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Tender

The Supply Delivery & Installation of Noticeboards Within Caerphilly Borough Town Centres

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-021093

Procurement identifier (OCID): ocds-h6vhtk-0512af ([view related notices](#))

Published 14 May 2025, 10:00am

Scope

Reference

CCBC/PS2787/25/TY

Description

Caerphilly County Borough Council's Town Centre Support Team are seeking to appoint a supplier to supply and install floor sub-surface mounted interpretation panels and noticeboards within the borough's five principal town centres: Bargoed, Blackwood, Caerphilly, Risca and Ystrad Mynach. There will be an option to purchase further similar items for a further three years from the commissioning date up to and including 31st October 2028.

Total value (estimated)

- £35,000 excluding VAT

- £42,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 16 June 2025 to 31 October 2028
- 3 years, 4 months, 15 days

Options

The right to additional purchases while the contract is valid.

The Council reserves the right to call upon the successful bidder for related works following the completion of the main scope of work. However, this is not guaranteed. The value stipulated is related to the initial commission and further commissions under this contract will not exceed PA2023 thresholds for goods and services.

Main procurement category

Goods

CPV classifications

- 34928472 - Sign posts
- 34928470 - Signage
- 30192170 - Notice boards
- 45233293 - Installation of street furniture
- 31523200 - Permanent message signs

- 34928471 - Sign materials
- 34992300 - Street signs
- 44423400 - Signs and related items

Contract locations

- UK - United Kingdom

Participation

Conditions of participation

Please refer to the Procurement Documents for further information on the conditions of participation.

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

27 May 2025, 5:00pm

Tender submission deadline

3 June 2025, 12:00pm

Submission address and any special instructions

Tenderers must express an interest in this tender by completing the following process:

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 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 this ensures that you will be alerted to all relevant opportunities.
9. Terms & 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 please 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. Please note we will NOT accept any questions/queries via telephone/email.

If you require assistance please contact Jemma Ford 01443 863163 - fordj1@caerphilly.gov.uk

When submitting a tender, an e tendering supplier guide has been produced which will help tenderers through completing a tender submission using our Proactis Plaza system.

Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
Priced Criteria	Price	70.00%
Quality Criteria	Quality	30.00%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Caerphilly County Borough Council

- Public Procurement Organisation Number: PWHP-2369-JPYL

Penallta House, Tredomen Park

Hengoed

CF82 7PG

United Kingdom

Contact name: Thomas Young

Telephone: +441443863108

Email: youngt@caerphilly.gov.uk

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

Region: UKL16 - Gwent Valleys

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales