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Tender

## **Supply and Installation of Bus Shelters & Associated Parts**

Caerphilly County Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-019475

Procurement identifier (OCID): ocids-h6vhtk-02d382

Published 11 August 2021, 2:25pm

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

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

Caerphilly County Borough Council

Penallta House, Tredomen Park, Ystrad Mynach

Hengoed

CF82 7PG

#### **Email**

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

#### **Telephone**

+44 1443863161

#### **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.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**

Supply and Installation of Bus Shelters & Associated Parts

Reference number

CCBC/PS2118/21/AP (RQST13302)

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

- 44212321 - Bus shelters

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

Supplies

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

The Council intends to establish a two (2) year framework with an option for a further two (2) years, for the provision of procuring bus shelters and their respective parts.

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

Value excluding VAT: £300,000

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

This contract is divided into lots: No

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

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

- 44212321 - Bus shelters

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

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within Caerphilly County Borough, there may be occasions where work is required outside the Caerphilly borough boundary in neighbouring Local Authorities.

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

The Council anticipates that it will purchase approximately 40 bus shelters during the 2021/22 financial year. Suppliers will need to be able to confirm that they can do this prior to End of March 2022. Further purchases of approximately 20 bus shelters per year in future financial years will also be required. For the avoidance of doubt, this figure is an estimate only and requirements are both grant funding dependent and demand led. The Council does not guarantee to purchase any quantities of components or works.

It is anticipated that an framework will be entered in to with up to three suppliers, with the ranked 1supplier identified as the Primary Supplier, with other companies being used should demand, availability and capacity necessitate the use of the secondary and tertiary suppliers.

The Council is currently responsible for approximately 508 bus shelters located throughout the County Borough.

#### **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

48

This contract is subject to renewal

Yes

Description of renewals

The framework will be for a period of two (2) years with an option to extend for up to a further two (2) years.

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

Variants will be accepted: No

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

Options: Yes

Description of options

The Authority will likely require associated parts and equipment to ensure the up keep of the Bus Shelters throughout their life. It is envisaged that parts will be purchased where appropriate from the original supplier throughout the life time of the shelter to ensure that they are maintained in accordance with the original product. Generic items may be purchased from the original supplier or elsewhere as the Authority deems appropriate.

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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 will be receiving grant funding from the Welsh Government from time to time to finance works under this framework.

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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

Companies must be Safety Schemes in Procurement (SSiP) accredited in order to undertake the works required for this framework.

The Successful suppliers will be responsible for site safety and all works undertaken on or adjacent to the public highway will be in accordance with the New Roads and Street Works Act (NSRWA) 1991 to ensure works are undertaken in a safe manner and minimise disruption and inconvenience. Bidders will be required to confirm and evidence that they are able to do this.

#### **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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Where there is an overlap of spend from Welsh Government between the last financial year and the following financial year the Authority reserves the right to continue to utilise the framework to complete that round of grant funding spend.

#### **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

10 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

10 September 2021

Local time

12:30pm

Place

Via the Councils eTendering System utilized by Caerphilly County Borough Council

Information about authorised persons and opening procedure

Authorised Officers of Caerphilly County Borough Council

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: PIN Notice may be issued in the final year of the framework prior to readvertising, This will either be in Year two of the framework or years Three or Four depending on if the extension options are utilised or not.

### **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 THE SELL2WALES NOTICE IS NOT REGISTERING AN INTEREST IN THIS TENDER YOU MUST FOLLOW THE INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER:

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. 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 follow a link to activate your account;
6. 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 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. Remember to register with Caerphilly this ensures that you will be alerted to all relevant opportunities;

9. Terms and Conditions — Read the terms and 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 drop-down 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. We will not accept any questions/queries via telephone/email.

A supplier guide is available via the portal detailing how to use the Proactis Plaza system.

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.

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=113100](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=113100).

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:

CCBC has committed to including Social Value in its procurements (75,000+GBP). Bidders will be required to complete the Council's draft bespoke Light Set of TOMs (Themes, Outcomes and Measures) which are predicated on the National TOMs for Wales and have been devised for procurement contracts. This will not be scored but a response with deliverables must be submitted and will become part of any contractual obligations when awarded work.

(WA Ref:113100)

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

Caerphilly County Borough Council

Hengoed

CF82 7PG

Telephone

+44 1443863161

Country

United Kingdom