



Chepstow Town Council

INVITATION TO TENDER

**Design, Supply, Installation and Removal of
Chepstow Town Council Christmas Illuminations:**

**Contract for 2025 with the potential to extend for a
further 4 years**

Closing date 12:00 noon on Friday, 12th September 2025

Table of Contents

INTRODUCTION

1. SCOPE

- 1.1 Summary
- 1.2 Costs
- 1.3 VAT
- 1.4 Specification
- 1.5 Area
- 1.6 Installation
- 1.7 Maintenance
- 1.8 Dismantling
- 1.9 Storage
- 1.10 Testing
- 1.11 Health & Safety
- 1.12 Insurance
- 1.13 Advice
- 1.14 Additional Work
- 1.15 Contract
- 1.16 Tender

2. OBJECTIVES

3. SELECTION AND AWARD CRITERIA

- 3.1 Process
- 3.2 Tender Presentation

4. SUBMISSION

5. CONDITIONS OF TENDER

- 5.1 Incomplete Tender
- 5.2 Receipt of Tender
- 5.3 Acceptance of Tender
- 5.4 Inducements
- 5.5 Confidentiality of Tenders
- 5.6 Costs & Expenses

6. GENERAL DATA PROTECTION REGULATION (GDPR)

7. PREPERATION OF THE INVITATION TO TENDER (ITT)

8. PROCEDURES AND TIMETABLE

9. TENDER FORMAT AND COST SUMMARY

- 9.1 Format
- 9.2 Arithmetic accuracy of the ITT

10. GENERAL

- 10.1 Period of Acceptance of the ITT
- 10.2 Canvassing
- 10.3 Council Representatives

11. METHOD STATEMENT

12. FINAL SUBMISSION CHECKLIST

APPENDIX A – Schedule of existing infrastructure

APPENDIX B – Location maps

APPENDIX C – County Council street lighting guidelines

APPENDIX D – General Data Protection Regulations (GDRP)

1. INTRODUCTION

Chepstow Town Council (“the Council”) undertakes a Christmas lights display in Chepstow, with the aim of seasonally enhancing the centre of Town and Bulwark for the benefit of residents, local businesses and tourists.

The Council is looking for a qualified, dynamic and innovative company with suitable experience and a proven track record in projects of this type and size. You are invited to tender on a contract to design and provide Christmas illuminations for Chepstow Town Council for festive season 2025 with the potential to extend for a further 4 years to 2030.

2. SCOPE

2.1 Summary

Chepstow Town Council’s Christmas display is operational from late November to early January on an annual basis. The Council traditionally holds an annual Christmas Light Switch on event to mark the start of the festivities; usually on the last Friday of November. This year this will be held on Friday 28th November, where there will be a Christmas Market (run by an external contractor), live music and a children’s lantern parade.

The budget for the proposal is approximately £135,000 excluding VAT over the 5 years (£27,000 excluding VAT per annum).

The invitation requests a full in-house design, installation, maintenance, dismantling and storage service.

Due to a change in regulations and the short timescale Town Council is not tendering in 2025 for cross highway decorations (festoos) only lamp column motifs and tree lighting however it may be looking to extend the provision in future years to festoons.

2.2 Costs

Please give a detailed breakdown of costs (excluding VAT).

2.3 VAT

Please state clearly when submitting prices whether or not VAT will be charged.

It is the responsibility of tenderers to check the VAT position with HMRC before submitting a bid.

2.4 Specification

The Council is open to creative proposals for colour schemes, whilst no strict colour palette is mandated, there is a preference for any scheme to be in keeping with the historical nature of the town.

The most recent scheme has incorporated warm white festoon zig-zagged across the road with occasional white motifs on lamp columns. The Council is seeking a visible difference to the previous year’s schemes. The Council prefers the use of LED or low energy bulbs and welcomes solutions incorporating solar power.

The existing lamp column infrastructure locations are listed in Appendix A.

The Town Council will have the electrical infrastructure in the lighting columns tested and in good working order separately to this contract.

2.5 Area

The main areas of the town to be illuminated include Moor Street, Welsh Street, High Street, St Mary’s Street and Cormeilles Square. In addition, the area outside the shops in Bulwark, away from the main town, is also to be decorated.

There is a row of 3 trees in Welsh Street, a tree outside the Tourist Information Centre and trees in Cormeilles Square to be included in the scheme along with any additional lighting ideas that may be identified by the contractor.

