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Tender

Contract for Hire, installation and de-rig of wooden chalets for Swansea City Centre's annual Christmas Market event.

City & County of Swansea

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

Notice identifier: 2025/S 000-050781

Procurement identifier (OCID): ocds-h6vhtk-058ca6 ([view related notices](#))

Published 22 August 2025, 10:51am

Scope

Reference

CCS/25/084

Description

Swansea City Centre hosts a popular Christmas Market and we are seeking companies who can assist with the delivery of this event, which takes place primarily on Oxford Street and Portland Street.

The event is managed by City Centre Management, which is part of Swansea Council.

Swansea Council is seeking a company which can provide, install and de-rig the chalet buildings for this Christmas Market event.

Total value (estimated)

- £95,000 excluding VAT
- £113,999 including VAT

Below the relevant threshold

Contract dates (estimated)

- 8 October 2025 to 8 October 2028
- Possible extension to 8 October 2030
- 5 years, 1 day

Description of possible extension:

with option to extend up to 24 months

Main procurement category

Services

CPV classifications

- 45212400 - Accommodation and restaurant buildings
- 45212413 - Short-stay accommodation construction work
- 55200000 - Camping sites and other non-hotel accommodation

Contract locations

- UKL18 - Swansea

Participation

Conditions of participation

Please see RFQ documents

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

26 September 2025, 12:00pm

Tender submission deadline

3 October 2025, 12:00pm

Submission address and any special instructions

Economic operators interested in submitting a tender can download the tender documents from the eTenderWales portal (<http://etenderwales.bravosolution.co.uk>) you will need to register with eTenderWales if you are not already registered. Please see below

instructions on how to register.

1. Register your company on the eTenderWales portal (this is only required once):

- Navigate to the portal: <http://etenderwales.bravosolution.co.uk>
- Click the “Suppliers register here” link.
- Enter your correct business and user details.
- Note the username you chose and click “Save” when complete.
- You will shortly receive an e-mail with your unique password (please keep this secure).
- Agree to the terms and conditions and click “continue”.

2. Express an interest in the project:

- Login to the portal with your username/password.
- Click the “ITTs Open to All Suppliers” link (these are the ITTs open to any registered supplier).
- Click on the relevant ITT to access the content. ITT_119568
- Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
- This will move the ITT into your “My ITTs” page (this is a secure area reserved for your projects only).
- Click on the ITT code. You can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box.

3. Responding to the invitation to tender:

- You can now choose to “Reply” or “Reject” (please give a reason if rejecting).
- You can now use the “Messages” function to communicate with the buyer and seek any clarification.
- Note the deadline for completion, then follow the onscreen instructions to complete the ITT.

— There may be a mixture of online and offline actions for you to perform (there is detailed online help available).

If you require any further assistance use the online help. Alternatively, the BravoSolution helpdesk can be contacted (Monday to Friday, 8:00 to 18:00) on:

— E-mail: help@bravosolution.co.uk

— Phone: +44 8003684850

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Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
Price	Price	75.00%
Health and Safety	Quality	10.00%
Proposal	Quality	5.00%
Delivery and Project Management	Quality	5.00%
Customer Care	Quality	5.00%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://etenderwales.bravosolution.co.uk/>

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Technical specifications to be met

<https://etenderwales.bravosolution.co.uk/>

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Contracting authority

City & County of Swansea

- Public Procurement Organisation Number: PYYD-8699-BJGD

Civic Centre

Swansea

SA1 3SN

United Kingdom

Email: Procurement@swansea.gov.uk

Website: <http://www.swansea.gov.uk/dobusiness>

Region: UKL18 - Swansea

Organisation type: Public authority - central government

Devolved regulations that apply: Wales