

# Biggleswade Town Council Christmas Lights

Invitation to Tender



## **Background**

Biggleswade Town Council (the Council) is an elected body in the first tier of local government. The Town Council represents the community's interests and provides a range of local services, facilities and community events, adding value and acting as a focal point for the community.

Biggleswade is a thriving and rapidly expanding town with a current population of 23,000. Furthermore, the town has easy access to the A1 and is situated 40 miles north of London and 20 miles south-west of Cambridge with good rail links to both cities.

Biggleswade Town Council's 15 elected Council Members are supported by 24 members of staff.

Biggleswade Town Council holds an annual Christmas Fair & Light Switch On which takes place on the last Friday of November. During this event, the Town's Christmas Tree and other Town Centre lights are officially switched on.

## **Tender Background**

Biggleswade Town Council oversees the Christmas light display in the Market Square and High Street and is inviting tenders for the design, supply, installation, removal, storage, and annual maintenance and testing of high-quality Christmas lights. This contract will cover the festive light displays for the 2025, 2026, and 2027 Christmas seasons, starting in November 2025.

The Council is committed to delivering a high-quality Christmas lights display for its residents. The aim is to create a festive display that impresses the community and celebrates the season.

The primary objectives are the following:

- Deliver a safe and reliable lighting display that aligns with the design brief and specified locations.
- Comply with the established timelines.
- Prioritise health and safety in all circumstances.

During this three-year contract, we encourage changes to the lighting that enhance the display.

## **Procurement Process**

Biggleswade Town Council is advertising this tender opportunity on the Find a Tender platform and is following an open procurement process. The Town Council is committed to a fair, open, and transparent procurement process. Bids are invited from qualified contractors with proven experience in delivering similar projects, ideally within a similar setting and geographic location.

## **Tender Appointment**

After completing the procurement process, the Town Council intends to appoint the

highest-scoring bidder to deliver the contract. Details regarding the bidding process, evaluation, and appointment are outlined below.

## **How to Submit a Bid**

### **Submission Requirements**

Interested providers must submit all parts of the Application Form and complete all sections from pages 16 onwards.

Bidders must meet all of the Minimum Requirements Design Brief or agree to meet them prior to the contract start date to be eligible for appointment.

### **Bribery**

In order to prevent bribery offences in this tender process, in line with The Bribery Act 2010, offering, promising, or giving of a bribe to any Biggleswade Town Council employee or Biggleswade Town Councillor will result in automatic disqualification of the Tender Bid and being reported to the appropriate authorities.

### **Correspondence**

All correspondence related to the procurement process must be sent via email to [deborah.jackson@biggleswadetowncouncil.gov.uk](mailto:deborah.jackson@biggleswadetowncouncil.gov.uk).

Any direct contact with other employees of the Town Council or any Biggleswade Town Councillor regarding this procurement is considered a breach of terms and will result in disqualification of the Tender Bid.

### **Submission Format**

All bidders are required to submit a completed paper copy of this document.

Each tendering firm shall be supplied with a specifically marked envelope from Biggleswade Town Council in order to post their completed tender. The envelope will have "Christmas Lights Tender" written on it and the address below. No tenderer can write anything further onto the envelope. To receive one of these envelopes, please email [deborah.jackson@biggleswadetowncouncil.gov.uk](mailto:deborah.jackson@biggleswadetowncouncil.gov.uk).

Bidders must submit their final tender to the following address before the submission deadline:

**The Town Clerk & Chief Executive  
Biggleswade Town Council  
The Old Court House  
4 Saffron Road  
Biggleswade  
Bedfordshire  
SG18 8DL**

All tenders received will be held by the Town Clerk & Chief Executive and remain in the sealed envelopes until the prescribed date for opening tenders.

A late tender which has been received may be opened in the presence of two Members to ascertain the name and address of the tenderer, but no details of the tender shall be disclosed.