Due to not being able to use the existing catenary wire or eye bolts particular consideration is to be given to how to festively decorate St Mary's Street as there are no lamp columns on this road. There are however 1 power supply. In addition any other lighting infrastructure i.e "selfie" opportunity moments would be considered as part of this contract.

Maps identifying the areas are included in Appendix B

2.6 Installation

The lights are to be installed, tested and in working order on a date to be agreed by both parties but this must be no later than ONE WEEK PRIOR to the notified switch-on date each year. In 2025 this is scheduled for Friday, 28th November and dates for future years are likely to be around this time. The satisfactory working of the lights is to be witnessed by a Council representative. The work must be undertaken in a manner that minimises disruption to traffic, residents, local business and pedestrians, as well as consideration being given to the environment.

It is advisable that the installation of the lights and features on the main highways are undertaken during early evening to early morning. The contractor will be responsible for liaison with Monmouthshire County Council as the relevant highways authority. The contractor will be responsible for any road closures and traffic management necessary during installation and removal, and for liaising with any affected residents or businesses over access issues. *Should any prospective contractor not be able to meet this requirement please discuss this with the Town Clerk prior to submission of any tender.*

The contractor must be present on the day of the switch on to manually switch on the lights, however there will be a number of experienced staff present to assist.

2.7 Maintenance

The lights will need to be maintained during the period that they are on display. We will require a scheduled run through of the display to check everything is functioning properly and to attend to any minor faults. In addition, we require a call out within 24 hours for major faults including, but not limited to, complete failure of a motif, extreme damage caused through vandalism, storms or road traffic accident. Your pricing schedule must make clear what is included in the maintenance element of the pricing and what is not. Additional call out charges must be stated on the schedule.

2.8 Dismantling

The lights are to be switched off as soon as possible after 1st January; dismantled and removed as soon as possible after 6th January each year.

2.9 Storage

All elements of the scheme are to be stored by the contractor. Transfer and transport is at the contractor's expense.

2.10 Testing

All lights and features must be fully functioning prior to installation.

2.11 Health and Safety

Contractors must comply with all relevant Health & Safety legislation. It is a requirement that contractors wear protective clothing and use safety equipment as determined in the risk assessment when undertaking this contract. Measures must be taken to minimize any risk to the public.

Any vehicle used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public.

All waste materials must be removed and disposed of by the contractor, disposal in public waste bins is not allowed.

Staff are expected to have undertaken the appropriate training and each team of workers must include a qualified First Aid officer.

The contractor must adhere to the relevant codes of practice and regulations, in particular, the erection, testing and maintenance of the installation must be carried out in accordance with the latest Wiring Regulations (BS 7671) determined by the Institution of Engineering and Technology (IET) and undertaken by a competent person as laid out in those regulations. The contractor must also adhere to Monmouthshire County Council's street lighting guidelines (attached at Appendix C) and provide evidence of the specific G39 training.

The successful contractor will be expected to produce a Health & Safety Information Pack each year prior to installation to include;

- Risk Assessment
- Method Statement
- Schedule of Works
- Copy of current Insurance Certificate
- Any other relevant documents such as Environmental Policy, General Health & Safety at Work Policy, accreditation certificates and staff training certificates.

2.12 Insurance

It is a requirement that the contractor is adequately insured, with a minimum of £10m public liability cover. **A copy of your current certificate must be included in the tender response.**

2.13 Advice

The contractor will be expected to be available to discuss issues and to give professional advice on all aspects of the contract. The contractor is required to give a short written statement after the completion of the yearly display outlining any issues and, if applicable, the need for replacement lights and suggestions for improvements.

2.14 Additional Work

The contractor will have an exclusive right to carry out the work specified in the tender and contract documents. The Council reserves the right to procure any additional or associated work, beyond the contract specification, from other contractors. The contractor will normally be given the opportunity to quote for any such additional work.

The contractor is expected to show flexibility and be prepared to establish good working relationships with the Town Clerk and staff.

2.15 Contract

The contract will be with Chepstow Town Council. No sub-letting of the contract to a third party is allowed without prior permission.

The price is fixed and the amount given in the total box on the pricing schedule will be that paid in the first year and for the following four years of the contract, if extended. If required, we are able to pay in two instalments – after installation and after dismantling.

