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Tender

## **MVDC - 21 High St. Leatherhead Property Conversion Works**

Mole Valley District Council

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

Notice identifier: 2025/S 000-017381

Procurement identifier (OCID): ocds-h6vhtk-050890 ([view related notices](#))

Published 28 April 2025, 3:37pm

### **Scope**

#### **Description**

Mole Valley District Council invites tenders for the provision of works to convert the principle use of 21 High Street, Leatherhead, Surrey KT22 8AQ from office use to residential use.

The contract start date is 13th June 2025 and all works are to be completed by 31st July 2025.

The full works requirements and minimum conditions are contained in the procurement documents.

#### **Total value (estimated)**

- £100,000 excluding VAT
- £120,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 13 June 2025 to 1 August 2025
- 1 month, 19 days

### **Main procurement category**

Works

### **CPV classifications**

- 45000000 - Construction work

### **Contract locations**

- UKJ26 - East Surrey

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## **Submission**

### **Enquiry deadline**

13 May 2025, 6:00pm

### **Tender submission deadline**

23 May 2025, 1:00pm

## **Submission address and any special instructions**

### How to obtain the Tender Documents

Interested parties should register their interest in the project via the In-Tend website <https://in-tendhost.co.uk/sesharedservices/asp/Tenders/Current>. The Tender documents can be accessed when logged into In-Tend by selecting 'View Details' on the relevant tender advert and clicking the 'Express Interest' tab. Once in the tender there are five tabs, namely 'Tender', 'ITT – documents', 'Correspondence', 'Clarifications' and 'History'.

Select the 2nd tab (ITT - documents) where you will find useful information under 'Tender Details'. Continue to scroll down to the heading 'Tender Documents Received' where you will be able to view / download the documents. Please download all the documents and read very carefully.

### Opting In and Opting Out

Please note you are required to 'Opt In' before you can access the 'My tender Return' to start populating your response.

The 'Opt Out' functionality will also be available throughout the duration of the tender process. Opting out will give you the option of declaring you no longer want to receive any further communication in relation to this tender along with the opportunity of providing comments and feedback for this decision.

You can choose to 'Opt In' at any time during the tender process if you initially decided to 'Opt Out'.

### Further Guidance

In addition, guidance on how to participate in a tender, download and upload documents / returns and if required, register your company (free of charge) can be found on the In-tend site under the 'Help' or 'Information for Suppliers' buttons.

### Receiving Notification Emails

To ensure you receive email alerts and notifications from our system, please add the email domain '[@in-tendorganiser.co.uk](mailto:@in-tendorganiser.co.uk)' to your Safe Senders list.

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Cost 60% / Quality 40%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Contracting authority**

### **Mole Valley District Council**

- Public Procurement Organisation Number: PLXW-3796-VTMW

Pippbrook

Dorking

RH4 1SJ

United Kingdom

Email: [procurement@horsham.gov.uk](mailto:procurement@horsham.gov.uk)

Website: <http://www.molevalley.gov.uk>

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government