### **Process for Tender Queries**

Any questions or clarification requests with regard to the tender must be emailed to [deborah.jackson@biggleswadetowncouncil.gov.uk](mailto:deborah.jackson@biggleswadetowncouncil.gov.uk) in advance of the deadline set out in the tender timetable.

Requests submitted after the deadline will not be considered. The Town Council will aim to respond to all queries within three working days, where possible. Bidders should be aware that, when feasible, all queries and responses will be shared anonymously with all bidders to ensure a fair and transparent process. Bidders must specify if they believe a query to be commercially sensitive or if disclosing it and its response could harm their commercial interests.

### **Ambiguity, Error, or Omission**

Bidders are encouraged to promptly notify the designated Town Council contact via email if they identify any ambiguity, inconsistency, error, or omission in this Tender Bid or any related documentation, including any supplementary materials issued during the procurement process.

### **Post-Tender Clarifications**

Biggleswade Town Council may request clarifications from bidders following the submission deadline. These clarifications are intended to finalise the evaluation of tenders and do not provide an opportunity for bidders to alter or enhance their submissions. Bidders should be aware that, when appropriate, Biggleswade Town Council reserves the right to assess third-party and/or associated costs with any received proposals for cost comparison.

### **Errors and discrepancies**

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

### **Tender Timescales**

#### **Submission Deadline**

The deadline for responses is 12:00 PM (noon) on Thursday 1<sup>st</sup> May 2025.

## Tender Timetable

The following timetable outlines the approximate schedule for the tender process, but it is subject to change:

Activity	Date / Time
Issue of Tender Bid Notice	Thursday 6 <sup>th</sup> March 2025
Deadline for clarification questions	Thursday 3 <sup>rd</sup> April 2025
Deadline for submission of Tender Bids	Thursday 1 <sup>st</sup> May 2025, 12noon

## Tender Evaluation & Selection

### Procurement Assessment Panel

The procurement assessment panel will consist of Biggleswade Town Council Officers and nominated Members.

### Question Weighting

Bidders must answer all questions in the Invitation to Tender document. Each question is assigned a specific weighting, as detailed in the table below.

Description	Weighting (%)
Health & Safety	10%
Previous Project Experience	20%
Project Management & Communication	5%
Maintenance	5%
Design	30%
Price	30%

Score	Term	Typical Characteristic
0	Unacceptable	No response or extremely limited response. Response inconsistent and/or unworkable and/or does not address our requirements. Shows extremely limited understanding of, and/or extremely inappropriate approach to, the matter in question.
1	Poor	Response is limited and is lacking in relation to a significant proportion of material elements, is unworkable and/or inconsistent and only partially meets our requirements. Shows limited understanding of, and/or inappropriate approach to, the matter in question.
2	Satisfactory	Response broadly responds to our requirements at a reasonable standard. Shows reasonable understanding of, and/or acceptable approach to, the matter in question.
3	Good	Response meets our requirements at a high standard and exceeds them in one or two respects. Shows very sound understanding of, and appropriate approach to, the matter in question.
4	Very Good	Response meets our requirements at a very high standard and exceeds them in a number of respects. Shows extremely sound understanding of, and highly appropriate approach to, the matter in question.
5	Excellent	Exemplary response; exceeds expectations in all respects, and Bidder could not be expected to answer question more comprehensively or appropriately.

## Confidentiality

The Town Council guarantees confidentiality for all respondents to this Tender bid.

### **Right of Rejection & Appointment**

Biggleswade Town Council reserves the right to accept or reject any or all submissions to the Tender bid. The Town Council also reserves the right not to appoint a provider following this procurement process.

### **Costs**

Biggleswade Town Council will not be responsible for any costs incurred in preparing your proposal or any other costs related to participating in this procurement process.

### **Insurance Requirements**

The contractor must provide proof of insurance coverage at the levels specified in this section.

#### **Employer's Liability Insurance**

The Council's minimum requirement for Employer's Liability Insurance is £10 million.

