A blue and white crest with white and yellow stripes

Description automatically generated

**TENDER FOR CHRISTMAS LIGHTS 2025-27**

**DOCUMENT 5: BIDDER QUESTIONNAIRE AND QUOTATION FORM WITH LIST OF REQUIRED DOCUMENTS**

Please complete the table below.

|  |
| --- |
| **1 Name of Company** |
| **2 Registered Address** |
| **3 Registered Website Address** |
| **4 Trading Status** |
| **5 Date of Registration** |
| **6 Registration Number** |
| **7 VAT Number** |
| **8 Professional Trade Registrations -give issuing body and your reference number** |
| **9 Details of any parent company** |
| **10 Are you bidding as a single supplier or part of a consortium. If the latter, please give details** |
| **11 If you are proposing to use subcontractors/supply chain, please provide details of all companies involved**  **Please set out the % of contractual obligations to be delivered by each sub-contractor** |
|  |
| **12 Please confirm you hold all of the following and the level of insurance held**  **Employers’ liability**  **Public liability**  **Professional, indemnity**  **Product liability** |
| **13 Please describe your track record of providing similar services** |
| **14 Reference Contact Information** |

**QUOTATION :**

1. LIGHTS

Please provide a description of the lights to be provided:

**Cost for lights:**

B INSTALLATION:

To include ALL of the following:

* Electric testing of lights to current standards
* Check of all anchor points’
* Cost of any replacement anchor points
* Testing of all electric feeder pillars
* Installation of all lights requited,
* Installation of any signs required
* Installation of any garlands required
* Installation of light string columns
* Removal of all lights
* Call outs
* Attendance at switch on event

**Costs for Installation:**

C. MAINTENANCE:

The lights will need to be maintained during the period that they are on display. We required a scheduled run through to check all is working as it should be . In addition, prompt call out for repairs is essential.

**Costs for Maintenance:**

D. DISMANTLING:

The lights are to be dismantled and removed as soon after 6 January each year.

**Costs for Dismantling:**

E. TESTING:

All lights and features are to be tested during down time and any minor work required such as replacing bulbs and fixing faulty connections is to be undertaken. All lights and features must be fully functioning prior to installation.

The contractor will notify the Town Council immediately of any defective lights and features that require major repair at additional cost or that cannot be replacement can be considered in good time.

**Costs for Testing:**

F. OTHER

Please describe other costs required and the quotation for these:

**Other Costs:**

**TOTAL BID COSTS:**

**N.B REQUIRED DOCUMENTS**

Please also enclose:

Current public liability certificate

Health and safety policy

Details of proposed LEDs and product warranty

Any other pertinent documents/certificates