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Tender

Provision of Christmas Lights Display Services for Raunds Town Council (Contract Term: 2026-2028 or 2026-2030)

Raunds Town Council

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

Notice identifier: 2025/S 000-045085

Procurement identifier (OCID): ocds-h6vhtk-056b04

Published 1 August 2025, 10:29am

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Scope

Reference

RTC/XMASLIGHTS/2025-30

Description

Raunds Town Council is procuring a contract for the design, supply (including rental where applicable), installation, in-season maintenance, removal, and storage of festive Christmas lighting displays across various public spaces in the town centre.

The contractor will be responsible for delivering the full lifecycle of Christmas lighting services annually, over either a three-year term (2026-2028) or a five-year term (2026-2030). Tenderers are required to submit proposals and pricing for both durations.

The required services include but are not limited to:

Supply and rental of lighting displays for 16 lamp columns, including 12 single units, 2 double units, and 1 feature display.

Installation and takedown of both Council-owned and contractor-supplied lighting.

Attendance by a two-person team at the annual Christmas Lights Switch-On event (last Sunday in November).

Annual PAT testing and safety checks of all lighting equipment.

Annual load testing of four anchor bolts for cross-street/catenary installations.

In-season maintenance, including emergency repairs within 24 hours and standard issue resolution within 36 hours.

Secure, insured storage of Council-owned equipment between seasons.

Full compliance with BS 7671 electrical wiring regulations and applicable health and safety legislation.

Coordination with Council officers to ensure design quality, visual impact, and energy efficiency.

Testing of lights on the day of the Switch-On event and provision of estimated electricity consumption data where required.

Installations must begin after Armistice Day (12 November) and be fully operational at least 14 days before the Switch-On event. All lighting must be switched off by 6 January and removed by 18 January each year.

The contractor must demonstrate relevant experience, hold the required levels of public liability (£10m), employer's liability (£10m), and professional indemnity insurance (£2m), and attend a mandatory site visit before submission.

This procurement will be conducted under the open procedure. Evaluation will be based on both cost and quality criteria.

Total value (estimated)

- £22,000 excluding VAT
- £26,500 including VAT

Below the relevant threshold

Contract dates (estimated)

- 6 January 2026 to 6 January 2030
- 4 years, 1 day

Main procurement category

Services

CPV classifications

- 31522000 - Christmas tree lights
- 31527260 - Lighting systems
- 45310000 - Electrical installation work
- 50232110 - Commissioning of public lighting installations

Contract locations

- UKF - East Midlands (England)
- UKH - East of England

Participation

This procurement is reserved for

UK suppliers

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

12 September 2025, 12:00pm

Submission address and any special instructions

All bidders are required to submit a completed application form by email to clerk@raunds-tc.gov.uk.

The email should contain the subject line "Christmas Lights Tender".

www.raunds-tc.gov.uk

Tenders may be submitted electronically

Yes

Award criteria

The contract will be awarded based on the most economically advantageous tender, evaluated using the following weighted criteria:

Cost (50%) - Overall price and value for money across the proposed 3-year and 5-year options.

Quality of Methodology and Project Delivery (30%) - Demonstrated understanding of the requirements, proposed installation and maintenance plan, and project management approach.

Relevant Experience and References (20%) - Evidence of successfully delivering similar festive lighting contracts, especially for public sector or local authorities.

Only fully compliant and complete tenders will be evaluated. Submissions will be scored based on how well they meet these criteria, as detailed in the Invitation to Tender.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Raunds-Xmas-Lights-Tender-2025.pdf](#)

Invitation to Tender

[Appendix 1 - 2026 Inventory Details.pdf](#)

Appendix 1 - Inventory Details

Contracting authority

Raunds Town Council

- Public Procurement Organisation Number: PYWY-3648-LLTM

Raunds Town Council, The Hall, Thorpe Street, Raunds

Wellingborough

NN9 6LT

United Kingdom

Contact name: Town Clerk

Telephone: 01933 622087

Email: info@raunds-tc.gov.uk

Region: UKF25 - North Northamptonshire

Organisation type: Public authority - sub-central government