#### **Professional Indemnity Insurance**

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

#### **Public Liability Insurance**

The Council's minimum requirement for Public Liability Insurance is £10 million.

### **Contract Duration**

The contract will commence in November 2025 and will continue for three consecutive years, concluding after Christmas 2027.

### **Site Access**

Potential Contractors are required to attend a mandatory site visit to assess the locations of existing fixtures, anchor points, power sources, road traffic conditions, pedestrian pathways, trees, and potential display locations that may require permissions and satisfy themselves that the requirements of the Council, as detailed in this document, can be met. The visits must be conducted prior to 3<sup>rd</sup> April 2025 to allow tenderers to submit any clarification questions that may arise from this site visit. Please note that site visits do not need to be arranged with the Town Council and the Town Council will not be present for these site visits.

### **Display**

The design must be updated annually to ensure variety and must be developed to seamlessly connect the areas of the town indicated on the map below. The areas highlighted on the map below should be illuminated in a consistent, symmetrical, and aesthetically pleasing manner, in line with the brief. The Council will coordinate and notify the Contractor of the switch-on time. The Contractor must also submit a detailed 'Programme of Works' to the Council for approval one month before the scheduled installation deadline date.

### **Installation**

The lights must only go up after Armistice Day, so from 12<sup>th</sup> November onwards. The lights must be installed and tested at least one week before the Christmas Light

Switch On, which occurs on the last Friday in November. The lights should also be tested on the morning of the Christmas Fair & Light Switch On to ensure they function properly. All lights and fixings must comply with or exceed the relevant legislation. The lights must be turned off on 6<sup>th</sup> January in their entirety and then taken down between 7<sup>th</sup> January and 18<sup>th</sup> January in their entirety.

	2025	2026	2027
Programme of Works Deadline	28 <sup>th</sup> October 2025	27 <sup>th</sup> October 2026	26 <sup>th</sup> October 2027
Installation/Test Deadline	21 <sup>st</sup> November 2025	20 <sup>th</sup> November 2025	19 <sup>th</sup> November 2025
Switch On	28 <sup>th</sup> November 2025	27 <sup>th</sup> November 2026	26 <sup>th</sup> November 2027
Switch-off	6 <sup>th</sup> January 2026	6 <sup>th</sup> January 2027	6 <sup>th</sup> January 2028
Removal Date Deadline	18 <sup>th</sup> January 2026	18 <sup>th</sup> January 2027	18 <sup>th</sup> January 2028

Failure to meet the obligation to achieve “Installation/Test Deadline” date carries a penalty clause of £750 plus £500 for each subsequent 24 hour period this obligation is not fulfilled.

Failure to meet the obligation to achieve “Switch On” date carries a penalty clause of £750 plus £500 for each subsequent 24 hour period this obligation is not fulfilled.

Failure to meet the obligation to achieve “Switch-off” carries a penalty clause off £250 plus £125 for each subsequent 24 hours this obligation is not fulfilled.

Failure to meet the obligation to achieve “Removal Date Deadline” carries a penalty clause off £250 plus £125 for each subsequent 24 hours this obligation is not fulfilled.

The Town Council reserve the right to end any contract with a successful tenderer if they fail to deliver what they set out within their Programme of Works, or if they fail to deliver what they confirmed they could deliver as part of their completed Tender Bid Submission.

## **Maintenance**

All displays must be tested, with any defects addressed before being sent for installation each year. An additional inspection is required once installed to ensure the display is working properly, and any issues must be resolved before the Christmas Fair & Light Switch On. The entire circuit must also be tested annually during setup. Furthermore, all displays must undergo PAT testing within three months after removal, following the completion of the annual display. All electrical connections must be carried out by a NICEIC-registered contractor.

## **Storage and Delivery**

All displays must be stored securely in a dry area and fully insured for their replacement value. Each year, the entire display will need to be transported to and from the storage location to Biggleswade.

