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Tender

Lindfield High Street Festive Lighting

Lindfield Parish Council

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

Notice identifier: 2025/S 000-032042

Procurement identifier (OCID): ocds-h6vhtk-0547f0

Published 12 June 2025, 3:49pm

Scope

Reference

LPCFestive25-27.

Description

Lindfield Parish Council is seeking contractors to provide LED spark lights for its Festive lighting display on Lindfield High Street.

The selected contractor must be able to store, supply, install, and remove the spark lights.

The contract will be for a three-year term commencing in 2025 and running through the festive periods of 2025 to 2027.

Lindfield Parish Council's lighting display historically has included spark lights wrapped around the trunks of 35 trees. Power for these lights is supplied from six residential/business addresses. While the specification in the tender is our current requirement, the ability to provide additional festive illuminations is important, the cost of which will be negotiated at the time.

The Council holds its Christmas Festival Night on the first Tuesday of December, and the Festive lights are a key part of this event. Mutually agreed-upon erection and take-down dates must be agreed upon in advance of any work taking place. All lights and features are to be tested during down time and any minor work required such as replacing bulbs and fixing faulty connections is to be undertaken. All lights and features must be fully functioning prior to installation. The erection date must be at least 7 days before 1 December.

The Christmas Lighting Scheme is to be dismantled and removed as soon after 6 January each year as possible, but no later than 27 January each year.

The Contractor should be HERS (Highway Electrical Registration Scheme) accredited or able to come up with a suitable arrangement with a HERS accredited partner.

You are advised to familiarise yourself with the installation locations and any access issues before submitting your tender.

The provision of an immediate out-of-hours emergency/maintenance call-out service is required. Ideally, any problems will be addressed and rectified within 48 hours or communication as to why a problem cannot be solved within this deadline. The successful contractor will guarantee to undertake annual risk assessments before work commences and comply with full Health and Safety requirements.

The successful contractor will have the responsibility of meeting and complying with current specifications laid down by West Sussex County Council. Work carried out must comply with Health and Safety requirements associated with work on the public highway.

The submission of a current public liability insurance document to the value of 10 million pounds will be required.

The Parish Council will seek references. Please supply full contact details of three relevant authorities where you have undertaken this work previously.

Your returned tender document must be returned by 5 pm on 16 July 2025.

For further details, please refer to the accompanying documents

Total value (estimated)

- £52,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 November 2025 to 31 January 2028
- Possible extension to 31 January 2029
- 3 years, 3 months

Description of possible extension:

By mutual consent, the contract could be extended by one year.

Options

The right to additional purchases while the contract is valid.

While the specification in the tender is our current requirement, the ability to provide festoon lights between the trees could be considered during the term of the contract. The cost of which will be negotiated at the time.

Main procurement category

Services

CPV classifications

- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 45316100 - Installation of outdoor illumination equipment
- 51110000 - Installation services of electrical equipment

Contract locations

- UKJ - South East (England)

Participation

This procurement is reserved for

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

Submission

Enquiry deadline

9 July 2025, 11:59pm

Tender submission deadline

16 July 2025, 5:00pm

Submission address and any special instructions

Tenders should be submitted electronically to: clerks@lindfieldparishcouncil.gov.uk and marked "Illumination 2025 Tender" in the subject line. Alternatively, tenders may be posted to Lindfield Parish Council, Lindfield Enterprise Park, Lewes Road, West Sussex, RH162LH. The envelope shall be marked Illuminations 2025 Tender and apart from the Council's postal address shall not otherwise be marked or contain information that could

identify the tendering organisation.

All companies submitting a tender will be notified by email of the respective decision within 3 months of the evaluation date. In accordance with Government Regulations, the total value of the successful tender will be published in due course.

Queries on the tender specification should be submitted electronically to: clerks@lindfieldparishcouncil.gov.uk clearly marked "Illumination 2025 enquiry". Responses supplied by the Council to enquiries shall be made available to all tendering organisations.

All tenders submitted electronically shall be in PDF format.

<https://www.lindfieldparishcouncil.gov.uk/>

Tenders may be submitted electronically

No

Award criteria

Bids shall be assessed in terms of the contractor's offerings, understanding and meeting of requirements and value for money.

We are not bound to accept the lowest tender or any tender received.

The contract will be awarded to the company that complies with all written requirements, has satisfactory references and offers the best value for money.

This contract will be evaluated on the following basis:

- Demonstrated ability to deliver similar projects to a high quality 25%
- Price fit within the budget 25%
- Quality and Value for money 30%

- Use of local resources and skills 20%

All prices should be exclusive of VAT.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Location plan.pdf](#)

Location plan. Shows the existing setup and locations of power supply.

[Tender costings.pdf](#)

Table of costings to be completed as part of the tender submission.

[Tender coversheet.pdf](#)

Coversheet to be completed when submitting tender.

[Invitation to tender.pdf](#)

Invitation to tender. Provides further details on the tender.

Contracting authority

Lindfield Parish Council

- Public Procurement Organisation Number: PGXL-6759-XXCN

Clock Tower House, Lindfield Enterprise Park

Lindfield

RH162LH

United Kingdom

Contact name: Andrew Funnell

Email: clerk@lindfieldparishcouncil.gov.uk

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

Region: UKJ28 - West Sussex (North East)

Organisation type: Public authority - sub-central government