2.16 Tender

Your tender submission should comprise the completion of the form of tender, proposed scheme incorporating method statement and detailed pricing schedule, together with a copy of your current insurance certificate and a specimen Health & Safety Pack for Christmas Lights Installation containing the information outlined in section Health and Safety. This could be taken from a current contract (with confidential details redacted) and must include a relevant Risk Assessment.

3. OBJECTIVES

The Council has a number of key objectives for the procurement of services. It must:

- Deliver value for money – an important driver for this project is the delivery of efficiency savings. The successful bidder will understand the context in which the Council operates and ensure a competitive cost underpinned by a commitment to the principles of cost avoidance, containment and reduction.
- Support continuous improvement – the successful bidder must be committed to working with the Council to identify and introduce improvements to the supply of works and services throughout the agreement period.
- Be available within the project timescales
- Meet functional requirements.

4. SELECTION AND AWARD CRITERIA

4.1 Process

This Invitation to Tender (ITT) is a single stage process containing questions regarding supplier's ability and technical capability to provide and deliver the service within the costs being tendered.

The preferred tenderer will be determined based on the following process.

A two stage process will be used to assess tenders:

Stage 1-Selection Criteria

Criteria	Weighting
Relevant contractor experience	Pass/Fail
Technical Capability	Pass/Fail

Tenderers who provide the Council with the relevant information will receive a pass mark and move onto the stage 2 and their submission will be evaluated against the following criteria. Tenders will be evaluated on the basis of the most advantageous to the Council, with a weighting explained in the below table.

Stage 2 Award Criteria

Criteria and Weighting ()	Contractor Scoring
Cost (35%) Scheme (10) Installation (10) Maintenance (10) Experience of working with Local Authorities (5)	
Quality (65%) Design of the scheme (25) Skills, experience & qualifications (10)	

Approach & Methodology (10) Coverage of the scheme (10) Energy efficiency (10)	
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4.2 Tender Presentation

As part of the tender evaluation, tenderers may be required to attend an interview about their proposal. The results of that interview may affect tender scores. The Council will not be responsible for any costs incurred by a bidder in attending such interview.

5. SUBMISSION

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Lucy James, Town Clerk, Chepstow Town Council, The Gatehouse, High Street, Chepstow, NP16 5LH Tel. 01291 626370 email clerk@chepstow.co.uk if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are not allowed.

The tender document must be completed and returned no later than 12 noon on the 12th September 2025 through the Sell2Wales website. Electronic submissions should be made via email at clerk@chepstow.co.uk or by post addressed to the Town Clerk, TENDER DOCUMENT, Chepstow Town Council, The Gatehouse, High Street, Chepstow, NP16 5LH.

6. CONDITIONS OF TENDER

6.1 Incomplete Tender

Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

6.2 Receipt of Tender

Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered no later than the appointed time.

6.3 Acceptance of Tenders

By issuing this invitation the Council is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

6.4 Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with the Council will disqualify your tender from being considered and may constitute a criminal offence.

6.5 Confidentiality of Tenders

Please note the following requirements, you must not:

- Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
- Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

6.6. Costs and expenses

You will not be entitled to claim from the Council any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

7. GENERAL DATA PROTECTION REGULATION (GDPR)

Please see Appendix D for the Town Councils Privacy Notice for Suppliers.

8. PREPARATION OF THE INVITATION TO TENDER (ITT)

ITTs issued by the public sector are far more detailed than ITTs issued by the private sector. This is because the public sector has greater legal and social responsibilities and is accountable for spending public money.

Although this document is designed to be as complete and comprehensive as possible, potential tenderers must obtain for themselves all the information necessary for developing and costing their proposal and entering into a Contract. The Town Council will do everything possible to ensure tenderers have access to all information required to produce their response.

Potential tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender, requests should be submitted in writing to Lucy James, Town Clerk clerk@chepstow.co.uk no later than 12 noon, Friday, 29th August 2025. After that date no further points of clarification will be permitted and /or answered.

We strongly recommend a site visit by all interested parties prior to the submission of a tender.

9. PROCEDURES AND TIMETABLE

The following dates are applicable to this procurement:

Target Date	Task
19 th August 2025	Issue ITT
29 th August 2025	Deadline for requests for additional information and points of clarification.
12th September 2025	Deadline for return of ITT
18 th September 2025	Target date for award of contract

No extensions to any dates contained in the procurement timetable shall be granted to tenderers. The Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.

Chepstow Town Council reserves the right to request additional information from a tenderer to clarify their proposal, which is to be supplied at the expense of the tenderer.

