



Request for Quotation (RFQ) for the Supply of a Christmas Lights Display in Sleaford, South Lincolnshire

1. Introduction

1.1 Sleaford Town Council invites interested and qualified suppliers to submit a quotation for the supply of a Christmas light display for the town of Sleaford in South Lincolnshire. The selected supplier will be responsible for providing high-quality, energy-efficient Christmas lighting that enhances the ambience of our town.

1.2 Sleaford Town Council is committed to enhancing community spirit and fostering a vibrant atmosphere during the Christmas season. As such, we seek innovative and visually appealing lighting displays to adorn our town centre and key areas.

2. Background

2.1 Sleaford Town Council is responsible for organising and providing an annual Christmas Market in Sleaford, South Lincolnshire.

2.2 The event comprises of trade stalls, attractions, and live entertainment, culminating in the Christmas lights switch-on ceremony which is very popular and attracts large crowds. The town's lights are switched on after a performance by a choir and a countdown, often led by a local radio personality.

2.3 The Christmas Market and Christmas lights switch-on ceremony bring a substantial number of people into the town, benefiting local businesses as well as traders.

3. Scope of Work

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

- Design, supply and installation of a Christmas lights display in designated areas of Sleaford town centre and surrounding regions.
- Use of energy-efficient and environmentally sustainable lighting solutions.
- Provision of a comprehensive maintenance plan for the duration of the display, including troubleshooting and repair services as needed.
- Compliance with all relevant health and safety regulations, including safe installation practices and electrical standards.
- Coordination with Sleaford Town Council regarding the design concept, timing of installation and removal of the display.

4. Technical Requirements

The Christmas lights display should meet the following technical specifications:

- LED lighting technology preferred for energy efficiency and longevity.
- Weather-resistant materials to withstand outdoor conditions.
- Programmable lighting effects and colour options to create dynamic displays.
- Remote monitoring capabilities for quick response to any technical issues.
- Compliance with British standards and regulations for electrical equipment and installations.

5. Submission Guidelines

Interested suppliers are requested to submit the following information:

- Detailed quotation specifying the cost of materials, installation, maintenance and any additional services.
- Proposed design concept with visual representations or sample images.
- Company profile highlighting relevant experience in supplying Christmas lights displays or similar projects.
- References from previous clients, preferably within the UK.
- Any additional information deemed relevant to the RFQ.

All submissions must be in writing and enclosed in a sealed, marked envelope addressed to:

Chris Pilkington *FSLCC, Town Clerk & Responsible Financial Officer*

Sleaford Town Council

The Town Hall

Quayside House

Navigation Yard

Sleaford

Lincs

NG34 7TW

6. Timeline

- Deadline for submission of quotations: 26th July 2024
- Installation of Christmas lights display: November 2024
- Removal of Christmas lights display: January 2025

7. Contract Length and Value

- The contract will be for a length of 3 years.
- The total contract value is £53,000 + VAT.

8. Evaluation Criteria

Quotations will be evaluated based on the following criteria:

- Cost-effectiveness and value for money.
- Quality and creativity of the proposed design concept.
- Experience and track record of the supplier in similar projects.

- Compliance with technical requirements and relevant regulations.
- Ability to meet the specified timeline and deliverables.

9. Contact Information

For inquiries and submission of quotations, please contact:

Chris Pilkington *FSLCC, Town Clerk & Responsible Financial Officer*

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The Town Hall

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10. Disclaimer

Sleaford Town Council reserves the right to accept or reject any or all quotations received, to waive any minor irregularities and to award the contract in the best interests of the council.