



Comhairle Cathrach
& Contae **Luimnigh**

Limerick City
& County Council

Limerick City and County Council

Christmas Lights Installation & Maintenance

Tender

Briefing Document

September 2026



An Roinn Iompair
Turasóireachta agus Spóirt

Department of Transport,
Tourism and Sport



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1. Introduction

- 1.1 This Document must be read in conjunction with
- **Instructions to Tenderer,**
 - **Volume A Works Requirements:**
 - 27428-6001- Limerick City & County Council Christmas Lights Installation & Maintenance Contract - Volume A- Works Requirements – Project Information and Specification A.2.1,
 - **Volume B Tender and Schedule:**
 - Tender and Schedule
 - **Volume C Pricing Document:**
 - 27428-6002- Limerick City & County Council Christmas Lights Installation & Maintenance Contract - Volume C-Pricing Document C.2.1
 - **Volume D Form of Contract Agreements:**
 - Form of Contract Agreements
 - **Suitability Questionnaire (s):**
 - QW2_Part_1_v2.2_25-11-2025
 - QW_Part_2_v1.1_18-11-2024
 - SAQ Appendices
- 1.2 The Contract is for the storage, maintenance, installation and taking down of the Christmas Lights in Limerick City, Kilmallock and Newcastle West on behalf of Limerick City and County Council.
- 1.3 The successful Contractor will be required to Act as PSDP & PSCS for any works carried out under the contract in accordance with Safety, Health and Welfare at Work Act 2005 and in compliance with the Safety, Health and Welfare at Work (Construction) Regulations (Amendment) 2020 (SI No. 102 of 2020) and any amendment thereof.
- 1.4 The Contract is based on the principle that the Contractor agrees to take on the maintenance of the lights in the charge of the Employer in whatever condition they are in, at the start of the Contract or whenever taken in charge during the contract and shall be responsible for the maintenance and upkeep of the lights for the duration of the Contract in accordance with the works requirements and each Bill of Quantity item. All rates shall be inclusive of wages, plant and materials at market rates.

2. Scope of work

- 2.1 The successful candidate must agree to take on the maintenance of the lights in the charge of the Employer in whatever condition they are in, at the start of the Contract or whenever taken in charge during the contract and shall be responsible for the maintenance and upkeep of the lights for the duration of the Contract in accordance with the works requirements and each Bill of Quantity item. All rates shall be inclusive of wages, plant and materials at market rates.
- 2.2 Any defects encountered in the equipment installed during the period of the contract or a fixed period of 1 year after completion of the contract, shall be rectified by the Contractor at their own expense.

- 2.3 It shall be the responsibility of the Tenderer to familiarise themselves with the light types and geographical spread of the lights in Limerick City, Kilmallock and Newcastle West & the nature and extent of the proposed works so as to satisfy themselves as to what is required to be done to fulfil the duties of Contractor and PSCS.
- 2.4 The contractor shall store the Christmas Lights throughout the year on behalf of Limerick City and County Council in a suitable warehouse storage area. The contractor is responsible for maintaining current inventories of all festive lights held in storage for Limerick City, Killmallock and Newcastle West. Each area to have their own individual inventory.
- 2.5 The contractor shall start the Christmas Light work six weeks before the installation by inspecting and testing all of the lights and associated electrical infrastructure. It is envisaged that the contractor shall have to upgrade some of the electrical infrastructure each year as some of the cables are up to 20 years old in some places in Limerick City. Glands to sub distribution boards and junction boxes also must be inspected to ensure that there are no leaks and have to be replaced as required.
- 2.6 All Works Requirements and details are available in Volume A Works Requirements document.

3. Minimum Requirements

- 3.1 The following minimum requirements are to be in place prior to the award of any contract to the successful candidates. Evidence of said compliance shall be provided within 7 days of receipt of a written request from the Employer (Limerick City and County Council).

A. Insurances

Cover	Minimum cover each and every claim	Period
Public Liability Insurance	€6.5m	From start to completion of the Services.
Employers Liability Insurance	€13m	From start to completion of the Services.
Professional Indemnity Insurance	€2.6m	From start to completion of the Services.

