



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

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The Beeches

Bay Horse

Lancaster

LA2 9AA

20 March 2023

Appointment of supplier for Christmas Lights and Associated Maintenance in Garstang Town Centre

Invitation to Tender

Garstang Town Council has recently taken on responsibility for the Christmas Lights in Garstang and is looking for a supplier who can supply, maintain and store our Christmas lights for a 5 year period.

We are excited to receive tenders and keen to understand new ideas for how we can illuminate Garstang for the next 5 years for the festive season.

Please find enclosed, tender documentation relating to proposed Christmas Lights and associated maintenance.

One copy of the following documents is to be sealed and returned to Edwina Parry, Town Clerk, Garstang Town Council, The Beeches, Bay Horse, Lancaster, LA2 9AA:

- Completed tender response form and financial response form (enclosed within the Tender Documentation)
- Design proposals including technical requirements and visual designs
- Public Liability Insurance
- Employers Liability Insurance
- Training Qualifications and Certifications
- Audited Accounts
- Health & Safety Policy Statement

Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed. This envelope will be posted out by the Town Council on 20/21 March 2023.

The quotation shall be submitted to the above address no later than 17.00hrs. Monday 17th April 2023.

The endorsed envelope must not be further enclosed in any way (i.e. in specialist delivery service envelopes such as 'Datapost' etc). There must be no mention of the contractor's name or any other way of identifying the endorsed envelope.

Will you please acknowledge receipt of this letter and enclosures and confirm that you are able to submit a tender in accordance with these instructions.

If you have any questions please do not hesitate to get in touch

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'E. Parry'.

Mrs E Parry

Town Clerk