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Tender

Tender Specification to deliver a Christmas Light Trail to Dover Town for 2025

Dover Town Council

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

Notice identifier: 2025/S 000-045590

Procurement identifier (OCID): ocds-h6vhtk-056c27

Published 4 August 2025, 11:54am

Scope

Description

Dover Town Council invites tenders from suitably experienced and qualified contractors for the design, supply, delivery & management of a "Dover Town Christmas Light Trail" for 2025. Bringing a WOW factor for the public as well as incorporating an element of possible interaction within the design. With the additional supply, dress, management & de-rig of lighting for the Town's 30ft tall Christmas Tree.

This contract involves the design, supply, install, management & de-rig of all required projections/lighting/equipment relating to the delivery of said Light Trail, including the Town's 30ft Christmas Tree. All works must be undertaken in a safe and professional manner, with full consideration given to the members of public & businesses.

Please contact the Customer Events Team Leader if a site visit is required.

Value of Contract

Overall Scheme not to exceed £29,999 (inc. VAT)

Scope of Works

To design, install, maintain & dismantle a trail of light onto the pavements of Dover Town with lively, intense, vibrant colours/washes, using projections - Trail location as per (Appendix 2) - Market Square, Cannon Street, Biggin Street (Upper & Lower);

- Power can be sourced for the pavement projections from upto 35 lamp columns along these streets, as advised above, that are equipped with Commando Sockets, Insulators & Timer Clocks already in situ;

- Maximum weight of any attachments per lamp column, would not be able to exceed 4.5kg;

- To design, supply, install, maintain & dismantle projections of clear images/patterns / colour washes or similar (your recommendations), made up again of vibrant, lively intense colours with a possible element of interaction to enhance up to the 4 specific locations in (Appendix 1)- If contractors wish to concentrate on only a few and not all 4 locations/buildings to deliver more intense/complex projection images / pictures etc, this will be taken into account on receipt of tender - Blank Wall @ CT16 1DD, Dover Museum, St. Mary's Church & the Stained Glass Windows of The Maison Dieu - Again if any of the Lamp Columns in close vicinity to these locations were required for a source of power, requirements would be as stipulated above;

- To design, supply, install, maintain & dismantle sufficient amount of lighting on to the Town's 30ft Christmas Tree , located in the Market Square, Dover (Appendix 1) - Bringing the tree alive with colour, as a standalone Town enhancement;

- Due to limited timeframe, Dover Town Council would be happy to work with the selected Contractor to assist in gaining permissions with any local businesses to request to house any of the equipment required for the projections to be carried out to the selected buildings / locations;

- Dover Town Council would liaise with Kent Highways Street Lighting on behalf of the selected Contractor for the required permissions of any of the Lamp Columns being required as a source of power for the pavement projections or a specific location;

- To test all Scheme prior to initial scheme going live on the 29th November 2025;

- All scheme to be set on timer clocks from 4pm - 10pm each day from 29th November 2025 - 5th January 2026;

- To provide weekly inspections of the entire scheme and rectify any faults that may of occurred;

- To provide a 24hr emergency telephone number for use by the call-out teams of Kent County Council Highway Services & Dover District Council;

- The contractor is to ensure that no greater than 3hrs response time to emergency calls for attendance on site of any problems with the overall scheme;
- The contractor to have use of a scissor lift or other appropriate plant, for the working at height installation / maintenance & dismantling of all the Christmas Light Trail, including the Town's 30ft Christmas Tree and hold the appropriate accreditation to use such equipment /machinery;
- The contractor to comply with the relevant British & European Standards whilst carrying out all works and emergency responses;
- All items will be required to withstand weather (rain/wind) and coastal salt air;
- Ensure all equipment used within Scheme, has been PAT tested;
- Liaise directly with the Dover Town Council throughout the process of Scheme;
- All equipment for the scheme to be covered under the selected contractors insurance, whilst in situ, in Dover Town.

