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Tender

St Neots Christmas Lights Decorations

St Neots Town Council

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

Notice identifier: 2025/S 000-015901

Procurement identifier (OCID): ocds-h6vhtk-0504d2

Published 17 April 2025, 1:19pm

Scope

Reference

SNTC-XmasLights-04-25

Description

St Neots Town Council oversees the Christmas light display in the Market Square and High Street and is inviting tenders 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.

The primary objectives are the following:

Deliver a safe and reliable lighting display that aligns with the design brief and specified locations.

Comply with the established timelines.

Prioritise health and safety in all circumstances

Total value (estimated)

- £66,000 excluding VAT
- £79,200 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 August 2025 to 8 January 2028
- 2 years, 5 months, 8 days

Main procurement category

Services

CPV classifications

- 31500000 - Lighting equipment and electric lamps
- 31600000 - Electrical equipment and apparatus
- 98300000 - Miscellaneous services

Contract locations

- UK - United Kingdom

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

20 May 2025, 11:59pm

Tender submission deadline

23 May 2025, 12:00pm

Submission address and any special instructions

All bidders are required to submit a completed application form by email to jacqueline.coleman@stneots-tc.gov.uk

The email should have the subject line as "Christmas Lights Tender" written on it. Bidders must submit their final tender before the submission deadline of noon on 23rd May 2025.

<https://www.stneots-tc.gov.uk/the-council/contracts-and-tenders/>

Tenders may be submitted electronically

Yes

Award criteria

HOW TO SUBMIT A BID

Submission Requirements

Interested providers must submit all parts of the Application Form and complete all sections from pages 10 onwards.

Bidders must meet all the Minimum Requirements Design Brief or agree to meet them prior to the contract start date to be eligible for appointment.

Submission Format

All bidders are required to submit a completed application form by email to jacqueline.coleman@stneots-tc.gov.uk

The email should have the subject line as "Christmas Lights Tender" written on it. Bidders must submit their final tender before the submission deadline of noon on 23rd May 2025.

TENDER EVALUATION & SELECTION

Procurement Assessment Panel

The procurement assessment panel will consist of St Neots Town Council Officers and nominated Members.

Ownership of Christmas Lights

The successful tenderer will own and maintain all the Christmas Lights, rather than the Town Council.

Detailed Tender

The tender submission should clearly outline how the Tenderer will fulfil the Council's requirements.

Three-Year Agreement

The prices should reflect a three-year agreement. Any cost increases during this period that are not included in the formal tender will not be the Council's responsibility. Tenderers should account for any potential inflation when quoting for the three-year contract

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[St Neots Xmas Lights Tender 2025 - V3.pdf](#)

Tender Document - Tender pack for the three year provision of St Neots Christmas lights display. Pack includes tender information, provision particulars and application form.

Contracting authority

St Neots Town Council

- Public Procurement Organisation Number: PGBV-3979-WGMN

The Priory

St Neots

PE19 1ER

United Kingdom

Telephone: 01480388911

Email: enquiries@stneots-tc.gov.uk

Region: UKH12 - Cambridgeshire CC

Organisation type: Public authority - sub-central government