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Tender

Christmas Lights Switch-On Event and Big Day Out

Dartford Borough Council

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

Notice identifier: 2025/S 000-036427

Procurement identifier (OCID): ocds-h6vhtk-0556c2

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Scope

Reference

DN779775

Description

The Christmas Switch-on is a free family event which takes place the first Saturday following Remembrance Sunday in November of each year. Dartford has hosted the event for over 20 years.

The Big Day Out, now in its 4th year is a free 2-day family fun weekend held in Central Park in July each year

Total value (estimated)

- £165,000 excluding VAT
- £198,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 18 August 2025 to 17 August 2026
- Possible extension to 17 August 2027
- 2 years

Description of possible extension:

Use of 2 x 12 month extensions is dependent on the successful delivery of the initial year events

Main procurement category

Services

CPV classifications

- 92300000 - Entertainment services

Contract locations

- UKJ43 - Kent Thames Gateway
-

Lot 1. Christmas Lights Switch On

Description

The contractor will hire and manage the following:

- Stage

Limited space means a specified size is required; 6.1m wide x 4.88m deep with roof frame to span over the stage and with front of stage barriers for use on hard standing, including 2m gate for disabled access.

The stage must be delivered, built, derigged and taken from site the same day. Access to the site is available from 6.30am.

- PA/Sound

PA, FOH Stage Monitor System, Control side of stage, Microphones & DI's, RF Equipment and Technical Services

- Stage Lighting

Technical specification as deemed appropriate by the contractor

- Generator

Technical specification as deemed appropriate by the contractor

- Stage Management

Lot value (estimated)

- £75,000 excluding VAT
- £90,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Big Day Out

Description

The successful contractor will hire and manage the following:

- Stage

A stage with a maximum size of 7m wide x 45m deep with roof frame to span over the stage and with front of stage barriers, for use on grass.

The stage must be delivered and built on the Friday before the event then derigged and taken from site at the close of the event on the Sunday.

- PA/Sound

PA, FOH Stage Monitor System, Control side of stage, Microphones & DI's, RF Equipment and Technical Services

- Stage Lighting

Technical specification as deemed appropriate by the contractor, likely minimal given that the event takes place in daylight.

- Generator

Technical specification as deemed appropriate by the contractor

- Mobile screen

There will be one mobile screen side stage, wholly managed by the contractor. The Council is open to appropriate recommendations in respect of the screen, but the following has worked well in previous years;

5m x 3m LED screen with 4.8mm Pixel pitch and Audio. The screen to be delivered, installed and taken away, and at least one on-site technician to remain for the 2 days of the event.

Lot value (estimated)

- £90,000 excluding VAT
- £108,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

Particular suitability

Lot 1. Christmas Lights Switch On

Lot 2. Big Day Out

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

17 July 2025, 11:59pm

Tender submission deadline

28 July 2025, 12:00pm

Submission address and any special instructions

Tender submissions must be uploaded to the Kent Business Portal, <http://www.kentbusinessportal.org.uk/> by the submission deadline of 12 mid-day on Monday 28th July 2025

Tenders may be submitted electronically

Yes

Award criteria

Tender submissions will be evaluated using a price quality split of 40% for price and 60% quality.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://procontract.due-north.com/Advert?advertId=bb3430c3-a651-f011-813a-005056b64545&p=8691483f-2f3d-e711-80e1-005056b64545>

Kent Business Portal opportunity

Contracting authority

Dartford Borough Council

- Public Procurement Organisation Number: PZJD-3364-WHJT

Civic Centre, Home Gardens

Dartford

DA1 1DR

United Kingdom

Contact name: Dartford Borough Council Procurement Team

Telephone: 01322 343434

Email: procurement@dartford.gov.uk

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

Region: UKJ43 - Kent Thames Gateway

Organisation type: Public authority - sub-central government