Accessibility to Locations

- All or majority of works for install, maintenance & de-rig would be required to be carried out evening / early morning to minimize the risks of disruptions within the Town (Highway)
- TRO in place for Market Square, Cannon Street & Lower Biggin Street 10am - 4pm;
- Contractors must adhere to all relevant Health & Safety Legislation, including PPE, Working @ Height and demonstrate appropriate risk assessments & method statements.

Programme

- Install of all Projections in the town, from 10th November 2025 - 27th November 2025;
- Dressing of the Town's 30ft Christmas Tree - 27th November 2025;
- Testing all Projections & Christmas Tree Lights -27th / 28th November 2025;
- All Scheme (Projections / Tree) - Live on Timer Clocks from 4pm - 10pm each day from 29th November 2025 - 5th January 2026;
- Christmas Tree lighting removed 5th January 2026;
- From 5th January 2026 all Projections in the Dover Town to be removed and sites left Clean & tidy.

Evaluation Criteria

Tenders will be evaluated based on the following criteria:-

- Design & Wow Factor of the overall Dover Town Light Trail proposal;
- Impact for public of the proposed Light Trail design, to enhance Dover Town as a visiting location;
- Understanding of the specification & proposed methodology;
- Relevant experience & references;
- Health & Safety compliance;
- Delivery timescales / programme of works for project / scheme;
- Contribution to Social Value (see section 7 below);
- Delivery to the scope of works.

Social Value

Dover Town Council required all contractors to provide additional social value to residents and businesses in Dover Town as part of any contract for Services or Goods.

a) Environmental Responsibility

- How will you minimise environmental impact during the Scheme works (e.g. low energy products/items, electric vehicle usage, recycling)?
- Do you have a company environmental policy?

b) Community Benefit

- What will your company offer as added value for the community (e.g. community engagement, donations of materials, festive dressing of business windows in the town, clearing community building gutters etc, whilst machinery/plants on site, rectify any small areas of business / community building electricity faults)?

The Dover Town Council welcomes your suggestions.

Submission Requirements

Bidders must submit the following: -

A Risk Assessment & Method Statement detailing your approach to completing the Project;

Evidence of relevant experience with similar projects;

Detailed information of types of Projections proposed for the entire Scheme inclusive of the lighting for the 30ft Christmas Tree - Visuals of proposals required for all scheme;

Completed responses to the social value questions;

Copy of your Companies Public Liability Insurance and Health & Safety Policy;

Copy of Electrical certifications;

Copy of IPAF certifications (if required), i.e. relation to Scissor Lift or similar;

Copy of working on the Highway (if required), i.e.G39 or similar - Street Lighting Works.

Deadline for Submission

All quotations with supporting information must be received no later than

9.00am Tuesday 30th August 2025

(Please itemise costs where possible)

Please submit your quotation to

Customer Events Team Leader, Dover Town Council, by e-mail to: -

Council@dovertowncouncil.gov.uk

10. How We buy Goods and Services

Please see Dover Town Council's Procurement Policy enclosed and also available online at

<https://dovertowncouncil.gov.uk/wp-content/uploads/2025/08/Procurement-Policy-2025.pdf>

Total value (estimated)

- £24,999 excluding VAT
- £29,999 including VAT

Below the relevant threshold

Contract dates (estimated)

- 10 November 2025 to 9 January 2026
- 2 months

Main procurement category

Services

CPV classifications

- 31500000 - Lighting equipment and electric lamps
- 31600000 - Electrical equipment and apparatus
- 51100000 - Installation services of electrical and mechanical equipment
- 92311000 - Works of art

Contract locations

- UKJ44 - East Kent
-

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

30 August 2025, 9:00am

Submission address and any special instructions

Please submit your quotation to

Customer Events Team Leader, Dover Town Council, by e-mail to: -

Council@dovertowncouncil.gov.uk

Website: www.dovertowncouncil.gov.uk

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Order of importance
Design & Wow Factor of the overall Dover Town Light Trail proposal		Quality	1
Impact for public of the proposed Light Trail design, to enhance Dover Town as a visiting location		Quality	2

