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Tender

## Windlesham Parish Council Festive Lights & Trees

Windlesham Parish Council

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

Notice identifier: 2025/S 000-031554

Procurement identifier (OCID): ocids-h6vhtk-0546bf

Published 11 June 2025, 2:26pm

### Scope

### Reference

Christmas 2025

### Description

Windlesham Parish Council is seeking contractors to provide Christmas trees and lighting for three distinct locations: Bagshot, Lightwater and Windlesham. To accommodate local preferences and logistical considerations, the tender specification is documented by village. Suppliers should be aware that this will be evaluated and awarded as a single tender for supply and installation across all three villages. Contracts will not be awarded separately.

The selected contractor must be able to supply, install, and remove all rented lights, as well as supply and install Christmas trees and tree lights. In the event of an emergency, the contractor must be able to attend the site within two hours. For all other call-outs, attendance is required within 24 hours.

For further details, please refer to Appendix 1, which provides detailed information on

requirements, and Appendix 2, Standard Selection Questionnaire, which must be completed and submitted alongside your tender application. Please note that you must answer all questions in parts, 1, 2, and 3.

To be considered, interested contractors must demonstrate a proven track record, supported by evidence of previous or current similar projects. Applicants must also provide at least one relevant reference and a copy of valid insurance, including public liability insurance of £10 million, a risk assessment, and a HERS certificate with their application.

Contractors who meet these requirements are invited to complete the attached tender spreadsheet and submit an estimated cost breakdown for 3 consecutive years. Contractors should be aware that the tender will not be broken down into lots and will be awarded as a single contract. The Council reserves the right not to award the contract or to award the contract for either 1, 2, or 3 years.

We kindly ask that all tender submissions be provided in hard copy, addressed to the Clerk at the Windlesham Parish Council office. Please ensure submissions are sealed and clearly marked as the invitation to the tender.

### **Total value (estimated)**

- £60,000 excluding VAT
- £72,000 including VAT

Below the relevant threshold

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

- 1 November 2025 to 31 January 2028
- 2 years, 3 months

### **Main procurement category**

## Services

### **CPV classifications**

- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 34928500 - Street-lighting equipment
- 39298910 - Christmas tree
- 51110000 - Installation services of electrical equipment
- 79952000 - Event services

### **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)

## **Participation**

### **This procurement is reserved for**

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

27 June 2025, 2:00pm

### **Tender submission deadline**

4 July 2025, 2:00pm

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

**SUBMISSION INFORMATION:**

Tenders are to be submitted in writing in a sealed, marked envelope addressed to the Proper Officer.

**Tenders may be submitted electronically**

No

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**Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Quality of Products and Services	Specification and durability of Christmas trees and lighting, compliance with safety standards (e.g., HERS certification), and overall service reliability.	Quality	40%
Value for Money	Competitive pricing with a clear cost breakdown. Offers the best value while ensuring quality service and materials.	Cost	30%

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<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Experience and Track Record	Proven ability to deliver similar Christmas tree and lighting projects. Strong references and case studies to support past performance.	Quality	30%

## Procedure

### Procedure type

Below threshold - open competition

## Documents

### Associated tender documents

[Copy of Appendix 1- Tender Spreadsheet for Christmas Lights v4 RE TENDER.xlsx](#)

Technical Specifications

[Appendix 2 - Standard Selection Questionnaire RE-TENDER.docx](#)

Bidding documents

[1 Christmas Tree tender covering letter 2025 - 250603.pdf](#)

Tender Notice

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## **Contracting authority**

### **Windlesham Parish Council**

- Public Procurement Organisation Number: PGNC-7211-GXTH

The Avenue

Lightwater

GU18 5RG

United Kingdom

Contact name: Joanna Whitfield

Telephone: +441276471675

Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)

Website: <https://www.windleshampc.gov.uk>

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government