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Tender

Provision of Christmas Light Scheme 2025 on behalf of the London Borough of Hillingdon

London Borough of Hillingdon

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

Notice identifier: 2025/S 000-025353

Procurement identifier (OCID): ocds-h6vhtk-051f5c ([view related notices](#))

Published 22 May 2025, 5:40pm

Scope

Description

The London Borough of Hillingdon require a supplier to provide Christmas Light Scheme 2025.

The Council has traditionally supported the delivery of the Christmas lighting programme in the borough's Town Centres, villages and shopping parades. There are now 28 Christmas lighting schemes that are under the Council's direct management.

Estimated contract start date: September/2025

Contract Duration: 1 + 1

All tender documents will be made available via the tender portal:

<https://supplierlive.proactisp2p.com>

Justification for Not Undertaking Pre-Market Engagement

In line with the requirements of the Procurement Act 2023, we acknowledge the importance of pre-market engagement for above-threshold procurements. However, in

this instance, due to the ongoing internal review of the Christmas Lights Project, there has been limited time available to carry out meaningful early market engagement.

Given the seasonal nature of the contract and the fixed delivery timescales, it was necessary to proceed directly to publication in order to avoid delays to project delivery. As such, we are satisfied that progressing to tender at this stage is both proportionate and justified under the circumstances.

We remain committed to ensuring the procurement process is open, fair, and transparent in accordance with the Act.

Total value (estimated)

- £230,000 excluding VAT
- £276,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 15 September 2025 to 14 September 2026
- Possible extension to 14 September 2027
- 2 years

Description of possible extension:

The Contract will be awarded for an initial term of one (1) year, with the option to extend for a further period of up to one (1) additional year, subject to satisfactory performance and continued service requirement.

The extension may be exercised at the Authority's discretion, taking into account factors such as contract performance, value for money, and ongoing operational needs. This allows for a maximum potential contract duration of two (2) years in total.

Options

The right to additional purchases while the contract is valid.

The Contract will be for an initial term of one (1) year with an extendable option for a period of one (1) year, giving a total of two (2) years] (the Term).

Main procurement category

Goods

CPV classifications

- 31522000 - Christmas tree lights

Contract locations

- UKI - London

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

10 June 2025, 5:00pm

Tender submission deadline

17 June 2025, 1:00pm

Submission address and any special instructions

All tender documents will be made available via the tender portal:
<https://supplierlive.proactisp2p.com> (the Portal).

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

27 August 2025

Recurring procurement

Publication date of next tender notice (estimated): 3 May 2027

Award criteria

Name	Type	Weighting
50% Quality	Quality	50%
50% Price	Price	50%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

<https://supplierlive.proactisp2p.com/Account/Registration/Register>

The full suite of tender document can be found via the tender portal, Proactis. Interested bidders must ensure they are registered on Proactis to access the opportunity.

Technical specifications to be met

<https://supplierlive.proactisp2p.com/Account/Registration/Register>

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Contracting authority

London Borough of Hillingdon

- Public Procurement Organisation Number: PHZZ-4724-NYPH

Civic Centre

Uxbridge

UB8 2QU

United Kingdom

Contact name: jgasparette@hillington.gov.uk

Email: procurement@hillington.gov.uk

Region: UKI74 - Harrow and Hillingdon

Organisation type: Public authority - sub-central government