Name	Description	Type	Order of importance
Delivery to the scope of- works	<p>To design, install, maintain & dismantle a trail of light onto the pavements of Dover Town with lively, intense, vibrant colours/washes, using projections - Trail location as per (Appendix 2) - Market Square, Cannon Street, Biggin Street (Upper & Lower); - Power can be sourced for the pavement projections from upto 35 lamp columns along these streets, as advised above, that are equipped with Commando Sockets, Insulators & Timer Clocks already in situ; - Maximum weight of any attachments per lamp column, would not be able to exceed 4.5kg; - To design, supply, install, maintain & dismantle projections of clear images/patterns / colour washes or similar (your recommendations), made up again of vibrant, lively intense colours with a possible element of interaction to enhance up to the 4 specific locations in (Appendix 1)- If contractors wish to concentrate on only a few and not all 4</p>	Quality	3

Name	Description	Type	Order of importance
	<p>locations/buildings to deliver more intense/complex projection images / pictures etc, this will be taken into account on receipt of tender -</p> <p>Blank Wall @ CT16</p> <p>1DD, Dover Museum, St. Mary's Church & the Stained Glass Windows of The Maison Dieu - Again if any of the Lamp Columns in close vicinity to these locations were required for a source of power, requirements would be as stipulated above; -</p> <p>To design, supply, install, maintain & dismantle sufficient amount of lighting on to the Town's 30ft Christmas Tree , located in the Market Square, Dover</p> <p>(Appendix 1) - Bringing the tree alive with colour, as a standalone Town enhancement; -</p> <p>Due to limited timeframe, Dover Town Council would be happy to work with the selected Contractor to assist in gaining permissions with any local businesses to request to house any of the equipment required for the projections to be carried out to the selected buildings /</p>		

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	<p>locations; - Dover Town Council would liaise with Kent Highways Street Lighting on behalf of the selected Contractor for the required permissions of any of the Lamp Columns being required as a source of power for the pavement projections or a specific location; - To test all Scheme prior to initial scheme going live on the 29th November 2025; - All scheme to be set on timer clocks from 4pm - 10pm each day from 29th November 2025 - 5th January 2026; - To provide weekly inspections of the entire scheme and rectify any faults that may of occurred; - To provide a 24hr emergency telephone number for use by the call-out teams of Kent County Council Highway Services & Dover District Council; - The contractor is to ensure that no greater than 3hrs response time to emergency calls for attendance on site of any problems with the overall scheme; - The contractor to have use of a scissor lift or other appropriate plant, for</p>		

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	<p>the working at height installation / maintenance & dismantling of all the Christmas Light Trail, including the Town's 30ft Christmas Tree and hold the appropriate accreditation to use such equipment /machinery; - The contractor to comply with the relevant British & European Standards whilst carrying out all works and emergency responses; - All items will be required to withstand weather (rain/wind) and coastal salt air; - Ensure all equipment used within Scheme, has been PAT tested; - Liaise directly with the Dover Town Council throughout the process of Scheme; - All equipment for the scheme to be covered under the selected contractors insurance, whilst in situ, in Dover Town. The additional pictures and site locations are attached here:</p> <p>https://dovertowncouncil.gov.uk/wp-content/uploads/2025/08/Dover-Town-Christmas-Light-Trail-2025-Tender.pdf</p>		

Name	Description	Type	Order of importance
Relevant experience & references	<p>- To design, install, maintain & dismantle a trail of light onto the pavements of Dover Town with lively, intense, vibrant colours/washes, using projections - Trail location as per (Appendix 2) - Market Square, Cannon Street, Biggin Street (Upper & Lower); - Power can be sourced for the pavement projections from upto 35 lamp columns along these streets, as advised above, that are equipped with Commando Sockets, Insulators & Timer Clocks already in situ; - Maximum weight of any attachments per lamp column, would not be able to exceed 4.5kg; - To design, supply, install, maintain & dismantle projections of clear images/patterns / colour washes or similar (your recommendations), made up again of vibrant, lively intense colours with a possible element of interaction to enhance up to the 4 specific locations in (Appendix 1)- If contractors wish to concentrate on only a few and not all 4</p>	Quality	4

