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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 000-045088

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

Published 1 August 2025, 10:34am

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

### **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 31 December 2030
- 4 years, 11 months, 26 days

### **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

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## Participation

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

UK suppliers

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## 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](mailto:clerk@raunds-tc.gov.uk).

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

[www.raunds-tc.gov.uk](http://www.raunds-tc.gov.uk)

## **Tenders may be submitted electronically**

Yes

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## **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.

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## Documents

### Associated tender documents

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

Invitation to Tender

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

Appendix 1 - Inventory Details

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## 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](mailto:info@raunds-tc.gov.uk)

Region: UKF25 - North Northamptonshire

Organisation type: Public authority - sub-central government