

# CONTRACT NOTICE – NATIONAL

Notice Type: SUPPLIES

## 1 Authority Details

### 1.1 Authority Name and Address

<b>Official Name:</b> Llanharan Community Council		
<b>Postal Address:</b> 2A Chapel Road, Llanharan,		
<b>Town:</b> Llanharan	<b>Postal Code:</b> CF72 9QA	<b>Country:</b> UK
<b>For the attention of:</b> Leigh Smith (The Clerk)		<b>Telephone:</b> +44 144323 1430
<b>E-Mail:</b> clerk@llanharan-cc.gov.wales		<b>Fax:</b>
<b>Internet Address (URL):</b> <a href="https://llanharan-cc.gov.wales/">https://llanharan-cc.gov.wales/</a> <b>Electronic access to information:</b> <a href="https://www.sell2wales.gov.wales">https://www.sell2wales.gov.wales</a> <b>Electronic submission of tenders and requests to participate:</b> <a href="https://www.sell2wales.gov.wales">https://www.sell2wales.gov.wales</a>		

### Address from which documentation may be obtained

### 1.2

As in 1.1

### Completed documents must be returned to:

### 1.3

As in 1.1

## 2 Contract Details

### Title

### 2.1

3 year contract to erect/remove Llanharan Community Council festive display 2025-2027

### Description of the goods or services required

Llanharan Community Council issues a tender for a 3 year contract to erect (and remove) its Christmas motifs, lights and Christmas tree displays.

Specification of work:

Note:

All Christmas trees, motifs, lights and other items to be provided by the client.

All items to be fitted and operational by 1st December.

All items to be electrically disconnected by the 1st January and removed by the end of the first full week of January.

The successful contractor will be responsible for:

1. Christmas Lighting & Motifs Installation

Erecting and removing 91 motifs and string lights onto lampposts.

Connecting all lights to the pre-existing mains supply sockets.

Adjusting pre-fitted timers where required upon installation to meet turn on and turn off times specific by the council.

2. Christmas Tree Displays

46 x 4ft Christmas trees to be decorated with light strings and installed in pre-existing wall-mounted brackets above local businesses.

14 x 4ft Christmas trees to be decorated with light strings and installed in pre-existing wall-mounted brackets on

3 community centre buildings in Llanharan, Brynna, and Ynysmaerdy.

10 x 16ft Christmas trees to be decorated with 12 light strings per tree and installed in pre-existing fittings around the community.

Securely connecting all tree lights to the appropriate pre-existing mains power supply.

### 3. Additional Decorations

Fastening two sets of six light strings to the fencing at Dolau School.

Installing and connecting a motif display and string light decorations at Brynnau Primary School.

### 4. End-of-Season Removal & Storage

Taking down and safely storing all decorations in a mutually agreed location.

Returning all lighting equipment to us or directly to the lighting provider in good condition.

Removing all Christmas trees and transporting to a designated recycling point.

### 5. Hanging Basket Removal

Removing existing summer hanging baskets from 66 of the lampposts (prior to erecting motifs) and returning them to a mutually agreed local storage point.

### 6. Return to remediate defective items within 24 hours.

### Qualifications

The successful candidate will need to hold appropriate Public liability insurance, a RAMS will be produced for the work and agreed with the council officers and all work is to be carried out in line with:

BS7671: 2011 IEE wiring regulations 18th edition

Health and Safety at Work act 1974

Electricity at work regulations 1989

HSE Working at height regulations

Traffic Signs Manual Chapter 8.

ILP lasers festival and entertainment lighting code

Requirements of G39 authorisation and certification

Specifically the successful candidate will need to have the following qualifications:

1. G39 – Highway electrical safety.
2. A relevant MEWP (IPAF) licence for the category of MEWP to be used.
3. Qualified electrical contractor (Minimum Level 3 Qualification and 18th Edition IEE Wiring Regulations).

Items 1 and 2 can be obtained following the successful awarding of the tender but must be obtained before 1st November 2025.

\*Note: You will be required to produce evidence of the successful obtaining of the qualifications.

### References

The successful candidate will provide 3 references for work previously carried out. The work does not have to be of a similar nature but should be of a similar scale where possible.

Please provide:

1. A narrative to describe the work including a description of the work carried out and the scope of the work, including approximate size of contract.
2. Contact details (both email and telephone number) of your reference including their job title where applicable.

**\*\*Note:** If one of your references relates to work for Llanharan Community Council point 2 is not required.

**NOTE:** To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=150913](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=150913).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

### **Notice Coding and Classification**

- 2.3
- |                                                          |
|----------------------------------------------------------|
| a) Commodity Codes                                       |
| Code      Description                                    |
| 51000000 Installation services (except software)         |
| b) Delivery Location/Area                                |
| Code Location                                            |
| 1015 Central Valleys (Merthyr Tydfil, Rhondda Cynon Taf) |

### **Total quantity or scope of tender**

- 2.4      Full specification as per previous page.

Previous single year quotations have been in the region of £13,000 per year.

## **3 Conditions for Participation**

### **Minimum standards and qualification required**

- 3.1      See main specification.

## **4 Administrative Information**

### **Type of Procedure**

- 4.1      Single stage

### **Reference number attributed to the notice by the contracting authority**

- 4.2      N/a

### **Time Limits**

- 4.3      Time-limit for receipt of completed tenders  
16-06-2025 Time 17:00

Estimated award date  
20-06-2025

### **Language or languages in which tenders or requests to participate can be drawn up**

- 4.5      EN

### **Tender Submission Postbox**

- 4.6      The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.sell2wales.gov.wales/sitehelp/help\\_guides.aspx](https://www.sell2wales.gov.wales/sitehelp/help_guides.aspx)

## **5 Other Information**

### **Additional Information**

See main specification.

- 5.1      Further questions/details must be submitted via the Sell2Wales postbox.

This notice has been sent as a region specific notice. If you did not receive an alert about this you are not based in the specific region selected by the buying authority. Questions on why this was sent as a region specific notice should be sent to the buying authority.

(WA Ref:150913)

**Additional Documentation**

**5.2**

The following additional documents relating to this notice are available from the site:  
Llanharan Community Council Festive display perimeters May 2025

**5.3**

**Publication date of this notice**

14-05-2025

SF 51a