

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/017381-2025>

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

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.aspx/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' to your Safe Senders list.

Tenders may be submitted electronically

Yes

Award criteria

Cost 60% / Quality 40%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Mole Valley District Council

- Public Procurement Organisation Number: PLXW-3796-VTMW

Pippbrook

Dorking

RH4 1SJ

United Kingdom

Email: procurement@horsham.gov.uk

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

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government