AE

Town Clerk Kevin Martin 01253 781124

Email [townclerk@stannesonthesea-tc.gov.uk](mailto:townclerk@stannesonthesea-tc.gov.uk)

**Total value (estimated)**

- £140,000 excluding VAT
- £168,000 including VAT

Below the relevant threshold

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

- 1 November 2025 to 5 January 2029
- 3 years, 2 months, 5 days

### **Main procurement category**

Services

### **CPV classifications**

- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 34928510 - Street-lighting columns
- 51110000 - Installation services of electrical equipment

### **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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## **Submission**

### **Enquiry deadline**

11 April 2025, 4:00pm

### **Tender submission deadline**

12 May 2025, 12:00pm

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

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

### **Tenders may be submitted electronically**

No

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## **Award criteria**

6. Tender Evaluation & Selection

## 6.1 Procurement Assessment Panel

The procurement assessment panel for this tender exercise will consist of SATC officers and nominated councillors

## 6.2 Written Tender Evaluation

The evaluation of this tender will be based on the Most Economically Advantageous Tender (MEAT) with the tender weighted as follows:

- Quality Response - will have an overall weighting of 40%
- Cost Response - will have an overall weighting of 60%

## 6.3 Quality Assessment Overview

All Bidders are required to submit a completed Appendix C- Questionnaire Response Template. Unless specifically instructed to do otherwise, bidders should write their responses directly into the document provided and NOT in any other format, ensuring that the document is submitted in either MS Word or PDF format.

## 6.4 Quality Question Overview

Bidders are required to answer all questions contained within the Quality Response document. Each question carries its own individual weighting as set out in the table below.

Section No.	Description	Weighting (%)
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1	Relevant Experience	10
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2	Design	10
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3	Testing and Support	10
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4	Environmental Sustainability	5
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5	Social Value	5
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Total		40%
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Each question will be scored and awarded a weighted score in line with the Quality Assessment Criteria. The total weighted score will be added to the Cost Assessment to arrive at a total tender score.

## 6.5 Quality Assessment Criteria

Bidders' responses to quality questions will be assessed by the procurement panel and awarded a score between 0 and 5 in line with the criteria set out in the table below.

### Score Term Typical Characteristic

0 Unacceptable No response or extremely limited response. Response inconsistent and/or unworkable and/or does not address our requirements. Shows extremely limited understanding of, and/or extremely inappropriate approach to, the matter in question.

1 Poor Response is limited and is lacking in relation to a significant proportion of material elements, is unworkable and/or inconsistent and only partially meets our requirements. Shows limited understanding of, and/or inappropriate approach to, the matter in question.

2 Satisfactory Response broadly responds to our requirements at a reasonable standard. Shows reasonable understanding of, and/or acceptable approach to, the matter in question.

3 Good Response meets our requirements at a high standard and exceeds them in one or two respects. Shows very sound understanding of, and appropriate approach to, the matter in question.

4 Very Good Response meets our requirements at a very high standard and exceeds them in a number of respects. Shows extremely sound understanding of, and a highly appropriate approach to, the matter in question.

5 Excellent Exemplary response; exceeds expectations in all respects, and Bidder could not be expected to answer questions more comprehensively or appropriately.

Responses to questions within the Questionnaire Response document must not exceed the word count advised and must not refer to any supplementary materials unless expressly requested. Attachments and appendices are only permitted where expressly requested. Photographs and diagrams may be included with the design (or attached) and each different design should be costed separately.

## 6.6 Minimum Quality Score

SATC reserves the right, entirely at its own discretion, to disqualify any bidder which fails to reach a minimum quality score of 25%.

## 6.7 Cost Assessment Overview

The design chosen with the questionnaire response template by the panel will then be

scored on cost. The lowest priced tender will receive the full weighted score, with higher priced tenders receiving a lower score on a proportional sliding scale.

Where SATC feels costs submitted are not complete, or where an offer will incur third party cost, SATC may estimate these costs and add them to the costs submitted to arrive at the total cost for comparison.

## 6.8 Unsustainably Low Tenders

In addition to the conditions set out in this ITT, SATC reserves the right, entirely at its own discretion, to disqualify any bid that is considered to be unsustainably low.

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

### Associated tender documents

[Appendix-A-Tender Specification.pdf](#)

[Appendix-B-Selection-Questionnaire.pdf](#)

[Appendix-D-Declarations\(1\).pdf](#)



[Appendix-E.-Supplies-Terms-and-Conditions\(1\).pdf](#)

[Appendix-C-Christmas-Lights-Questionnaire-Response-Template\(1\).docx](#)

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## **Contracting authority**

### **St. Anne's on the Sea Town Council**

- Public Procurement Organisation Number: PHWJ-3398-PLGP

West Lodge 5 St. Georges Road

St Annes on the Sea

FY8 2AE

United Kingdom

Contact name: Kevin Martin

Telephone: 01253 781124

Email: [info@stannesonthesea-tc.gov.uk](mailto:info@stannesonthesea-tc.gov.uk)

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

Region: UKD45 - Mid Lancashire

Organisation type: Public authority - sub-central government