All submissions must be in English and prices in sterling exclusive of VAT.

All tenders will be opened at the same time by the Town Clerk and either the Chairman of the Finance, Policy and Audit Committee, Chairman of the Environment and Amenities Committee or to a suitably delegated panel.

The Council does not bind itself to accept the lowest bid or any quotation. The Council reserves the

the right to withdraw any part of the quotation document prior to the award of contract, and reserves the right to discontinue the quotation process at any time.

10. TENDER FORMAT AND COST SUMMARY

10.1 Format

Tenderers shall provide full details of all costs that are to be charged to the Council by completing the attached template on page 17.

The Council will not make any payments of other costs that are not listed and/or are ancillary to the service provision.

Prices should reflect the one year agreement and any subsequent increases in costs that do not form part of the formal tender will not be the responsibility of the Council. The tendered may submit a quotation for the proceeding 4-years.

10.2 Arithmetic accuracy of the ITT

If arithmetic mistakes are found after the contract has been awarded they will not be taken into account. The figure agreed at the time of contract will prevail.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the contract) cover all the contractor's obligations under the contract and the contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the contractor's tender.

The contractor who submits a tender will be held to have by their own independent observations and enquiries fully informed and satisfied themselves as to the nature and extent and practicability of the works and as to access to the site and/or storage facility and all points and conditions which can in any way affect the prices upon which this tender is based. The prices for the tender shall include all charges for profits and transport and cartage and labour materials plant and insurance and all other expenses.

11. GENERAL

11.1 Period of acceptance of the ITT

The potential supplier is required to hold their ITT open for acceptance for a period of up to 90 days from the closing date.

11.2 Canvassing

Any interested organisations who directly or indirectly canvasses any member or official of the Council concerning the evaluation of the ITT, or who directly or indirectly obtains, or attempts to obtain, information from a member or official concerning any other ITT will be disqualified. If at any stage during the process we discover canvassing has taken place, we will be entitled to disqualify that organisation from the process.

11.3 Council Representatives

No person in the Council's employment or other agent, except where notified by the Contact Officer "to tenderers" has any authority to make any representations or explanation to tenderers as to the meaning of the contract or any other tender Document or as to anything to be done or not be done by tenders or the successful tenderer or as to this instruction or as to any other matters or anything so as to bind the Council.

12. METHOD STATEMENT

In addition to any more specific obligations imposed by the terms of the tender documents herewith tenderers must satisfy the Council of their ability to provide the services set out in these documents. Tenderers are therefore required to submit with their tender, answers to the following questions. Tenderers should note that this information will be taken into account in the evaluation of tenders and that the successful tenderer will be held to any statement made. Please number your responses so that they correspond to the numbers of the questions marked. The information given in response hereto by any successful tenderer shall be deemed to be incorporated into the contract between the Council and that tenderer.

a) Contract Preparation

What actions and activities have you carried out to assess local conditions, the full character of the service, access, the supply and conditions affecting labour and all other factors which could affect the execution of the Contract?

b) Resources

Please detail the resources you are going to employ to ensure delivery of the service within the specified programme, in particular how are your resources going to be arranged and what experience do they have?

What will be your supervisory and management arrangements?

Please provide details of any vehicles and equipment you will provide for the service.

Please supply an outline programme for the carrying out of works as set out in the Specification.

c) Implementation Plan

What is your implementation plan for the contract?

d) Quality Systems

What customer care policies and procedure will you have in place for the Contract?

What quality control procedures will you have in place?

e) Health and Safety

What systems will you have to ensure, so far as is reasonable practicable, the health, safety and welfare at work of your employees?

Please provide details of your Health and Safety Performance over past 2 years (e.g. number of accidents, Prosecutions and Enforcement Notices served).

13. FINAL SUBMISSION AND CHECKLIST

The Council does not bound to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the ITT.

You must supply all details and certificates requested as part of this ITT.

Lack of Information may deem your tender unacceptable and will result in the failure of your submission. Tenders must be submitted in accordance with these instructions and a failure to comply will result in a tender being rejected by the Council.

Chepstow Town Council will not accept incomplete nor non-specific/generic submissions.

Unless specifically and clearly stated by tenderers, they will be required to meet all the requirements specified within the ITT price submitted. Tenderers should treat the tender documents as private and confidential between the tenderer and the Council.

A formal contract will be issued to the successful tenderer.

