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Tender

Abergele Town Council Festive Lighting Scheme

Abergele Town Council

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

Notice identifier: 2025/S 000-050610

Procurement identifier (OCID): ocds-h6vhtk-058c51

Published 21 August 2025, 3:46pm

Scope

Description

Background

Abergele Town Council are looking to establish a new festive lighting scheme for December 2026 onwards. The current festive lighting scheme consists of 49 lamppost mounted motifs throughout the town, 2 feature motifs, two artificial LED trees, and three cut trees which are replaced and dressed each year. Festoon lighting is also positioned at the Town Council offices.

Maps detailing the locations of the previous motifs and tree locations are attached.

Abergele Town Council would like to consider offers of multi-year contracts.

Council objectives

Abergele Town Council is aiming to provide festive decorations for the community to enjoy and to encourage seasonal footfall into the town.

The festive lighting scheme switch-on date is the second weekend in November and is in place until the first weekend in January.

Scope of work

Abergele Town Council require:

- Energy efficient/low wattage motifs attached to lamppost columns throughout Abergele
- Feature motifs or trees at gateway locations (as indicated on the attached map)
- The installation and removal of festoon lighting at the Town Council offices and the dressing of 3x cut trees.
- The contractor will be responsible for ensuring that the work to be carried out (such as the installation and removal) is done so in accordance with British safety and laws and highway regulations.
- The scheme to fit a budget of c. £35,000 inclusive of installation and removal costs.
- Installing contractors or sub-contractors to be HERS registered.

Site visit

Contractors interested in quoting may arrange a meeting with the Deputy Town Clerk by contacting 01745 833242 or emailing deputyclerk@abergletowncouncil.gov.wales.

Confirmation of intent to respond

Please email deputyclerk@abergeletowncouncil.gov.wales if you intend to quote or not as soon as possible.

Presentation of the quote

The quote needs to be itemised indicating relevant costings and wattage.

Quotes must be received by 30th September 2025.

Please email quotes to deputyclerk@abergeletowncouncil.gov.wales.

Shortlisted contractors will be invited to attend a meeting with the Events Sub-committee to present their proposed scheme(s).

Awarding of Contract

The awarding of contracts is made by members at a full town council meeting which are generally held on the third Thursday of the month. Following the meeting, companies who

took part in the quoting process will be informed whether they were successful or not. The successful company will be provided with a purchase order.

The awarding of the contract is subject to the conditions being adhered to. Failure to comply could lead to the contract to be offered to a competitor.

Terms & Conditions

The contractor must supply a risk assessment, method statement and insurance documents within 14 days of the contract being awarded.

Abergele Town Council reserves the right to cancel a contract if there is failure from the contractor to complete the work within a reasonable timeframe surrounding the completion date.

Abergele Town Council will also require specifications of motifs and trees including weight, wind loading, electrical load, and type of fixing to be used in order to comply with s.178 of the Highways Act.

Contractors must supply details of their HERS registration, or the HERS registration of their sub-contractors.

Costs

All costs, expenses and liabilities incurred by Contractors in connection with the preparation and submission of any quotation shall be borne by them.

Total value (estimated)

- £140,000 excluding VAT
- £168,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 28 March 2028

- Possible extension to 31 March 2029
- 3 years

Description of possible extension:

An extension to the contract may be possible if the scheme is successful and is enjoyed by residents, provided that this suits all parties.

Main procurement category

Services

CPV classifications

- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting
- 51000000 - Installation services (except software)
- 92000000 - Recreational, cultural and sporting services
- 98000000 - Other community, social and personal services

Contract locations

- UKL - Wales

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

30 September 2025, 11:59pm

Submission address and any special instructions

deputyclerk@abergeletowncouncil.gov.wales;
<https://www.abergeletowncouncil.gov.wales/>

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Cost of Scheme		Cost	60.00%
Quality and Efficiency	Quality of the lighting scheme design and energy efficiency of the scheme.	Quality	40.00%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

https://www.sell2wales.gov.wales/Assets/NoticeBuilder_FileDownload.aspx?id=343702

Invitation to quote documents including maps of the Abergele area with the approximate locations of motifs and trees included.

Contracting authority

Abergele Town Council

- Public Procurement Organisation Number: PPJY-3264-JLDP

Council Offices

Abergele

LL22 7BT

United Kingdom

Email: deputyclerk@abergeletowncouncil.gov.wales

Region: UKL13 - Conwy and Denbighshire

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales