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Tender

Christmas Lights 3 year Contract

Crowborough Town Council

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

Notice identifier: 2025/S 000-048333

Procurement identifier (OCID): ocids-h6vhtk-0586e1

Published 13 August 2025, 11:30am

Scope

Description

Crowborough Town Council organises an annual Christmas event, where the Christmas Lights are switched on. This tradition has been held in Crowborough for years and is seen as an important part of the Christmas event, as well as marking the beginning of the Christmas celebrations. The event itself attracts over 1000 people from all over Crowborough, covering all ages and backgrounds. The event also creates a great space for local business to showcase their products and services. The event is greatly valued by young families, and it really sets the scene for the beginning of the festive season.

Crowborough Town Council is seeking quotes for the hire, installation/dismantling, and maintenance of the festive lights for the town. The contract will be awarded for a period of three years commencing in 2026.

The installation of the lights will be in November before the light switch-on event. They will remain in place until January.

Total value (estimated)

- £54,000 excluding VAT
- £64,800 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 January 2026 to 31 December 2028
- 3 years

Main procurement category

Services

CPV classifications

- 31522000 - Christmas tree lights
- 31527200 - Exterior lights
- 31527260 - Lighting systems
- 51100000 - Installation services of electrical and mechanical equipment

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)

- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

28 August 2025, 12:00pm

Submission address and any special instructions

Must be a paper copy delivered to:

Crowborough Town Council

Council Offices

Pine Grove

Crowborough

East Sussex

TN6 1DH

Tenders may be submitted electronically

No

Award criteria

Mandatory Information for Submission

Completed Form of Tender - signed and dated.

Proposed Programme of Works - timeline for installation and dismantling.

Company Profile & Experience - including three references for similar public display projects.

Health & Safety Documents:

Method Statement and Risk Assessments

Company Health & Safety Policy

Accident and enforcement history (past 5 years) including any RIDDOR

Insurance Certificates:

Public Liability Insurance (minimum £5M)

Employer's Liability Insurance

Technical Information:

Description of lighting and control systems

Specification of lighting frames

Testing of anchors and wire

LED specifications

Social & Community Value Plan - sustainability, waste minimisation.

Subcontractor Details (if applicable) - including qualifications and roles

Declaration of No Conflict of Interest.

Evaluation Criteria (Scoring System)

Tenders that meet the compliance requirements will be evaluated based on the following weighted criteria:

Category

Weighting

Scoring Criteria

Price Competitiveness

30%

10 Points: Lowest tender receives full marks. 7 Points: Up to 5% above the lowest bid. 5 Points: Up to 10% above the lowest bid. 3 Points: More than 10% above the lowest bid with minimal justification. 0 Points: Bid is significantly higher than market rates without justification.

Quality of Proposals

25%

10 Points: Proposals include innovative, visually appealing designs and demonstrate a clear understanding of the town's needs. 7 Points: Proposals show good understanding and creativity with only minor gaps or repetition from previous years. 5 Points: Proposals meet basic expectations with some creative elements but limited originality or design variation. 3 Points: Proposals lack imagination, show limited variety, or are too similar to previous years. 0 Points: Proposals are generic, unsuitable, or do not address the specification adequately.

Relevant Experience & References

20%

10 Points: Evidence of three or more completed contracts of similar scope and scale (preferably in public realm or town centre lighting), with strong references. 7 Points: Two similar projects completed with positive feedback or references. 5 Points: One similar project with satisfactory performance. 3 Points: Limited relevant experience with mixed feedback or no references. 0 Points: No demonstrated relevant experience or unsatisfactory reference history.

Health & Safety & Methodology

15%

10 Points: Comprehensive Health & Safety Plan provided, including specific risk assessments, PPE, cherry picker/licensing approach, and detailed method statements. 7 Points: Mostly complete Health & Safety documents with only

minor omissions. 5 Points: Acceptable level of documentation but lacking some detail or clarity. 3 Points: Incomplete or unclear documentation with some safety concerns. 0 Points: No Health & Safety plan or poor/inadequate documentation.

Social Value & Environmental Impact

10%

10 Points: Strong commitment shown through use of low-energy LED lighting, recycling of components, minimal packaging, local workforce, and community benefit initiatives. 7 Points: Moderate sustainability plan with partial recycling, LED usage, and occasional local engagement. 5 Points: Some sustainability elements included but lacking a coherent plan. 3 Points: Minimal effort to address environmental or social responsibility. 0 Points: No evidence of environmental or social consideration.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Appendix 1. CTC Advert for Christmas Lights tender 2026.pdf](#)

[Appendix 2. CTC Christmas Lights- Works Specification 2026.pdf](#)

[Appendix 3. Invitation to tender Christmas Lights 2026.pdf](#)

[Appendix 4 . Evaluation Criteria and Submission Requirements.pdf](#)

Contracting authority

Crowborough Town Council

- Public Procurement Organisation Number: PTVM-6962-RPLN

Council Offices

Crowborough

TN61DH

United Kingdom

Email: ctc-operations@crowboroughtowncouncil.gov.uk

Region: UKJ22 - East Sussex CC

Organisation type: Public authority - sub-central government