



LUTTERWORTH TOWN COUNCIL

Christmas Lights Tender (ref. 2026)

INVITATION TO TENDER - PART ONE

INFORMATION AND INSTRUCTIONS

Thank you for responding to our advertisement for this project.

This tender is being let by Lutterworth Town Council.

Please answer every question. If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

When completed, please return **one (1) hard copy and one (1) USB data stick OR WeTransfer a copy of the files**, in a package, marked only with **CHRISTMAS LIGHTS HIRE CONTRACT** with no company markings to:

Events and Media Officer
Lutterworth Town Council
Council Offices
Coventry Road
Lutterworth
Leicestershire LE17 4SH

events@lutterworth-tc.org.uk

Not later than 12:00 noon on **Friday 30th January 2026**

LATE SUBMISSIONS WILL BE DISREGARDED

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PART ONE

1.1 INTRODUCTION

The Council wishes to secure the services of suitably experienced contractors to undertake the installation and maintenance of Christmas light displays at locations within Lutterworth.

Either individual companies or a lead organisation (acting as a prime contractor) may apply for this contract.

We extend to your organisation an Invitation to Tender.

When completed, please return **one (1) hard copy and one (1) WeTransfer or USB data stick copy of the files**, in a package, marked only with **CHRISTMAS LIGHTS HIRE CONTRACT** with no company markings.

Late submissions will be disqualified.

1.2 Executive Summary

Lutterworth Town Council has several of locations within the town of Lutterworth that require Christmas Light displays.

The schedule of areas to be maintained may be subject to change during the course of the contract. In such circumstances the contract value will be amended as per the tendered price for this element of the work.

It is the Council's intention to let a consolidated contract to cover the hire of all these areas, either to a single contractor, or to a main contractor who manages and co-ordinates the activities of subcontractors. **The length of contract is to be for three years with a clause to alter the style and colour of lighting. Any contract award will be for a value less than the OJEU threshold.**

The Council is working to a timetable which would see the new contract operative from November 2026.

All tenderers should fully apprise themselves of the locations to be maintained, prior to submission of a tender, with site visits.

1.3 Background Information

The Specification relating to this contract is to be found in **PART TWO** of this Tender.

The Schedule of areas to be maintained is to be found at **APPENDIX A**.

Terms and Conditions which apply to the contract arising from this Tender are to be found at **PART THREE**.

The Response Document and questionnaire which are to be returned to the Council according to the instructions on page 1 is to be found at **PART FOUR AND FIVE**.

2.1 PROCUREMENT APPROACH

You may ask questions in writing (via email) regarding either the Tender documents or the actual project itself. There is a reasonable period to ask these questions and then this will be closed. All questions and answers will be circulated anonymously to all bidders.

Once we have received your completed tender, we will evaluate the bids. The Council will then make a decision on the award of the contract shortly afterwards.

The procurement timetable and the criteria for evaluating tenders are shown below.

2.2 Procurement Timetable

Return of Tenders	30 January 2026
Award decision	10 March 2026
Award of contract	17 March 2026
Contract commences	1 November 2026

This timetable is indicative only and may be subject to amendment at a later date.

3. SCORING

From the questionnaire, each scoring question or group of questions will initially be awarded points out of 10 according to the following scale

Score	Criteria for awarding score
0	Proposal is absent, or unacceptable.
1	Proposal exists but is very weak and almost unacceptable, and/or is inconsistent or in conflict with other proposals
2	Proposal is weak, and falls well below expectations in a number of identifiable respects
3	Proposal is poor and is below expectations, not meeting the required standard in most material respects, and/or is lacking or inconsistent in others
4	Proposal is below expectations but meets the required standard in some material respects
5	Proposal meets expectations regarding the required standard
6	Proposal slightly exceeds expectations regarding the required standard
7	Proposal is good and is well above expectations in some material respects
8	Proposal is very good and is well above expectations in most material respects
9	Proposal is outstanding and meets the required standard in all material respects and exceeds some or all of the major requirements
10	Proposal is exceptional and meets the required standard in all material respects and exceeds all the major requirements, and represents significant added value

The weighting available for a score of 10 points is shown overleaf, and a pro rata weighting will be applied to the score.

Total price will be converted into points by applying the formula:

Lowest price bid *divided by* Tenderer's price *multiplied by* 100%

For example, if the tenderer's price is £100, and this is also the lowest price, the calculation is $\frac{100}{100} \times 100\% = 100\%$ of the available weighting

A bid of £200 would be calculated as $\frac{100}{200} \times 100\% = 50\%$ of the available weighting.

Price and non-price scores will be totalled in order to identify the highest score.

4. CRITERIA FOR ASSESSING TENDERS

	Percentage of total	Percentage of total
Price	50.00%	
Method, service and quality	50.00%	
Organisation & Management Support		14%
Lighting Efficiency		9%
Visual Impact		12%
Monitoring of Contract		5%
Meeting Specifications		8%
Appointment of Subcontractors		2%
GRAND TOTAL	100.00%	

5. INVITATION TO TENDER

Tenderers are invited to complete the Tender Response Schedule PART FOUR AND PART FIVE. Please provide as much clarity as you can in your answers.

Tenderers are reminded of the deadline for the return of this document, as shown on the front page. Late submissions will not be considered.

6. CONTACTS

Queries and questions about the tender:

events@lutterworth-tc.gov.uk

APPENDIX A

Locations to be illuminated:

Bell Street, Lutterworth
Church Street, Lutterworth
George Street, Lutterworth
High Street, Lutterworth
Lutterworth Memorial Gardens, Church Street
Lutterworth Town Hall, High Street
Market Street, Lutterworth
Christmas Tree on the market square