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Health & Safety compliance	<p>- To design, install, maintain & dismantle a trail of light onto the pavements of Dover Town with lively, intense, vibrant colours/washes, using projections - Trail location as per (Appendix 2) - Market Square, Cannon Street, Biggin Street (Upper & Lower); - Power can be sourced for the pavement projections from upto 35 lamp columns along these streets, as advised above, that are equipped with Commando Sockets, Insulators & Timer Clocks already in situ; - Maximum weight of any attachments per lamp column, would not be able to exceed 4.5kg; - To design, supply, install, maintain & dismantle projections of clear images/patterns / colour washes or similar (your recommendations), made up again of vibrant, lively intense colours with a possible element of interaction to enhance up to the 4 specific locations in (Appendix 1)- If contractors wish to concentrate on only a few and not all 4</p>	Quality	5

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Delivery timescales / programme of works for project / scheme	<p>- To design, install, maintain & dismantle a trail of light onto the pavements of Dover Town with lively, intense, vibrant colours/washes, using projections - Trail location as per (Appendix 2) - Market Square, Cannon Street, Biggin Street (Upper & Lower); - Power can be sourced for the pavement projections from upto 35 lamp columns along these streets, as advised above, that are equipped with Commando Sockets, Insulators & Timer Clocks already in situ; - Maximum weight of any attachments per lamp column, would not be able to exceed 4.5kg; - To design, supply, install, maintain & dismantle projections of clear images/patterns / colour washes or similar (your recommendations), made up again of vibrant, lively intense colours with a possible element of interaction to enhance up to the 4 specific locations in (Appendix 1)- If contractors wish to concentrate on only a few and not all 4</p>	Quality	6

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Name	Description	Type	Order of importance
Contribution to Social Value	<p>Dover Town Council required all contractors to provide additional social value to residents and businesses in Dover Town as part of any contract for Services or Goods. a) Environmental Responsibility - How will you minimise environmental impact during the Scheme works (e.g. low energy products/items, electric vehicle usage, recycling)? - Do you have a company environmental policy?</p> <p>b) Community Benefit - What will your company offer as added value for the community (e.g. community engagement, donations of materials, festive dressing of business windows in the town, clearing community building gutters etc, whilst machinery/plants on site, rectify any small areas of business / community building electricity faults)? The Dover Town Council welcomes your suggestions.</p>	Quality	7

Name	Description	Type	Order of importance
Understanding of the specification & proposed methodology	<p>Dover Town Council required all contractors to provide additional social value to residents and businesses in Dover Town as part of any contract for Services or Goods. a) Environmental Responsibility - How will you minimise environmental impact during the Scheme works (e.g. low energy products/items, electric vehicle usage, recycling)? - Do you have a company environmental policy? b) Community Benefit - What will your company offer as added value for the community (e.g. community engagement, donations of materials, festive dressing of business windows in the town, clearing community building gutters etc, whilst machinery/plants on site, rectify any small areas of business / community building electricity faults)? The Dover Town Council welcomes your suggestions.</p>	Quality	8

Name	Description	Type	Order of importance
Price	Total Price of Scheme to not exceed 29,999 inc VAT and itemise costs where possible via application submissions (please refer to submission requirements).	Price	9

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Dover Town Christmas Light Trail 2025 - Tender.pdf](#)

Contracting authority

Dover Town Council

- Public Procurement Organisation Number: PMQR-4873-ZHGV

Maison Dieu House, Biggin Street

Dover

CT161DW

United Kingdom

Contact name: Customer Events Team Leader

Telephone: 01304242625

Email: council@dovertowncouncil.gov.uk

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

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government