ORGANISATIONAL INFORMATION AND REQUIREMENTS (to be returned):**ORGANISATION IDENTITY:**

Name of organisation	
Contract	
Address	
Tel No	
Email	
Website	
Registered Address (if Different from above)	
Is your organisation (Please tick) A Public Limited Company A Limited Company A Partnership A Sole Trader	
Date of organisation's formation	
Date of incorporation in UK if different	
Company Registration Number and Date and Registration	
VAT registration Number	

Please state Annual Financial Turnover for the last 3 years (not Group turnover):	
Year:	Turnover:
Year:	Turnover:
Year:	Turnover:
<p>Has your organisation or any director of your organisation who has the powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a)-(f) of the Public Contracts Regulations 2015 If the answer is Yes, Chepstow Town Council may require further information.</p> <p style="text-align: right;">YES/NO</p>	
<p>Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details.</p> <p style="text-align: right;">YES/NO</p>	
<p>Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details.</p> <p style="text-align: right;">YES/NO</p>	
<p>Please give details of your bankers:</p> <p>Bank Name:</p> <p>Bank Address:</p> <p>Account No: Sort Code:</p> <p>Number of year's account has been open:</p> <p>May bankers be approached for a reference?</p> <p style="text-align: right;">YES/NO</p>	
<p>Please confirm that copies would be available on requires of your Audited Accounts and Annual Report for the last two years:</p> <p style="text-align: right;">YES/NO</p>	
<p>If goods, services and or works proposed in your tender return are sub-contracted, Chepstow Town Council will require financial documents from each third party.</p>	
<p>A financial credit check may be undertaken on your organisation as part of this tender process.</p>	

BUSINESS ACTIVITIES AND CAPABILITY

Please give a description of the main business activities that your organisation undertakes.
How many staff do you employ?
How would you work on this project?

INSURANCE

Please provide details of your organisations insurance protection in respect of the following. A copy of your insurance papers must be provided as an appendix. This is a pass fail requirement

Public Liability Policy Number	Insurer	Indemnity Value (£) in respect of any one incident
Personal Liability Policy Number	Insurer	Indemnity Value (£) in respect of any one incident
Professional Indemnity Policy Number	Insurer	Indemnity Value (£) in respect of any one incident

HEALTH AND SAFETY

Please provide a copy of your organisations Health and Safety at Work Policy

Has the organisation be subject to any prosecutions or enforcement actions in relation to health and safety by any enforcing authority within the last 5 years? If yes, please give details:

YES/NO

TECHNICAL CAPABILITIES

Please indicate if your Organisation has experience in the following:

- | | |
|--|---------------|
| a) Design of Christmas Lighting schemes | YES/NO |
| b) Installation and removal of schemes | YES/NO |
| c) Maintenance of the schemes while in situ | YES/NO |
| d) Maintenance of electrical infrastructure to serve the lighting scheme | YES/NO |
| e) Maintenance and legal testing of the scheme | YES/NO |

Please provide document evidence to show a recent project that you have undertaken of a similar size to this one i.e. drawings.

Has the organisation ever had a contract terminated? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination. If yes, please provide details:

YES/NO

Has the organisation ever withdrawn from a contract? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination. If yes, please provide details:

YES/NO

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? If yes, please state the name of employer. If yes, please provide details:

YES/NO

REFERENCES

Please provide details of private or public sector contracts not related to Chepstow Town Council that you have been awarded for the provision of goods, services and/or works similar to those required over the last five years,	
Reference 1	
Name:	
Referees Job Title:	
Reference Organisation's Name:	
Address:	
Contact Telephone Number:	
Contact Email Address:	
Contract Name:	
Contract Start/End Date:	
Total Value of Contract (£)	
Reference 2	
Name:	
Referees Job Title:	
Reference Organisation's Name:	
Address:	
Contact Telephone Number:	
Contact Email Address:	
Contract Name:	
Contract Start/End Date:	
Total Value of Contract (£)	
May customers be approached for a reference?	YES/NO

POLICIES

Please provide a copy of the following policies:

- Sustainability Policy
- Environmental Policy
- Equal Opportunities – if not held please provide details of how you ensure compliance with legislation

COSTS

Suppliers are required to submit their costs using the attached schedule on page 19.

All costs should be a fixed price exclusive of VAT.

Please state clearly what is to be provided within each area of cost. The Council shall not make any payments of other costs that are not listed here and/or are ancillary to the service provision.

