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Tender

## **Security Person for Tredomen Business Park**

Caerphilly County Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-019164

Procurement identifier (OCID): ocds-h6vhtk-02d24b

Published 9 August 2021, 9:55am

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

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

Caerphilly County Borough Council

Penallta House, Tredomen Park, Ystrad Mynach

Hengoed

CF82 7PG

#### **Contact**

Andrew Gooding

#### **Email**

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

#### **Telephone**

+44 1443863060

#### **Fax**

+44 1443863167

**Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

[www.caerphilly.gov.uk](http://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.3) Communication**

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

<https://supplierlive.proactisp2p.com/Account/Registration/Register>

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/Registration/Register>

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

Regional or local authority

**I.5) Main activity**

Other activity

Security Person

## **Section II: Object**

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

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

Security Person for Tredomen Business Park

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

- 79710000 - Security services

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

Services

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

The Regeneration & Planning department of Caerphilly County Borough Council is seeking offers for the supply of a security person for its buildings located at Tredomen Business Park.

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

Value excluding VAT: £320,000

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

This contract is divided into lots: No

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

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

- 79710000 - Security services

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Business Park, Ystrad Mynach, Hengoed, CF82 7FN

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

The security guard shall be required to carry out external patrols, check doors are secure and monitor CCTV at Tredomen Business Park, Ystrad Mynach, Hengoed, CF82 7FN, consisting of:

- Tredomen Business & Technology Centre
- Tredomen Innovation & Technology Centre
- Tredomen Gateway Building

The service is NOT required at the following buildings on the same site:

- Tredomen House
- Penallta House

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

Quality criterion - Name: Social Value / Weighting: 10

Price - Weighting: 90

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

Start date

1 December 2021

End date

1 December 2024

This contract is subject to renewal

Yes

Description of renewals

Option to extend for up to 12 months.

#### **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**

As part of their tender submissions, bidders are required to submit their Social Value Offer. The amount of Social Value offered by a bidder will be converted into a percentage figure by dividing the Social Value Proposal by the assumed Contract Value to arrive at a Social Value 'additionality' percentage.

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

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

#### **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

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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

8 September 2021

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

8 September 2021

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

A uniformed security guard shall be required on site between the following hours:

- 17:00 to 08:00 MONDAY to FRIDAY
- 16:30 FRIDAY TO 08:00 MONDAY (24 hour cover Saturday & Sunday)
- 24 hour cover (until 08:00 the next working day)

#### **BANK HOLIDAYS**

- ANY OTHER ADDITIONAL PERIODS NOT INCLUDED IN THE ABOVE TIME SPECIFICATIONS

As part of the process, the tender will be undertaken utilising Caerphilly CBC's Proactis Portal e-tendering system.

Therefore, companies are invited to follow the directions below to register on the system:

1. Log in to the Proactis Portal E-tendering system at <https://www.proactisplaza.com>
2. Click the "Sign Up" button.
3. Enter your details such as Organisation Name, Details and Primary Contact Details.
4. Please make a note of the Organisation ID and Login Name, then click Register.
5. You may then receive an email from the system asking you to Click here to activate your account. This takes you to Enter Organisation Details. Or you may be redirected straight to your account home page, depending on your browser.
6. Please enter the information requested, click Next and follow the instructions ensuring that you enter all applicable details.
7. In the Enter Product Classification screen please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice.

8. Accept the Terms and Conditions and then click Next. This takes you in to the Welcome window.

9. In the Welcome window please enter your Organisation name, Organisation ID and User Name (User ID). You now need to create your unique password. Please ensure that you make a note of this along with the other information already recorded.

10. Now click Done and you will enter the Supplier Home page.

11. From the Home Page, go to the "Opportunities" area, where you can search for this Opportunity. Click on the "Show Me Arrow" of the relevant opportunity and then click to register your interest on the relevant button.

12. Click the Opportunities Icon on the left of the page so that the page is refreshed, then, click on the "Show Me Arrow" of the relevant contract again and this will take you into the create a response section of the portal.

13. Note the closing date for completion of the relevant project. Please review the tabs at the top of the page as there will be information relating to the project held here.

14. You can now either continue to fill out this area and create a response or if the project is not of interest to you Decline this opportunity by clicking the "Decline" button at the top of the page.

Tenderers shall express an interest in tendering for this arrangement by registering their interest on the Proactis Portal System as stated above and then completing the online e-tender submission. If you have any issues with your account please use the 'Raise a Ticket' function on the Proactis Portal. Instructions on how to utilise this function can be found in the attachments.

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=113005](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=113005).

(WA Ref:113005)

## **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