

Volume 1 – Request for Tender (RFT)

Supply of Festive Decorative Lighting

Tender Reference: DCDCLG-2026-001

Contracting Authority: Dunleer Community Development Board CLG

Procurement Procedure: Open

Contract Type: Supply of Goods

Issue Date: 24/07/26

Clarification Deadline: 13/08/26

Closing Date: 19/08/26

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1. Invitation to Tender

Dunleer Community Development CLG invites tenders from suitably qualified suppliers for the supply and delivery of commercial-grade Christmas decorative lighting.

This competition relates solely to the supply and delivery of goods.

2. Procurement Overview

The Contracting Authority wishes to procure high-quality festive lighting to enhance the public realm within Dunleer.

The successful Tenderer shall supply decorative lighting products meeting the minimum technical requirements contained within Volume 2.

3. Background

Dunleer Community Development CLG coordinates annual Christmas enhancements throughout the town.

The objective of this procurement is to replace and expand existing decorative lighting assets with modern, energy-efficient LED products suitable for repeated seasonal use.

4. Scope of Contract

The Contract includes:

- Supply of decorative lighting
- Supply of illuminated features
- Supply of power supplies
- Supply of connectors
- Supply of mounting equipment
- Supply of brackets
- Supply of ancillary electrical accessories
- Delivery to Dunleer

The Contract excludes:

- Installation
- Electrical works
- Maintenance
- Removal
- Storage

5. Contract Objectives

The Contracting Authority seeks to obtain:

- High-quality commercial products
- Long-life LED technology
- Energy efficiency
- Value for money
- Product durability
- Timely delivery
- Appropriate warranty support

6. Procurement Timetable

Tender Published: **/**/**

Clarification Date: **/**/**

Tender Return: **/**/**

Evaluation: **/**/**

Award: **/**/**

Delivery: ****/**/****

7. Instructions to Tenderers

Tenderers shall:

- Read all Tender Documents.
- Complete all schedules.
- Submit all requested information.
- Complete pricing in Euro.
- Quote should show both exclusive and inclusive of VAT.
- Submit by the stated deadline.

Late submissions shall not be accepted.

8. Tender Submission Requirements

Tenderers shall submit:

Part A - Company Information

- Company profile
- CRO Number
- VAT Number
- Tax Clearance

Part B - Technical Submission, including:

- Product specifications
- Product data sheets
- Warranty information
- Compliance schedule

Part C - Commercial Submission, including:

- Completed Pricing Schedule
- Delivery programme
- Warranty Schedule

9. Clarification Procedure

All clarification requests shall be submitted through the eTenders messaging facility before: **13th August 2026 at 12 Noon (Clarifications Deadline)**

Responses will all be issued to all Tenderers.

10. Evaluation Process

Tenders shall first be examined for:

- Completeness
- Eligibility
- Compliance

Compliant tenders shall then proceed to detailed evaluation.

11. Award Criteria

The Contract shall be awarded on the basis of the Most Economically Advantageous Tender (MEAT).

Price	45%
Technical Compliance	20%
Warranty & After-Sales Support	20%
Previous Experience	10%
Delivery Programme	5%

12. Pricing Requirements

Tenderers shall:

- Complete Appendix A.
- State all prices excluding VAT.
- Show VAT separately.
- Include any delivery costs.
- Identify any optional items separately.

13. Delivery Requirements

The Tenderer shall:

- Deliver all goods to Dunleer.
- Protect goods during transit.
- Provide delivery documentation.
- Notify the Contracting Authority of delivery dates.

14. Product Compliance

All products shall:

- Be new.
- Be unused.
- Be suitable for outdoor use.
- Be CE marked.
- Comply with applicable EU legislation.
- Meet the technical specification.

15. Equivalent Products

Where reference is made within the Technical Specification to a particular product, manufacturer or system, equivalent products offering equal or superior performance will be accepted.

Tenderers shall clearly identify any proposed equivalent product.

16. Freedom of Information

The Contracting Authority is subject to the Freedom of Information Act 2014. Tenderers should identify any information they consider commercially sensitive.

17. General Data Protection Regulation (GDPR)

Personal data submitted as part of this procurement shall be processed in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

18. Confidentiality

All Tender documentation shall remain confidential.

Tenderers shall not disclose procurement information to third parties without the prior written consent of the Contracting Authority.

19. Conflict of Interest

Tenderers shall disclose any actual, perceived or potential conflict of interest.

Failure to disclose a conflict may result in exclusion from the competition.

20. Conditions of Tender

The Contracting Authority reserves the right to:

- Seek clarification.
- Verify information.
- Reject non-compliant tenders.
- Cancel the competition.
- Not award a contract.

The lowest-priced Tender will not necessarily be accepted.

21. Contract Award

The successful Tenderer shall be notified following completion of the evaluation process.

No legally binding contract shall exist until a formal Purchase Order or Contract has been issued by Dunleer Community Development CLG.

22. Appendices

The following appendices form part of this Request for Tender:

- Appendix A – Pricing Schedule
- Appendix B – Technical Compliance
- Appendix C – Tenderer's Declaration
- Appendix D – Warranty Schedule
- Appendix E – Previous Contract Experience
- Appendix F – Tender Return Checklist