Prices should reflect a 5-year agreement and any subsequent increases to costs over these 3 years that do not form part of the formal tender will not be the responsibility of Chepstow Town Council. Contactors must agree to all areas specified with the specification and contractors must state their agreement to all these areas within the ITT return.

DECLARATION

I/We declare that to the best of my knowledge the answers given in this ITT (and any supporting information provided) are correct. I acknowledge that the information provided here will be used as part of the evaluation process to assess my organisation's suitability for this project.
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I/We further understand that the offer of any gift or consideration whatsoever as inducement or reward to any servant of the Council will empower the Council to cancel any contract currently in force and will result in rejection of our tender. I/We also note that it is a criminal offence to take part in such acts, punishable by imprisonment.

I/We warrant that, unless stated below, there are no conflicts of interest between a director, partner, associate or senior member of this organisation and a councillor or Council employee.

Please give a declaration of any conflicts of interest here:
--

Name:

Job Title:

Date:

Signature:

PRICING SCHEDULE

Item	Total contract cost for first year £	Annual contract cost £
Design of scheme		
Design of scheme and provision of lights and storage.		
Installation of scheme.		
Removal of scheme.		
Switch-On Event attendance.		
Maintenance of lighting infrastructure during operational period.		
Contingency.		
Other costs (please detail).		
Total Sum (exclusive of VAT)		

For office use only:

Name of Tenderer

4.2 FORM OF TENDER

The tender must be submitted no later than 12:00 noon 12th September 2025

The tenderer, in submitting the tender hereby undertakes that in the event of his/her tender being accepted by the Council he/she will provide the services detailed in the attached Tender Documentation and will within 14 days of being called upon to do so, execute a Formal Agreement embodying the following documents upon which this tender documentation is based:

Invitation to Tender Sections:

Failure by the successful Contractor to execute a Formal Agreement within the time specified will render the Agreement voidable at the option of the Council at any time by notice in writing.

I/We the undersigned hereby offer to provide the services described or referred to in the attached tender documentation at the costs specified on the Schedule of Prices, exclusive of value added tax (VAT).

I/We undertake that all elements of this tender shall from the date of its opening not be withdrawn or modified for and during the period of 180 days in respect of the said requirement.

I/We understand that the Council accepts no liability as to the actual amount of work included within this contract.

I/We confirm that in preparation and submission of this tender I/We have observed and accepted the above conditions and complied with the Instructions and Conditions contained and referred to in the tender documentation.

NAME(Print Name)	
Position/Job title	
Date:	

4.3 DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING

In recognition of the principle that the essence of selective tendering is that the Authority shall receive bona fide competitive tenders from all those tendering.

I/WE CERTIFY THAT:

- 1 The tender submitted herewith is a bona fide tender, intended to be competitive.
- 2 I/We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.
- 3 I/We have not done, and undertake that we will not do at any time before the hour specified for the return of the tender, any of the following acts:
 - (a) communicating with a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender);
 - (b) entering into any agreement with any other person that he/she shall refrain from tendering or as to the amount of any tender to be submitted; and
 - (c) offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done in relation to any other tender or proposed tender any act or thing of the sort described above.

NAME (Print Name)	
Position/job title	
Date:	

In this declaration:

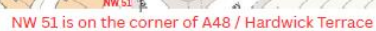
- 1 'person' indicates any person, body, or association corporate or incorporate.
- 2 'any agreement or arrangements' includes any transaction of the sort described above, formal or informal and whether legally binding or not.