### **Ownership of Christmas Lights**

The successful tenderer will own and maintain all of the Christmas Lights, rather than the Town Council.

### **Detailed Tender**

The tender submission should clearly outline how the Tenderer will fulfil the Council's requirements.

### **Right to Reject**

The Council is not obligated to accept the lowest bid or any tender. It reserves the right to withdraw any portion of the tender document before awarding the contract and to discontinue the tender process at any point. There is no guarantee that a contract will be awarded.

### **Notification of Decision**

The Council's decision is final. All unsuccessful bidders will be provided with an assessment summary detailing how their tender was evaluated against each assessment criterion, including the scores awarded, relative importance of each criterion, and the reasons why they were not selected, aiming to provide transparent and constructive feedback.

### **Compliance**

The Council may reject any tender that does not comply with the stated requirements, and its decision in this regard will be final.

### **No Alterations**

Once the tender has been submitted, no changes to the text or pricing will be allowed. Failure to complete any part of the tender documents may result in rejection of the tender.

### **Cost Clarity**

Tenderers should clearly specify what is included within each cost area. The Council will not make payments for costs that are not listed or for services that are ancillary to the main service provision.

### **Three-Year Agreement**

The prices should reflect a three-year agreement. Any cost increases during this period that are not included in the formal tender will not be the Council's responsibility. Tenderers should account for any potential inflation when quoting for the three-year contract.

### **Preferred Cost Structure**

The Council prefers that costs are distributed evenly across the duration of the contract.

### **Point of Contact If Awarded The Contract**

If you are successful in winning this tender bid, your single point of contact will be Deborah Jackson who can be emailed on [deborah.jackson@biggleswadetowncouncil.gov.uk](mailto:deborah.jackson@biggleswadetowncouncil.gov.uk)

## **Design Brief Minimum Requirements**

Please find below a detailed design brief for Biggleswade Town Council's Christmas Lights as part of this Christmas Light Tender Bid. This specification covers all three years of the contract, commencing November 2025 and finishing after the 2027 Christmas period. This is the *minimum required lighting offer* that Biggleswade Town Council will accept for this Tender Bid.

### **Christmas Tree**

Biggleswade's Christmas Tree is located in Biggleswade Market Square. Biggleswade Town Council source a real, 30ft tall Christmas tree, and arrange for its placement in the Square on or around the third week of November.

Biggleswade Town Council will require the successful tenderer to:

- Provide 4000 warm white Christmas tree lights to cover the entirety of the 30ft Christmas tree located in the Market Square, as shown in Picture A. The successful tenderer will be responsible for the design, supply, installation, removal, storage, and annual maintenance and testing of the lights on the Christmas Tree. The successful tenderer will be responsible for placing these lights shortly after delivery of the tree, ensuring an impressive presentation.
- Provide a lit-up star and place this on top of the Christmas tree, as demonstrated in pictures B, C and D.
- Place 250 baubles, as shown in Pictures E and F, onto the Christmas Tree located in the Market Square evenly, ensuring an impressive presentation. The baubles will be purchased by Biggleswade Town Council.



*Picture A, Biggleswade Town Council's Christmas Tree 2024*



*Picture B*



*Picture C*



*Picture D*



*Picture E*



*Picture F*

## Lamp posts

There are 24 lamp posts located in Biggleswade's Market Square and High Street.

Biggleswade Town Council will require the successful tenderer to:

- Provide lit-up decorations of a close liking to the decorations shown in Pictures G and H on all 24 lamp posts located in Biggleswade's Market Square and High Street.



*Picture G*



*Picture H*

## Festoons

There are 15 anchor points in Biggleswade's High Street to place 11 across-street festoon hangings.

Biggleswade Town Council will require the successful tenderer to:

- Provide 11 across-street festoon hangings that are of a close liking to Pictures I and J. To place these festoon hangings on the anchor points located in Biggleswade's High Street, as shown on the below map.



