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Tender

Supply, Pre-Installation check, Installation, Removal, Storage and Maintenance of Festive Lighting Decorations

Fife Council

F02: Contract notice

Notice identifier: 2025/S 000-039550

Procurement identifier (OCID): ocds-h6vhtk-055e5c

Published 14 July 2025, 11:47am

Section I: Contracting authority

I.1) Name and addresses

Fife Council

Fife House, North Street

Glenrothes

KY7 5LT

Contact

Yahia Reggab

Email

yahia.reggab@fife.gov.uk

Telephone

+44 3451550000

Country

United Kingdom

NUTS code

UKM72 - Clackmannanshire and Fife

Internet address(es)

Main address

<http://www.fife.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?VISITORID=fba90667-05e0-494b-b81c-b6d1e6683109&_ncp=1750251397040.52230-1

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/dashboard/dashboard.do?VISITORID=fba90667-05e0-494b-b81c-b6d1e6683109&_ncp=1750251397040.52230-1

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Supply, Pre-Installation check, Installation, Removal, Storage and Maintenance of Festive Lighting Decorations

Reference number

CW0224

II.1.2) Main CPV code

- 50232110 - Commissioning of public lighting installations

II.1.3) Type of contract

Services

II.1.4) Short description

Fife Council is seeking a contractor to supply, infrastructure check, install, remove, store and maintain festive lighting decorations for some communities in Fife.

Communities currently likely to use the framework: Inverkeithing, Rosyth, Kirkcaldy, Dunfermline & Dalgety Bay. Communities in Fife may join or withdraw from the framework during its lifetime.

II.1.5) Estimated total value

Value excluding VAT: £240,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 31522000 - Christmas tree lights
- 31500000 - Lighting equipment and electric lamps
- 50232000 - Maintenance services of public-lighting installations and traffic lights
- 63120000 - Storage and warehousing services

II.2.3) Place of performance

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Fife

II.2.4) Description of the procurement

Depending on the particular requirements of each Community, Fife Council is seeking a Contractor that shall, be responsible for all aspects the timely supply, infrastructure precheck, installation, testing, maintenance, removal and storage of all the festive lights and decorations in the applicable Fife community including:

- Safe storage of existing lighting decorations and associated equipment where owned by Fife Council;
- Infrastructure precheck prior to any features installation
- The electrical testing of all lighting decorations prior to erection where owned by Fife Council;
- Supply of lighting decorations as required to be leased;
- Timely erection and removal of all lighting decorations (to include pole mounted, transverse decorations, tree light installation and any other styles of decoration required) and supply of appropriate fixings;
- Provision of support to and presence at Festive Lights Switch On events;
- Weekly inspections during the period whereby the decorations are erected;
- Emergency attendance as required for Health and Safety issues & repairs;

- Repair / replacement of any decorations as required / instructed.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

II.2.6) Estimated value

Value excluding VAT: £240,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Optional extension of 12 months

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

Fife Council may require additional purchases under this contract which have not been specifically detailed in the "specification" however any additional purchases will be in full accordance with the requirements of Regulation 72 of the Public Contract (Scotland) Regulations 2015.

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

4B.4 - The Current Ratio will be applied - Current Assets will be divided by Current Liabilities. Tenderers are to provide their current assets and Current liabilities in relation to their published accounts for the last two years.

4B.4 - Tenderers are expected to achieve a ratio of 1 or more. Where a Tenderer does not meet this requirement further details should be provided to confirm why, and the Council may undertake additional financial checks using a tool such as Creditsafe and a qualitative judgement shall be made as to the financial capacity of the Tenderer.

4B.5.1 & 2

Employer's (Compulsory) Liability Insurance = 10 million GBP

Public Liability = 5 million GBP

Professional Negligence Insurance (in place for a period of 2 years after the end of the framework period = 1 million GBP

III.1.3) Technical and professional ability

Minimum level(s) of standards possibly required

4C1.2 Bidders will be required to provide examples that demonstrate that they have the relevant experience to deliver the service as described in part II.2.4 of the FTS Contract Notice. Examples should be from the last 3 years, and experience may date back more than 3 years.

4C.6 - Bidders /subcontractors should be members of the Highway Electrical Registration Scheme (HERS) or equivalent.

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4C.6.1 Bidders must comply with the current editions or guidelines of the following:

Health & Safety at Work etc Act 1974

The Electricity at Work Regulations 1989

Environmental Protection Act 1990

Electricity Council Engineering Recommendation G.39. Model Code of Practice covering electrical safety in planning, installation, commissioning and maintenance of public lighting and street furniture

B.S.7671 Regulations for Electrical Installations issued by the IEE (18th Edition)

The Institution of Lighting Engineers, Code of Practice for Electrical Safety in Public Lighting Operations

Health & Safety Executive HSG47 Avoiding Danger from Underground Services

Guidance Note GS6 Avoidance of Danger from Overhead Lines

Electrical Safety, Quality and Continuity Regulations 2002

New Roads and Street Works Act 1991 Construction (Design & Management) Regulations 2015

W.E.E.E. Regulations

Management of Health and Safety Regulations 2003

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Manual Handling Operations Regulations (as amended)

Workplace Health, Safety and Welfare Regulations 1992

Personal Protective Equipment Regulations 2002

Working at Height Regulations

Asbestos awareness certification

4C7 Environment Management

4C.10 Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

4C.11 Bidders must confirm that they will provide descriptions and photographs of the

products to be supplied.

4C.12 Bidders will be required to confirm that they have the required quality control institute certificates (or from agencies of recognised competence) confirming that products meet the relevant EN and IP standards. If this cannot be provided, bidders will be required to explain why, and to confirm details of other means of proof that can be provided (issuing authority, address, reference of documentation).

4D.1 The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).

4D.2 The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate.

For detail of acceptable equivalents see the relevant standardised statements v1.9 document on the Scottish Governments Procurement Journey
https://www.procurementjourney.scot/sites/default/files/documents_library/Route%203%20-%20ESPD%20%28Scotland%29%20Standardised%20Statements%20v1.9.doc

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The tenderer must comply with the Professional Lighting Guide 06: Guidance on the installation and maintenance of seasonal decorations and lighting column attachments

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

14 August 2025

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

14 August 2025

Local time

12:00pm

Place

Fife

Information about authorised persons and opening procedure

Yahia Reggab

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: There may be a continued requirement for seasonal lighting decorations. If so it is anticipated the contract opportunity will be advertised approximately 9 months prior to the end of the framework

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27385. For more information see:

<http://www.publiccontractsscotland.gov.uk>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in->

[procurement/](#)

A summary of the expected community benefits has been provided as follows:

Tenderers shall provide a Community Benefits delivery plan/ methodology as part of their tender submission, fully describing how they would intend to deliver these benefits.

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Fife Council is committed to ensuring delivery of high-quality services and to achieving best value through the contract by:

- securing continuous improvement in the performance and delivery of its function;
- maintaining an appropriate balance between quality and whole life cost; and
- actively contributing to sustainable development.

It is expected that the contractor will take a positive approach to Fair Work practices.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27385. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see: <https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

See the tender documents

(SC Ref:802117)

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Courthouse Whyescauseway

Kirkcaldy

KY1 1XQ

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts

(Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of

Session