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Tender

Christmas Lights

Christchurch Town Council

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

Notice identifier: 2026/S 000-020669

Procurement identifier (OCID): ocds-h6vhtk-0664cc

Published 8 March 2026, 1:26pm

Scope

Description

Christchurch Town Council is procuring a Christmas lighting services contract for the festive seasons 2026-2028. The appointed contractor will be required to design, supply (on a hire/lease basis), install, test, maintain, remove and store Christmas lighting and festive decorations across designated locations within Christchurch, including the town centre, Bargates, High Street, the Quomps bandstand, Mudeford Recreation Ground, Mudeford Quay, Friar's Cliff, and selected roundabouts.

The contract covers the provision of energy-efficient LED lighting, motifs, column-mounted features, tree lighting, bandstand lighting and associated fittings. All items must be suitable for outdoor use, comply with UK electrical safety standards, and be installed by competent, accredited personnel. The contractor must also provide appropriate control systems (e.g., timers, remote control options) and carry out all mandatory annual testing and certification.

The services include:

- development of full lighting designs and visual concepts
- supply of all required lighting on a hire or lease basis

- installation before the annual switch?on event
- in?season maintenance and fault response
- removal after the festive period
- safe storage of equipment where applicable;-
- provision of all RAMS, compliance documentation, insurances and certificates.

The Council has an annual budget of up to £40,000 on Option A tenders and £20,000 on Option B tenders. Tenderers may be asked to provide alternative options at lower budget levels. Final installation locations remain subject to confirmation, including highway permissions and availability of suitable electrical supply.

Total value (estimated)

- £120,000 excluding VAT
- £144,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 July 2026 to 30 June 2029
- 3 years

Options

The right to additional purchases while the contract is valid.

The contract includes the option for the Council to procure additional lighting motifs, installation services, or related infrastructure during the contract term, subject to the same pricing structure and performance standards. These purchases will only be made if required to expand or enhance the Christmas lighting scheme and will not exceed the

scope of the original contract.

Main procurement category

Services

CPV classifications

- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 51100000 - Installation services of electrical and mechanical equipment

Contract locations

- UKK - South West (England)

Participation

This procurement is reserved for

UK suppliers

Conditions of participation

The contractor must demonstrate sufficient operational capacity to provide reactive support throughout the installation, display and removal periods. The contractor must be able to attend site within 4 hours for emergency faults and within 24 hours for non-urgent issues during the Christmas lighting season. Bidders must provide evidence of having the necessary resources, personnel and equipment to meet these response times.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

22 March 2026, 11:59pm

Tender submission deadline

5 April 2026, 11:59pm

Submission address and any special instructions

Submission address: procurement@christchurch-tc.gov.uk

Submission method and instructions:

All tender submissions must be sent electronically to the email address above. Tenders must include:

A completed Tender Submission Form

All required supporting documentation as set out in the Specification

Contact details for the organisation and the named project lead

Tenders may be submitted electronically

No

Award criteria

The contract will be awarded on the basis of the most economically advantageous tender. Evaluation will consider both price and quality. The following headline criteria will be applied:

Quality & Aesthetic Appeal - 40%

Assessment of design proposals, visual impact, suitability for locations, technical robustness, and innovation.

Cost & Value for Money - 30%

Based on the tendered pricing and breakdown per location, including installation, maintenance, removal and associated works.

Contract and Project Management - 15%

Evaluation of project delivery approach, staffing structure, communication arrangements, quality assurance processes and proposed project plan.

Experience & References - 10%

Demonstrated relevant experience delivering similar festive lighting contracts within the last five years, with references.

Sustainability Measures - 5%

Consideration of energy efficiency, recyclability of materials, and environmental management.

Compliance & Safety Requirements (Pass/Fail)

Tenderers must meet all mandatory compliance requirements including: health and safety policies, working at height assessments, RAMS, relevant accreditations (including HERS where applicable), public liability insurance (£10m), and evidence of capacity to deliver the contract.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Tender specification document FINAL.pdf](#)

[Tender Submission Form Christchurch.docx](#)

Technical specifications to be met

<https://www.christchurch-tc.gov.uk/?p=9146&preview=true>

Contracting authority

Christchurch Town Council

- Public Procurement Organisation Number: PXDZ-7528-GJXG

Old Town Hall, 30 High Street

Christchurch

BH23 1AY

United Kingdom

Contact name: Elizabeth Murray

Telephone: +447570682748

Email: procurement@christchurch-tc.gov.uk

Website: <https://www.christchurch-tc.gov.uk/>

Region: UKK24 - Bournemouth, Christchurch and Poole

Organisation type: Public authority - sub-central government