*Picture I*



*Picture J*

## Market Square Trees

There are seven trees located in Biggleswade's Market Square.

Biggleswade Town Council will require the successful tenderer to:

- Provide warm white Christmas lights to fully cover the branches on all seven trees, to replicate pictures K and L.



*Picture K*



*Picture L*

## **Design Brief Additions**

The Design Brief Additions explained below are additional lighting offers that Biggleswade Town Council are seeking to understand if an applicant can deliver. The Council are keen to understand, if applicable, how applicants can deliver the below and at what cost. However, if a tenderer cannot deliver these Design Brief Additions, their tender will still be considered. Applicants who can deliver the Design Brief Additions set out below and include this within their Tender Bid will not be favoured over applicants that cannot. The Town Council reserve the right to decide, at a later date, not to include the Design Brief Additions within its Christmas Light offering and will notify the successful tenderer of this.

### **Lamp posts**

Biggleswade Town Council would like to see three lamp post motifs on Shortmead Street and three lamp posts on Station Road of a close liking to the decorations shown in Pictures G and H. The location of these motifs is shown on the map below.

### **Laser Lights**

Biggleswade Town Council would like to see a Laser Light Show to be held on the following dates within the Market Square:

Friday 19th December 2025, 5pm to 8pm

Friday 18th December 2026, 5pm to 8pm

Friday 17th December 2027, 5pm to 8pm

The Laser Light Show will need to be of a close liking to the lights shown in Pictures M and N.



*Picture M*



*Picture N*

## Map

Please find below a map of Biggleswade's Market Square, High Street, as well as Shortmead Street and Station Road. The yellow circles highlight where a lamp post is located and where the Town Council will be requiring, as part of its Design Brief Minimum Requirements, lit-up decorations of a close liking to the decorations shown in Pictures G and H. The green circles highlight where a lamp post is located that the Town Council would like to see lit up decorations to a close liking to the decorations shown in Pictures G and H as part of its Design Brief Additions. The red circles highlight where there is an anchor point to place a festoon hanging, and the red lines highlight where the Town Council will be requiring festoon hangings of a close liking to the decorations shown in Pictures I and J.



# **Application Form**

*All responses must be written in Arial 11, in black font.*

## **Contact Details and Address**

Name of Company:	
Country of registration and registration number:	
VAT (value added tax number):	
Contact person:	
Registered Company Address:	
Phone number:	
Email address:	
Homepage/URL:	
Ownership/shareholders:	
Subsidiaries:	
Length of time company trading:	

## **Subcontracting**

Does your company intend to involve other companies as subcontractors in the performance of the contract? If yes, please list all subcontractors and their responsibilities.

<b>Name of Subcontractor</b>	<b>Responsibility</b>

## Health & Safety

The Applicant shall provide a statement detailing proposals to deliver this contract in a controlled manner demonstrating how all aspects of health and safety will be managed and maintained for the duration of the contract. This should include the regulatory standards that you and your displays will abide by (e.g. IPAS IMAS G39).

**Council's minimum requirements:** The Council is looking for evidence that the applicant can manage a safe site and working environment from the planning stage through to completion. To provide details of how health and safety is managed within your company and specifically for this contract enclosing a copy of your Health and Safety Policy, risk assessments and method statements and other declarations or information/instructions issued by your organisation. All appendices need to be clearly referenced.

**Please attach the following insurance documents:**

**Employer's Liability Insurance**

The Council's minimum requirement for Employer's Liability Insurance is £10 million.

**Professional Indemnity Insurance**

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

**Public Liability Insurance**

The Council's minimum requirement for Public Liability Insurance is £10 million.

***All responses must be written in Arial 11, in black font.***

***Maximum word count: 1300***

## Previous Project Experience

Please provide a brief description of previous contracts you have delivered which are relevant to this project, including evidence as to your technical capability and if relevant working with councils and/or public sector.

