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Tender

## **Ffos Caerffili - Market Operator**

Caerphilly County Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-017094

Procurement identifier (OCID): ocds-h6vhtk-03d6c6

Published 15 June 2023, 4:59pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Caerphilly County Borough Council

Penallta House

Hengoed

CF82 7PG

#### **Contact**

Annie Pockett

#### **Email**

[pockea1@caerphilly.gov.uk](mailto:pockea1@caerphilly.gov.uk)

#### **Telephone**

+44 1443863352

**Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

<https://www.caerphilly.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://supplierlive.proactisp2p.com/Account/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://supplierlive.proactisp2p.com/Account/Login>

**I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Ffos Caerffili - Market Operator

Reference number

CCBC/PS2449/23/AP (RQST13966)

#### **II.1.2) Main CPV code**

- 70332200 - Commercial property management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

CCBC is seeking to appoint a market operator for the new Ffos Market in Caerphilly town Centre.

#### **II.1.5) Estimated total value**

Value excluding VAT: £250,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

## **II.2.2) Additional CPV code(s)**

- 55900000 - Retail trade services
- 79993000 - Building and facilities management services
- 79400000 - Business and management consultancy and related services

## **II.2.3) Place of performance**

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the boundaries of Caerphilly County Borough

## **II.2.4) Description of the procurement**

Caerphilly County Borough Council (“the Council”) invites tenders from organisations interested in undertaking the operation and management of a new market in Caerphilly. The Council is proposing to enter into a Market Management Agreement with the selected operator. This will be for a period of three years, with the option to extend for up to a further two years, subject to performance and the Council’s wider plans for the town centre. There may be scope to further extend after the initial two year extension period with the operator subject to performance, cost and to link in with the needs of the wider plans for the town centre depending on the timescales involved.

A proven track record and experience of market management and operation is essential.

The Council is seeking an operator who can help us achieve our vision for the new Caerphilly Market. The range of services to be supplied will include all aspects of the operation of the market, including:

- Management of the market and relationships with traders, ensuring consistent compliance with policies, procedures and regulations.
- Recruitment of new traders, so as to present the best occupier mix.
- Negotiation of rents, including turnover rent for food & beverage traders.
- Collection and reconciliation of stall rents and relevant utility costs and service charges.

- Issuing and renewal of tenancy agreements.
- Holding the Premises Licence for the site, including providing a suitably qualified designated premises supervisor (DPS).
- Management of events and specialist markets/pop-ups.
- Ensuring that suitable health and safety policies and procedures are in place.
- Ensuring the cleanliness of the market, toilets and back of house areas at all times.
- Promotion of the market, and its events via social media, website and other channels.
- Responding to customer, trader and business enquiries about the market.
- Work with the Council to meet financial targets as contained within the Market Business Plan.
- Take responsibility for the maintenance of the containers and other equipment within the market.

The selected operator will be paid a management fee for entering into the Management Agreement. This fee is to be proposed as part of this tender exercise, and agreed with the Council prior to commencement.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

There will be the option to extend for up to a further two years, subject to performance and

the Council's wider plans for the town centre. There may be scope to further extend after the initial two year extension period with the operator subject to performance, cost and to link in with the needs of the wider plans for the town centre depending on the timescales involved.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

The Council has received Welsh Government Grant Funding for the supply and installation of the new Containerised Market place and further funding may become available for this project.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The MO shall perform their obligations in compliance with all applicable laws and shall obtain and maintain for the term of the Contract all required licences, permissions, authorisations, consents and permits and comply with CCBC's policies, procedures and practices relating to the operation of the Market (including supply chain policies and all policies relating to health & safety).

##### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

Monitoring of the contract will be through Key Performance Indicators which will be reportable by the successful bidder on a quarterly, six monthly or annual basis as provided in the contract and will include but not be limited to:

- Occupancy levels.
- Income against budget.
- Expenditure against budget.
- Marketing activity and spend.
- Consumer complaints.
- Health & Safety incidents.
- Monthly spot checks.
- Waste disposal.
- Annual updates of: asset inventory, risk assessments, business plan, management account information, events and marketing plan, maintenance programme, fee structure.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

## **IV.2) Administrative information**

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

17 July 2023

Local time

12:00pm

### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

17 July 2023

Local time

12:00pm

Place

Within the boundaries of Caerphilly County Borough

Information about authorised persons and opening procedure

Officers Authorised by the Council.



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Please note registering an interest in this Notice is not an expression of interest. Tenderers must express an interest in this tender by completing the following :

1.Log in to the Proactis Supplier Portal at

<https://supplierlive.proactisp2p.com/Account/Login>

2.Click the

‘Sign Up’ option on the Portal homepage (If already registered go to point 11).

3.Enter your correct Organisation Name, Details and Primary Contact Details.

4.Please make a note of the Organisation ID and User Name, then click ‘Register’

5.You will then receive an email from the system asking you to follow a link to activate your account.

6.Please enter the information requested, clicking on the blue arrow to move on to the next stage and follow the instructions ensuring that

you enter all applicable details.

7.In the Classification section please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice, it is essential that only CPV Codes specific to your organisation are added to

your profile.

8. Buyer Selection. At this stage you are required to indicate which Buyer Organisations you would like to register with. Please remember to register with Caerphilly to ensure that you will be alerted to all relevant opportunities.

9. Terms & Conditions. Read the terms & conditions of the use of this Supplier Portal and tick the box to denote you have read and

understood the terms and that you agree to abide by them. If you do not agree you cannot complete the registration process. Once you have agreed click on the blue arrow to move on to the next stage.

10. Insert a password for the admin user and repeat it. The password MUST be between 6 and 50 characters in length. It must contain at

least 2 number(s). Once completed select 'Complete Registration' and you will enter the Supplier Home page.

11. From the Home Page, go to the 'Opportunities' icon, all current opportunities will be listed. Click on the blue arrow under the field

'Show Me' of the relevant opportunity then click to register your interest on the applicable button.

12. Refresh your screen by clicking on the opportunities icon located on the left-hand side, to view the opportunity click the blue arrow.

13. Note the closing date for completion of the relevant project. To find all available documentation please dropdown the 'Request Documents' option and click to download all documents.

14. You can now either complete your response or 'Decline' this opportunity.

All queries are to be made via the messaging system on the Proactis portal. Please note we will not accept any questions/queries via

telephone/email.

Supplier guides are available via the portal and this contract notice detailing how to use the eTender system including for how to register on

the e-tender portal.

If you require assistance, please contact Jemma Ford 01443 863163 — [fordj1@caerphilly.gov.uk](mailto:fordj1@caerphilly.gov.uk) or the procurement team on 01443

863161.

Procurement Clinics are also available should you require further assistance when completing and submitting your tender or for general tendering advice aside from this process.

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=132388](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=132388).

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

Social Value will be requested as part of this procurement process and collaboration and implementation will form part of the contract.

(WA Ref:132388)

The buyer considers that this contract is suitable for consortia.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom

### **VI.4.4) Service from which information about the review procedure may be**

**obtained**

Caerphilly County Borough Council

Penallta House

Hengoed

CF82 7PG

Email

[pockea1@caerphilly.gov.uk](mailto:pockea1@caerphilly.gov.uk)

Telephone

+44 1443863352

Country

United Kingdom

Internet address

<https://www.caerphilly.gov.uk>