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Tender

Contract for Provision of power services to Swansea Christmas Market

City & County of Swansea

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

Notice identifier: 2025/S 000-060546

Procurement identifier (OCID): ocds-h6vhtk-05a423

Published 29 September 2025, 2:48pm

Scope

Reference

CCS/25/158

Description

Swansea Council is interested in hearing from qualified companies to assist in the delivery of the Swansea City Centre Christmas Market by providing the installation, testing, maintenance and removal of power services, lighting and audio equipment to the Market stalls, crafters' marquee and Caroler's Cabin.

Total value (estimated)

- £55,000 excluding VAT
- £66,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 3 November 2025 to 2 November 2028
- Possible extension to 1 November 2030
- 4 years, 11 months, 29 days

Description of possible extension:

Option to extend up to 24 months

Main procurement category

Services

CPV classifications

- 98510000 - Services of commercial and industrial workers
- 31000000 - Electrical machinery, apparatus, equipment and consumables; lighting

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

20 October 2025, 12:00pm

Tender submission deadline

27 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.
- 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

ITT: itt_120310

Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
Price	Price	80.00%
Q1: Proposed design and delivery timetable	Quality	10.00%
2. Project management	Quality	5.00%
3. Customer service	Quality	5.00%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

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

ITT: itt_120310

Technical specifications to be met

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

ITT: itt_120310

Contracting authority

City & County of Swansea

- Public Procurement Organisation Number: PYYD-8699-BJGD

Civic Centre

Swansea

SA1 3SN

United Kingdom

Contact name: Sarah Lawton

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