SOCKETS TO ACCOMMODATE CHRISTMAS DECORATIONS ON LAMP COLUMNS 2025				
	Street	Column	Location	Work Required
1	A48/Hardwick Tce	WH52	on corner A48	
2	Hardwick Terrace	WH51	opposite The Pink House	
3	Hardwick Terrace	NW1965	near to corner Steep Street	
4	Moor Street	NW1964	by Merricks Chemist	
5	Thomas Street	NW529	left of M&S car park entrance	
6	Thomas Street	NW531	green area next M&S	
7	Thomas Street	NW533	bus station	
8	Thomas Street	NW535	steps to M & S	
9	Thomas Street	NW536	next No.12 Fish & Chips	
10	Moor Street	NW557	by Bevan Evans Solicitors	
11	Moor Street	NW558	next to The Sewing Shop	
12	Moor Street	NW560	by Kitchen & Bathroom	
13	Moor Street	NW561	by Scandia	
14	Moor Street	NW1958	opposite Rainbow Café	
15	Welsh Street	NW679	outside Poundland	
16	Welsh Street	NW682	Bupa Dental Care	
17	White Lion Square	NW1939	White Lion Square	
18	High Street	NW1930	by Salkaara	
19	High Street	NW1931	Pontio Lounge	
20	High Street	NW1932	Costa Coffee	
21	High Street	NW1933	WH Smith	
22	High Street	NW1934	former Factory Shop	
23	High Street	NW1935	In front of old Barclays Bldg	
24	High Street	NW1936	Cancer Research	
25	Bank Street	NW1940	Deacons Florist	
26	Bank Street	NW1941	Coventry Building Society	
27	Bank Street	NW1942	In front of Red Lantern	
28	Bank Street	NW1943	Old Bell Chambers	
29	Bank Street	NW1944	Beaufort Square	
30	Bank Street	NW1945	Beaufort Square	
31	Beaufort Square	NW1938	Corner of Coffee 1	
32	Beaufort Square	NW648	next to Portwall Dentist	
33	Beaufort Square	NW649	Outside Funky Duck	

34	High St/Beaufort Sq	NW653	Outside Coffee Additions	
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BULWARK

		Column No	Location	Work Required
35		NW307	Opposite St Mary's Primary School, Bulwark	
36		NW308	Opposite St Mary's Primary School, Bulwark	
37		NW313	Opposite Fairfield Road, Bulwark	
38		NW315	Left of Post Office, Bulwark	Failed structural test
39		NW316	In front of Eastern Flavas	
40		NW317	Opposite St Christopher's Church, Bulwark	
41		NW319	Lidl, Bulwark	
42		NW320	Bulwark Shops (Mencap)	
43		NW321	Bulwark Shops (Wonderfood)	



Welsh Street



Monmouthshire Festive Lighting - CCTV / SIDS / Flower Baskets / Flags. Other Column Attachments Within the Highway.

Festive and Christmas lighting adds greatly to the appearance of towns and villages during Christmas and special events, and it is encouraged as it can play an important role in community life. If you are intending to use or connect decorations to street lighting columns, or place decorations across the road, you will need to get permission.

What you will need to consider When installing and using any apparatus connected to street lighting it is important to ensure the safety of the public, contractors and volunteers.

It is also necessary to ensure those promoting and erecting festive decorations do not leave themselves open to prosecution or legal claims because of their actions, which may have been carried out with the best of intentions.

There are increasing reported incidents around the country which include a number of accidental fires caused by faulty wiring on Christmas decorations we have also received a report of overhead decorations being pulled down by high vehicles.

Street lighting columns are not always as strong as they seem to appear, we have already changed an estimated 10% of our older lighting Columns in the county last year because of concerns about their structural strength.

To ensure the safety of the festive season there are a few safety and legal procedures you will need to follow if you are considering attaching 3rd party units to our street lighting columns in the future below are a few checks:

- Get permission of the owners of any street lighting columns (usually Monmouthshire County Council). – *Chepstow Town Council (CTC)*
- Inform the highway department on decorations or banners spanning the road.
- Have adequate public liability insurance / Send copies to street lighting department.
- Use suitable qualified contractors. Must hold G39 qualification.
- Produce appropriate test certificates both structural and electrical before connecting to any Lighting Columns.
- No decorations which contain flashing red, yellow or green lamps will be allowed within 10 metres of a set of traffic lights or pelican crossing.
- Street lighting columns are not generally designed to be strong enough to support additional attachments. Even relatively light additions such as a small sign can lead to considerable extra load being imposed on a column in strong wind. Suitable structural testing must be obtained to approve the attachment all costs will be charged to the promoter – *CTC completed*
- Catenary arrangements spanning the road with lights strung between lighting columns are not allowed because of the potential loading on the columns. If you want to string lights across the road you will have to decide and come to an agreement with adjoining building owners to put fixings to their property and obtain any other necessary permission.

Connecting to the street lighting Column.

Some modifications to the column may be required to provide a connection point. Any costs associated with amendment to column base and installation of IP67 socket shall be borne by the promoter. We would be happy to arrange the changes if suitable, but you will need to allow time for work to be done so submit any proposals as soon as possible.

Highway Permission.