**Council's minimum requirements:** The Council is looking for relevant project examples which demonstrate the Applicants' track history of successful project delivery. This will include previous experience in relation to managing and delivering contracts of a similar nature to that required here, as well as detail of how that experience will be used during the delivery of this Contract. The Council is also looking for evidence of the Applicant's previous experience of working collaboratively with key stakeholders.

***All responses must be written in Arial 11, in black font.***

***Maximum word count: 1300***

## Project Management & Communication

The Applicant shall provide a detailed summary of their project management methodology and how they manage their clients' expectations throughout the project lifecycle. This includes a description of the project documents you provide and how you plan to achieve a high standard of communication.

**Council's minimum requirements:** The Council is looking for details of how you plan the project milestones and delivery, stakeholders, communication, risks and issues, cost and quality. We are keen to learn who will be responsible for delivering these tasks and milestones by means of a detailed project plan and organisational chart showing the internal structure of your organisation or company. A communication plan should be included to liaise with the Council and key stakeholders throughout the life of the Contract.

***All responses must be written in Arial 11, in black font.***

***Maximum word count: 1300***

## Maintenance

The Applicant will provide information to enable the Council to understand and plan for maintenance to maximise safety and reliability.

**Council's minimum requirements:** The Council is looking for details of maintenance requirements and tasks. These include a maintenance plan for the project duration that highlights the maintenance tasks required. We also need details that the displays are correctly tested and inspected prior to installation, safely installed and the process for issues identified and rectification. The plan should also provide maintenance tasks for unexpected weather events and power outages.

***All responses must be written in Arial 11, in black font.***

***Maximum word count: 1300***

## Design

Applicants must note the Design Brief.

**Council's minimum requirements:** The applicant shall provide a detailed explanation of the lighting they would provide for the Market Square and High Street if they were awarded this tender. The applicant can also provide a detailed explanation of the lighting they could provide for Shortmead Street and Station Road if they were awarded this tender, however if an applicant is unable to provide this element their bid will still be considered. The applicant must include pictures of all lighting products and reference specifically the seven trees in the Market Square, the thirty lamp posts, the eleven festoon hangings, the Laser Lights and the Christmas Tree lights, star, and placement of baubles, and what products would be used for all areas if awarded the contract. In relation to the seven trees and the Christmas Tree, the number of lights that would be placed on each if awarded the contract needs to be stated. The age of all products must also be stated.

***All responses must be written in Arial 11, in black font.***

***Maximum word count: 1300***

## Price

**Council's minimum requirements:** Applicants are required to give a breakdown of the costs in accordance with their project plan tasks/milestones for each of the 3 years. The applicant will need to provide a separate breakdown of costs for the laser lights and the lamp post motifs in Shortmead Street and Station Road. The applicant is required to provide a detailed cost matrix that demonstrates the cost of hire for each display and piece of equipment. All costs must exclude VAT.

The Contractor will not exceed the rates quoted within its Bid at any time during the Contract. Please outline the companies financial position.

***All responses must be written in Arial 11, in black font.***

***Maximum word count: 1300***

## Commercial References

### Reference 1

<b>Name</b>	
<b>Company</b>	
<b>Position at Company</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

### Reference 2

<b>Name</b>	
<b>Company</b>	
<b>Position at Company</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

## Declaration

- I/we submit myself/ourselves to the terms and conditions of the tender procedure, as defined in this Invitation to Tender document.
- The information provided in this Invitation to Tender document, including any attachments, is complete and accurate to the best of my/our knowledge, and that I/we have not modified the form except by filling in the requested information.
- I/we will inform Biggleswade Town Council without undue delay if circumstances arise in the course of the tender procedure that affect the information provided in this tender application form.
- I/we understand that false information could result in me/our company being excluded from consideration for future contracts.

<b>Signature:</b>	
<b>Name:</b>	
<b>Position in company:</b>	
<b>Date:</b>	