B. Tax Compliance

- Evidence in the form of a current Tax Clearance Certificate.

4. Contract

- 4.1 The term of this contract is 12 months from the contract award date, with an option for Limerick City and County Council to extend this contract for two further 12 month periods.
- 4.2 It will be a condition of appointment that the Consultant shall provide proof that the insurances required by Schedule A of the Tender & Schedule are in place.

5. Submission of Tenders

- 5.1 The tender should be in accordance with the Instructions to Tenderers and the Particulars referred to in the Instructions.
- 5.2 Tenders should be submitted using ETenders. The following should be submitted:
- Completed Form of Tender and Schedule (Volume B)
 - Completed Suitability Assessment Questionnaire
 - Completed Pricing Document (Volume C)

6. Award Criteria

- 6.1 This tender will be awarded based on the most economically advantageous tender from the pricing document and evidence of Quality and experience.

Category	Marks
Price	600
Quality	400
Total	1000

- 6.2 Refer to the Instruction to Tenderers for Award Criteria details.

7. Assessment Methodology

- 7.1 Tenders will first be checked for compliance with the requirements of the Instruction to Tenderers as to procedures and content. Tenders which do not comply with these requirements may be excluded from further consideration.
- 7.2 Refer to the Instruction to Tenderers for all assessment methodology details.

8. Information

The Contracting Authority is subject to the Freedom of Information Acts 1997 and 2003. Where Tenderers consider that any information they supply is either commercially sensitive or confidential in nature, this should be highlighted with clear and substantive reasons specified, and the information said to be commercially sensitive or confidential clearly specified. Requests for access to such information under the Freedom of Information Acts 1997 and 2003 will take into account the nature of the information. Representations as to confidentiality or commercial sensitivity should give a time after which information may be disclosed, this would not normally exceed 7 years. The Contracting Authority shall have the right to publicise, or otherwise disclose, to any third party, information regarding the Services, the identity of Tenderers (including details of their respective members), the tender process or the award of the Task Order (including, without limitation, details of the contract price) at any time.

9. Queries, Clarification, Amendment, Additional Information

If the Contracting Authority is of the opinion that a clarification of and/or amendment is required to be made to these Instructions, and/or additional information is required to be issued, then the Contracting Authority shall be entitled to make any such clarification of and/or amendment to these Instructions and/or issue such additional information at any time.

Any queries arising from these Instructions which may have a bearing on the tender should be raised in writing with the Contracting Authority as soon as possible and in any case not later than the date set on Etender. The Contracting Authority shall endeavour (but not be obliged) to answer all queries received during the tender preparation period. In particular, the Contracting Authority may (but shall not be obliged to) answer queries received after the date specified in this paragraph. Answers will, subject to the following provisions and be circulated to all Tenderers. Verbal queries will not be entertained.

Queries should be sent through the eTenders Portal.

All such queries received, together with replies and clarifications on the points raised, may be circulated to all tenderers through the eTenders Portal. If a Tenderer believes a query and/or its response relates to a confidential aspect of its tender, it must mark the query as “confidential”. If the Contracting Authority, at its absolute discretion, is satisfied that the query and/or its response should be properly regarded as confidential, the nature of the query and its response shall, subject to the provisions of this section, be kept confidential. If the Contracting Authority is of the opinion that it would be inappropriate to answer the query/request on a confidential basis it will notify the Tenderer and require the Tenderer to either withdraw the query or to raise any objection within 2 days of such notification and state the grounds for its objection. If the Tenderer does not withdraw the query/request or raise any objection within the specified period, or the Contracting Authority is of the opinion that, notwithstanding the objection of the Tenderer, the query/request is not confidential, the Contracting Authority may issue the query and its response to all of the Tenderers.

Subject to the above, it will be a requirement that all exchanges shall be kept confidential by the Tenderers and their respective advisers, consultants, contractors, servants and agents. Tenderers will also be asked to enter into undertakings of confidentiality should it become appropriate to release confidential information to them. Refer also to Instruction to Tenderers.