Any decorations or banners spanning the road The Highways Act (section 178) requires you to have a licence to place banners and similar decorations over the road. An application can be obtained from highway department.

Height Clearance above Footways and Verges .

All attachments must be at least 2.5m above footways to the underside of any attachment, such as a decoration or sign protruding from the column.

A greater clearance is better to avoid the risk of damage or vandalism.

Height Clearance above Carriageways .

Decorations or lights can be suspended between buildings, but there must be a minimum clearance of 5.8 metres above the road (7.5 metres on abnormal load routes).

The clearance must allow for any cable sag. You will need to satisfy yourselves as to the strength and suitability of the anchorages and the wall to which they are fixed and obtain any necessary permissions.

Stringing decorations between lighting columns is not allowed because of the potential loading on the columns.

Have Public Liability Insurance .

You will need to provide evidence of your public liability insurance. You should also discuss your proposals with the insurance company to ensure your cover is adequate for the works you are undertaking.

You will have to agree to indemnify the Council against any claims, costs and proceedings, howsoever arising, because of the erection.

Retention, maintenance and removal of the festive lighting.

You will need to provide evidence of Public Liability Insurance cover of up to £5 million for any one incident. Copies of the insurance must be submitted with the application. Use Suitable Contractors If the decorations are to be connected to electrical equipment owned by Monmouthshire Council, your contractor will generally need to be a member of the Highway Electrical Association (HEA) and the people employed on the work will have to prove their suitability to undertake it, usually by being registered with National Highway Sector Scheme 8 (NHSS8) - The Overseeing and / or Installation and / or Maintenance of Highway Electrical equipment and supporting works.

No ladders are to be placed in contact with or leant against the lighting columns as part of the installation process.

Suitable contractors will be aware of the issues of working at heights. Electrical connections made by removing the column access door are not acceptable in any circumstance, and any requirement for drilling holes in the column shall only be carried out by the Term Maintenance contractor where column is suitable.

The festive lighting must be separately fused with RCD (Residual Current Device) or RCBO (Residual Current Circuit Breaker) for safety and to ensure that if there is an overload the normal operation of street lighting is unaffected.

Arrangements will be made to convert standard isolators to one suitable for festive lighting (with RCD and timer), but it is important to apply for the change to be made as early as possible. The programming of timers by the promoter is allowed providing the contractor / operative accessing the base has suitable certification to do so. e.g. G39 certification.

Please note that provision of certifications will be required as part of the approval process. Otherwise, the promoter shall utilise the Council's Term Maintenance Contractor for the programming at their own cost.

Installation and connections involving the Council's streetlights must not be started until approval for the installation has been given in writing by Monmouthshire Council.

The promoter will be responsible for the safety of any decorations, catenary wires or other arrangements, including the anchorage points and their maintenance and testing. Monmouthshire Council may arrange for its contractors to make safety checks of decorations, but responsibility for the safety of the festive lighting remains with those installing and operating it.

You will need to provide a manned telephone number to provide a 24-hour 7 day a week response with a two-hour response time to any dangerous on site situation involving the festive lighting or associated decorations.

Monmouthshire Council will disconnect and remove any equipment which in their opinion is unsafe or dangerous to the public this work will be recharged to the operator. Removal of decorations shall occur within one week of the agreed date and all festive socket and isolator covers and columns doors shall be closed, locked in position. Any failure to do so, or identifiable damage, will be subject to rectification work by the term maintenance contractor and recharged to the operator.



Privacy Notice for Suppliers

Chepstow Town Council is the Data Controller under the new data protection law and will only use your information for purposes relating to your company supplying goods and services to us.

Information Held

It is necessary for us to collect and hold information about you to meet contract obligations. This information will include:

- Contact name, address, business and mobile telephone numbers, email address and other relevant contact information;
- Bank account and other relevant financial details;
- Details of at least two referees.

Who is processing my data?

All personal and other data held is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Chepstow Town Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:

- Enter into a contract for the supply of goods and services;
- Comply with our legal obligations;
- Ensure that the information we hold about you is kept up to date;

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Perform a task in the public interest or for our official functions;
- Carrying out of a contract to which you are a party.

Who we will share your information with

We may share your information with partner organisations, including:

- Our Employees, agents and professional advisors;
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. Your information will be kept for six years. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Chepstow Town Council, The Gatehouse, High Street, Chepstow, NP16 5LH.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Chepstow Town Council, The Gatehouse, High Street, Chepstow, NP16 5LH in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>