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Tender

DFG Adaptation Works

Breckland District Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Changes to notice

This notice has been edited. The [previous version](#) is still available.

Following requests received from the market, the Authority has reviewed the current timetable for this procurement process.

In order to support continued market engagement and to ensure that bidders have sufficient time to prepare high-quality submissions, the Authority has decided to extend the deadline for return of the Invitation to Tender (ITT).

The revised deadline for submission of ITT responses is:

Friday 13 March 2026 at 12:00 noon

The revised clarification deadline is:

Friday 6th March 2026 at 17.00.

All other dates within the procurement timetable remain unchanged at this stage.

Please ensure that your submission is uploaded to the procurement portal before the revised deadline, as late submissions will not be accepted.

This extension is being applied equally to all bidders in the interests of transparency and fair competition.

Scope

Reference

003-PA-25

Description

The district of Breckland spans 500 square miles of beautiful countryside within Norfolk. The district is centred around the five market towns of Dereham, Attleborough, Swaffham, Thetford, and Watton. Half of the current residents live in one of the market towns with the remainder living in rural village homes. This means that the district has a low population density. The area's rural nature is characterised by its 112 parishes and numerous villages.

We are re-procuring our Framework for home adaptations delivered through Disabled Facilities Grants (DFG) and seeking suitable and qualified contractors who can deliver adaptations efficiently and promptly. DFGs are available to those with disabilities to provide funding for home adaptations. Typical adaptations include replacing a bath with a level access shower, bathroom reconfigurations, door widening, ramps and access into and out of the house. The primary goal of this grant is to facilitate changes that allow recipients to continue living independently in their own home.

Commercial tool

Establishes a framework

Total value (estimated)

- £2,411,391.60 including VAT

Below the relevant threshold

Contract dates (estimated)

- 8 June 2026 to 7 June 2027
- Possible extension to 7 June 2029
- 3 years

Description of possible extension:

There is a potential to extend for a further two years on a one (1) plus one (1) year basis.

Main procurement category

Works

CPV classifications

- 45300000 - Building installation work
- 45400000 - Building completion work

Contract locations

- UKH17 - Breckland and South Norfolk

Framework

Maximum number of suppliers

6

Maximum percentage fee charged to suppliers

0%

Framework operation description

The framework will be used to deliver low-value, repeat works across the Breckland district area.

During business hours (8.00am to 6.00pm) any issues reported to Breckland Council by the client will be investigated by the Technical Officer and then reported to the Supplier. The Supplier must discuss with the Technical Officer at their earliest convenience but within a maximum of 2 hours to discuss the issue and arrange to attend if required.

Any issues reported directly to the Supplier, must be reported to Breckland Council within a maximum of 2 hours, so they can record this on the system.

Outside business hours:

For any issues reported to the Supplier outside of business hours by the client, upon commencement of business hours (08:00) the Supplier must contact the Technical Officer at their earliest convenience but within a maximum of 2 hours to discuss the issue and arrange to attend if required.

For any issues reported to Breckland Council outside of business hours, Breckland Council will contact the Supplier at the earliest convenient point on the next working day (Mon-Fri) and the Supplier must contact the Technical Officer at their earliest convenience but within a maximum of 2 hours to discuss the issue and arrange to attend if required.

Suppliers are required to agree to operate under Appendix B - Schedule of Prices issued by the Council. This will be updated and re-issued at six-monthly intervals during the term of the Framework. The prices set out in the Schedule of Prices will apply to all call-off contracts awarded during the relevant six-month period and exclusive of VAT.

Admission onto the Framework will be based solely on the qualitative assessment of bids submitted in response to this Invitation to Tender. No initial pricing submission is required as part of this ITT. Suppliers will be evaluated on their capability, quality, and capacity to deliver the required services in accordance with the Framework requirements.

Suppliers will be ranked based on their combined quality scores as determined during the tender evaluation process (see Section 6). The ranking reflects the Council's assessment of the most advantageous tender in terms of quality. Supplier ranking will directly influence the order in which call-off work is allocated under the rotational mechanism. If a supplier withdraws or is removed, the next supplier in the ranking order moves up one position.

If, at any time during the framework period, a supplier's agreement to deliver services under the framework is terminated, the ranking of suppliers will be adjusted accordingly. Specifically, the next supplier in the original ranking order (based on the most advantageous tender evaluation) will move up by one rank.

This ensures that the rotational allocation of work continues fairly among the remaining suppliers, reflecting the relative evaluation scores from the tender process.

Successful suppliers admitted to the framework will be awarded call-off contracts (Appendix D) on a rotational basis (or other transparent mechanism determined by the Council) to ensure a fair and equitable allocation of work among all framework suppliers. The Council reserves the right to vary the rotation mechanism, acting reasonably, to reflect factors such as:

- Supplier performance and quality of delivery,
- Capacity to undertake work at a given time, or
- Specific requirements of individual projects

For works not included within Appendix B - Schedule of Prices (e.g., small extensions or bespoke work relating to DFG) or higher-value works, the Council will run a mini-competition. All framework suppliers will be invited to submit a quotation based on the specification provided. Site visits will be permitted by prior arrangement with Council Technical Officers. The contract will be awarded to the supplier submitting the most advantageous quotation. A further site visit may be arranged prior to commencement, after which mobilisation can proceed according to the agreed timetable.

Suppliers should be aware that there is no guaranteed minimum or regular number of jobs during the framework term. Work volumes will fluctuate due to client referrals, enquiries, Technical Officer assessments, and grant approval timings. Approximately half of the annual cases are expected to relate to level-access showers or external access ramps, but this may vary. Suppliers should plan accordingly and ensure capacity to respond to peaks and troughs in demand.

The framework will be operated under a Framework Agreement and Schedule of Amendments to JCT Measured Term Contract 2024 - Appendix C in the ITT and Associate documents with a Call-Off order (Appendix D) for individual jobs.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Establishing party only

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

6 March 2026, 5:00pm

Tender submission deadline

13 March 2026, 12:00pm

Submission address and any special instructions

<https://in-tendhost.co.uk/brecklandcouncil.aspx/Home>

Tenders may be submitted electronically

Yes

Award criteria

Award will be based 100% on quality.

There entry requirements - Pass / Fail questions based around the following areas:

1. Specification Requirements (Appendix A)
2. Appendix B - Schedule of Prices agreed
3. Response Times
4. Accredited Waste Removal
5. Enhanced DBS Vetting
6. Health and Safety Competency Assessment (Appendix L)

Assessment will be based on 100% Quality. Please see the scoring methodology below.

7. Capacity to fulfil the contract - resources 20%

8. Experience of sub-contractor management 20%

9. Scenario questions to show methodology of work - e.g. replace a bath with a level access shower on the first floor 15%

10. Scenario questions to show methodology of work - e.g. bathroom installation being required within 2 weeks of first contact 15%

11. Accreditations / Certification 10%

12. Communication strategy with the Council and Clients 10%

13. Risks Assessments and mitigations of these risks 5%

Social Value

14. Positive Outcomes in line with Breckland's Inspiring Communities corporate Priority 5%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Breckland District Council

- Public Procurement Organisation Number: PBBD-9961-PPPD

Elizabeth House, Walpole Loke

Dereham

NR19 1EE

United Kingdom

Email: procurement@breckland.gov.uk

Region: UKH17 - Breckland and South Norfolk

Organisation type: Public authority - sub-central government