



LUTTERWORTH TOWN COUNCIL

Christmas Lights Tender (ref. 2026)

INVITATION TO TENDER - PART FIVE

QUOTATION

TO BE COMPLETED AND RETURNED

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.gov.uk

To be received not later than 12 noon on **Friday 30th January 2026**

Late submissions will be disregarded.

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1. Completion of this Quotation

Please complete this Quotation, making sure to answer each question fully, and sign and date the declarations. Do not rely on any information that may be available through previous dealings with the Council without describing it fully here, as only the response to this questionnaire (and from recognised credit checking agencies) will be taken into account.

If you are responding as a potential main contractor, employing subcontractors, please answer fully the questions relating to the work undertaken by your subcontractors.

You can extend the spaces available on the form if required. Alternatively you can respond in your own format but in this case you must maintain the numbering system and order of questions that appear in the questionnaire.

SECTION 2 QUOTATION

You must respond to this questionnaire **in hard copy, not by e-mail**.

Section 2.1	ORGANISATION
Name of the organisation in whose name the tender would be submitted:	
Contact name for enquiries about this bid:	
Contact position (Job Title):	
Address:	
Post Code:	
Telephone number:	
Fax number:	
E-mail address:	

Section 2.2	MANAGERIAL SUPPORT
What are your proposals for managerial support for the Christmas Lights hire contract?	

Section 2.3	PROVISION OF CHRISTMAS LIGHTS
What are your proposals for illuminating the specified areas? What displays do you propose to be included in the contract price? Are there any consumables that you propose to be outside the contract price? Please supply costs for any consumables that are not included in the cost for delivering the Christmas Lights hire contract.	

Section 2.4	OPERATIONS
Please indicate how a period of sickness absence will be covered?	
How flexible is your organisation in arranging for additional or emergency assistance with the town's festive lighting?	

Section 2.5	ADDING VALUE
What are your plans for adding value to and improving the standard of the Christmas Lights hire that the contract delivers?	
How do you plan to maintain this quality over the term of the contract?	

Section 2.6	APPOINTMENT OF SUB CONTRACTORS
Please provide details of any subcontracting arrangements. Give the names and addresses of contractors which you propose to use and the activities which they will perform. Please provide details of past Contracts on which you have employed the named Sub Contractors.	

Section 2.7	MONITORING THE CONTRACT
Who would be responsible for overseeing the contract and be the first point of contact for the Council?	
What arrangements will there be for review meetings?	
How would any issues be resolved?	

Please provide details of how any complaints or issues will be logged.	
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Section 2.8	MEETING THE SPECIFICATION
Use this section to identify any matters not dealt with elsewhere which will support your tender.	
You may also use this section to address any apparent shortfall in your offer and how you would address such shortfall.	

SECTION 3 PRICING SCHEDULE

- *All displays should be bright, colourful and also animated, where possible.
- **‘Merry Christmas’ or ‘Happy Christmas’ signs are to be used – there should not be any ‘Season’s Greetings’ signs used within the scheme.

SECTION 3		PRICING SCHEDULE		
Please provide details of your price for delivery of the Christmas Lights hire contract itemised below for Lutterworth Town Council as per the specification in Part Two. (The Council reserves the right to use all or none of the rates given in the schedule below)		No. (please indicate column numbers / building addresses where possible)	Rate £	Total
1. Bell Street, Lutterworth (to include decoration of real tree in the Town Square)*	Tree illumination			
	Building illumination			
2. Church Street, Lutterworth* (to include the Memorial Gardens)	Column displays			
	Cross Street displays			
	Tree illumination			
	Building illumination			
3. George Street, Lutterworth*	Column displays			

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4. High Street, Lutterworth* (to include Lutterworth Town Hall)	Column displays			
	Cross Street displays			
5. Market Street, Lutterworth	Column displays			
Include pricing schedule for the following:			Rate £	Total
Rate One For electrical assistance on the Switch On date				
Rate Two To store, test and install approximately 1 artificial tree currently owned by the Hirer				
Total				

SECTION 4

FORM OF TENDER

Date:

Tender for Lutterworth Town Council Christmas Lights Hire Contract

I/We the undersigned, hereby tender and offer to provide the Contract as listed above which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

I/We undertake in the event of acceptance of our Tender to execute the Contract within 15 business days of such acceptance and if required in the interim provide the Contract in accordance with the Contract if necessary.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by:

Name.....

Position.....

Name.....

Position.....

for and on behalf of

.....(Tenderer)

SECTION 5

COLLUSIVE TENDERING CERTIFICATE

We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done so and we undertake that we will not do so at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- (b) Entering into agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offering or paying or giving or agreeing to any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation of any tender or proposed tender for that said work or thing of any sort described above.

In this certificate, the word 'person' includes any persons and any body or association, corporate or unincorporate; and 'any agreement or arrangement' includes any such transaction, formal or informal, whether legally binding or not.

SIGNED:

NAME:

ON BEHALF OF:.....

DATE:

SECTION 6

CHECKLIST

Please check that you have:

Read the terms and conditions, and, in the event that your tender is successful, agree to be bound by them

Completed the Quotation (Section 2)

Completed the Pricing Schedule (Section 3)

Signed the Form of Tender (Section 4)

Signed the Collusive Tendering Certificate (Section 5)

Inclusions:

We Transfer or USB data stick copy of the completed questionnaire.