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Tender

Farnham Christmas Lights

Farnham Town Council

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

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Scope

Description

Farnham Town Council (FTC) is inviting quotes for the design and delivery of its annual Christmas Lights contract. It covers LED decorations throughout the centre of the town and a number of smaller population centres (see map at Appendix A; list of current locations and options for expanded coverage at Appendix B). The contract also includes installation and take down, annual testing of lights and fixings, and the provision of real Christmas trees, currently three large trees. Installation/testing of fixings will begin in August 2025 and installation of lights will start in October 2025. The aim is to award the contract before the end of July 2025 which will run for 5 years (2025 to 2030) with the option to extend (up to a further five years). Decorations will be switched on in the second week of November and remain in place until January each year.

FTC is seeking a scheme that places strong emphasis on creativity and visual impact. Bidders are encouraged to propose imaginative lighting concepts that deliver a cohesive and memorable experience, enhancing Farnham's distinctive character during the festive season. Particular value will be placed on proposals that demonstrate originality, placemaking through lighting, and the ability to create a sense of occasion and wonder across the town centre and surrounding areas. Submissions should prioritise cost effective and thoughtful design over purely functional installation. Schemes should be elegant, inspiring, and contribute meaningfully to Farnham's festive atmosphere, whilst being straightforward to install and take down.

The council is seeking bids for the supply of equipment and invites quotations on the basis of either a purchase or a lease arrangement. Suppliers may choose to submit a proposal for either pricing structure or both but must be explicit and unambiguous in stating which options their bid covers. Each pricing model must be presented separately with full cost breakdowns, any applicable servicing and maintenance provisions.

This tender is in 4 parts. Bidders may bid for one or more part, and the preference is for one bidder to be awarded all parts. FTC is unable to give a breakdown of the value split between each part. Costs for the repair of lights and brackets must be contained within the value of part 3 (installation, take down and testing).

Lot 1 - Supply of lights

Part 2 - Annual supply of Christmas trees (number dependent on design, but must include a minimum of 3)

Part 3 - Installation, maintenance, take down, and removal of lights and fixings (if necessary) . Include separate cost for annual testing.

Part 4 - Storage of Lot 1

Full written paper or electronic submissions are invited for delivery to FTC by 10.30 am, on Monday 9th June. Electronic submissions may be made to the dedicated mailbox at: christmaslightstender@farnham.gov.uk

NB this mailbox is for the submission of bids only and will not be opened prior to the above deadline.

The contract will be awarded by the 31st July 2025, with the bulk of the lights being installed in October 2025 - the only exception being the Remembrance Day route - see Instructions section.

Farnham Christmas Lights Switch-On event in Gostrey Meadow, will be held on Saturday 15th November 2025. All lights, trees and decorations must be installed, tested and fully operational in time for the switch-on event (excepting the Remembrance Day route as above). The event is supported by free live entertainment from schools, theatre groups, dance companies and local bands as well as fair ground rides and attractions. A named and agreed representative from the approved supplier to attend the Switch On event annually, in coordination with the FTC Events Manager or Business and Facilities Manager.

Other switch on events will take place in other parts of the town after 15th November 2025 (eg. Rowledge, Hale and Badshot Lea).

With other events held throughout the town, FTC will consider schemes which may be able to remain in place for longer than the Christmas period stated of October to January, so that they can be used for other events.

Lighting must be installed in zones, to be controlled remotely by officers of FTC and their delegates.

The following documents give full details of specifications, requirements and the bid submission process.

Value of contract

£250,000-£400,000 (excluding VAT) for a 5-year contract plus an optional extension for a further 5 years.

Total value (estimated)

- £250,000 excluding VAT
- £300,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 31 August 2025 to 31 March 2030
- Possible extension to 31 March 2035
- 9 years, 7 months, 1 day

Description of possible extension:

Extensions will depend on the nature of the contract (purchase or lease), Extensions may be up to a maximum of five years

Main procurement category

Services

CPV classifications

- 31500000 - Lighting equipment and electric lamps
- 45310000 - Electrical installation work
- 50232110 - Commissioning of public lighting installations
- 51100000 - Installation services of electrical and mechanical equipment

Contract locations

- UKJ - South East (England)

Participation

Technical ability conditions of participation

The Contractor and any subcontractors used must have a current HERS registration eligible to work on Surrey Highways and be fully compliant with NHSS8 for the duration of the contract (<https://thehea.org.uk/>)

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

4 June 2025, 4:00pm

Tender submission deadline

9 June 2025, 10:30am

Submission address and any special instructions

www.farnham.gov.uk

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

31 July 2025

Award criteria

Name	Description	Type
Overall costs	Including (as relevant): a. Initial capital outlay b. Ongoing annual costs c. Total cost of Ownership / Lifetime costs (using annual cost x anticipated duration)	Cost
The design scheme which best utilises and highlights the Farnham Town buildings and other physical or natural assets	Including (as relevant): a. Initial capital outlay b. Ongoing annual costs c. Total cost of Ownership / Lifetime costs (using annual cost x anticipated duration)	Quality
Longevity of warranties/guarantees of products (including fixings)	Including (as relevant): a. Initial capital outlay b. Ongoing annual costs c. Total cost of Ownership / Lifetime costs (using annual cost x anticipated duration)	Quality
Reliability / maintenance plan and supplier history and availability eg against vandalism/ breakages	This will include call-out response times for any problems during the period of installation.	Quality
Supplier / experience of similar schemes. 3 recent supplier reference sites must be provided	This will include call-out response times for any problems during the period of installation.	Quality
Flexibility/ future-proofing of equipment	This will include call-out response times for any problems during the period of installation.	Quality
Environmental or sustainability aspects - use of recycled/recyclable products as well as carbon footprint	This will also include 'Keep it Local' principles of supporting local/national manufacturers and suppliers	Quality
Health and Safety - eg staff training and accreditations, certification, testing of anchor points, electrical safety, working at height considerations, street working as relevant	This will also include 'Keep it Local' principles of supporting local/national manufacturers and suppliers	Quality

Weighting description

FTC will be assessing bid submissions based on a combination of cost and quality. The award/s is/are expected to be the most economically advantageous but will not necessarily be to the lowest bidder/s with sustainable practices and quality being important components. The Council may award parts (eg installation plus takedown) to different providers.

Bidders must demonstrate robust, proactive processes for identifying, reporting, and resolving faults, with a clear focus on risk mitigation and service continuity. Submissions should outline how faults are tracked, prioritised, escalated, documented, and resolved, including typical response times.

FTC will use the following criteria (not necessarily in order of priority) for evaluation of bids and bidders.

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Light touch

Reduced tendering period

Yes

Light touch contract - no minimum

Documents

Associated tender documents

<https://www.farnham.gov.uk/town-council/tenders>

Contracting authority

Farnham Town Council

- Public Procurement Organisation Number: PHDV-6531-NYDZ

Farnham Town Council

Farnham

GU9 7RN

United Kingdom

Telephone: 01252 712667

Email: projects@farnham.gov.uk

Website: <http://www.farnham.gov.uk>

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government