



**TENDER SPECIFICATION:
CHRISTMAS ILLUMINATIONS AND CHRISTMAS TREE DELIVERY
November 2025 – January 2028**

Worplesdon Parish Council, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX

1. Introduction

Worplesdon Parish Council invites tenders for the delivery, installation and removal of Christmas illuminations and Christmas trees at public open spaces within the parish. The successful bidder will be responsible for providing high-quality festive decorations and services to enhance the Christmas experience for residents and visitors.

2. Scope of Work

The scope of work includes, but is not limited to:

a. Christmas Illuminations:

- Installation of Christmas illuminations in designated public open spaces. As set out in Appendix 1.
- Use of energy-efficient and environmentally friendly lighting solutions.
- Illumination of trees and other suitable structures.

b. Christmas Tree Delivery:

- Supply and delivery of a premium quality Christmas tree to specified locations.
- Installation and decoration of the Christmas tree with white LED lights.
- Maintenance of the Christmas tree and illuminations throughout the festive season to ensure functionality and safety.

3. Technical Requirements

a. Christmas Illuminations:

- LED lighting.

- Weather-resistant materials.
- Compliance with UK laws and regulations regarding electrical fixings.
- Adherence to the British Standard for electrical installations (BS 7671) and any other applicable safety standards.

b. Christmas Tree:

- High quality Norwegian spruce Christmas tree 15 – 18ft in height
- LED illuminations to be in accordance with a traditional festive theme (static white lights)
- Timely delivery and installation by the third week in November annually (but not before the 15th of November annually)

4. Compliance with UK Law Regarding Electricity Supply and Wiring

The selected bidder must comply with all relevant UK laws and regulations governing the electricity supply and wiring during the installation, and maintenance of the Christmas illuminations. This includes but is not limited to adherence to the Electricity at Work Regulations 1989, specifying the type of wiring to be used, and ensuring that all electrical work is carried out by qualified personnel in accordance with industry standards.

5. Compliance with Health and Safety Legislation

The selected bidder is required to comply with all applicable UK health and safety legislation during the execution of the project. This includes, but is not limited to, the Health and Safety at Work Act 1974 and any subsequent amendments. The safety of personnel, the public, and property must be a top priority.

6. Risk Management and Method Statements

Bidders are required to submit comprehensive risk management and method statements detailing how health and safety risks will be identified, assessed, and mitigated throughout the project. This should include measures to ensure the safety of workers, the public, and the integrity of the installations.

7. Compliance with Procurement Law 2023 UK

All aspects of this tender process are subject to the Procurement Law 2023 UK. Bidders are expected to familiarise themselves with the relevant provisions and comply with all applicable requirements. Non-compliance may result in disqualification from the tender process.

8. Duration of Illumination

The Christmas illuminations must be lit annually between November 22nd and January 5th.

9. Duration of the Contract

The duration of the contract will be three years, with a possible one-year extension commencing November 2025 ending January 2028.

10. Minimum Submission Requirements

The minimum submission requirements are set out in the bullet points below:

- Proposal in designs and materials
- Breakdown of costs
- Evidence of experience
- Confirmation of public liability and employer's liability insurance
- Confirmation of waste carriers' licence and how the trees will be disposed of
- References

11. Tender Submission

Interested parties should submit their tenders by 22 February 2025 at 5pm via post, addressed to the following address:

Mrs Gaynor White, Clerk to the Council, Worplesdon Parish Council, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX.

Late submissions will not be considered.

The envelope to be clearly marked with the wording "Christmas Illumination Tender".

12. Evaluation Criteria

Tenders will be evaluated based on the following criteria:

- Experience in delivering similar projects.
- Best value for money.
- Company to be based within 50 miles of the Parish of Worplesdon (equating to a maximum one hour's journey time for maintenance purposes).
- Company must be able to demonstrate they hold £10,000,000 Public Liability insurance.
- The Company must be able to demonstrate they hold the following qualifications: HERS (Highway Electrical Registration Scheme) and NIC EIC Approved Contractor (National Inspection Council for Electrical Installation Contracting), Environment Agency Waste Carriers Licence.
- The provision of satisfactory, verifiable references from current Local Authority clients.
- How the Christmas trees will be disposed of.
- What the company's 'green credentials' are.

13. Compensation for Technical Issues

In the event of technical issues or malfunctions with the Christmas illuminations during the designated period, the selected bidder shall provide compensation to Worplesdon Parish Council for any inconvenience caused. The compensation terms and conditions will be outlined in the final contract.

14. Budget

There is a fixed annual budget for this tender, which the Parish Council cannot exceed.

All fixed contract tenders to include provision for:

- Annual maintenance
- Wrapping/unwrapping and rewrapping the lights in the trees at Perry Hill Green, as well as temporarily storing the lights securely on behalf of the Parish Council should any tree surgery be required
- Securely storing the lights that are used to illuminate the Christmas trees and the artificial tree cone structures on behalf of the Parish Council during the year (when not in use)
- Replacement light costs

Please note, no allowance is being made for RPI or CPI increases throughout the contract period. Tenders should provide a detailed breakdown of costs, including installation, maintenance, and removal.

15. Contact Information

For inquiries and additional information, please contact:

Mrs Gaynor White PSLCC

Clerk to the Council/Responsible Financial Officer

clerk@worplesdon-pc.gov.uk

01483 300094

Appendix 1

Specification

Site location	Services required	What3Words location
St Mary's Church, Perry Hill, Worplesdon, GU3 3RE	15ft – 18ft Christmas tree to be installed, illuminated during the festive period, removed and disposed of at an appropriate waste facility – site (existing power supply available) to include maintenance if the lights fail for any reason	///design.spicy.into
Perry Hill Green, Worplesdon, GU3 3PF	Wrap LED lights into eleven live trees situated on the Green, to include maintenance and unwrapping/rewrapping of the trees should tree surgery be required - to include maintenance if the lights fail for any reason	///rear.solve.trail
Pitch Place Green GU3 3LQ	Illuminate existing living Christmas tree - to include maintenance if the lights fail for any reason	///badge.tables.hiking
Fairlands Community Centre, GU3 3NA	Installation of an illuminated tree cone 12ft – 15ft during the festive period, the cone to be removed and safely stored on behalf of the Parish Council annually - to include maintenance if the lights fail for any reason	///parade.natively.rainy
Wood Street Village Green, Guildford, Surrey, GU3 3EU	15ft – 18ft Christmas tree to be installed, illuminated during the festive period, removed and disposed of at an appropriate waste facility – site (existing power supply available) to include maintenance if the lights fail for any reason	///modes.delight.fuzz
Jacobs Well Village Hall, GU4 7PD	Installation of an illuminated tree cone 12ft – 15ft during the festive period, the cone to be removed and safely stored on behalf of the Parish Council annually - to include maintenance if the lights fail for any reason	///wells.gifts.ramp