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Tender

## Cwmcarn Forest Moveable Camping Unit

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-030247

Procurement identifier (OCID): ocds-h6vhtk-05439b ([view related notices](#))

Published 5 June 2025, 1:40pm

## Scope

## Reference

CCBC/PS2755/AB/25 (RQST14417)

## Description

Caerphilly County Borough Council's (the Council) Cwmcarn Forest Team are seeking to appoint a qualified and competent bidder to supply and install a new camping accommodation unit for its existing campsite portfolio located at Cwmcarn Forest, Newport, NP11 7FA. The council are looking for an experienced provider of accommodation units with a proven track record of supplying units to the industry and experience of installation of constructed units on site.

## Total value (estimated)

- £13,500 excluding VAT
- £16,200 including VAT

Below the relevant threshold

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

- 16 July 2025 to 31 August 2025
- 1 month, 16 days

### **Options**

The right to additional purchases while the contract is valid.

The Council reserves the right to call upon the contractor for up to and including twelve months after product installation, to rectify any defects associated with the product or its installation, this does not affect or replace any warranties that extend beyond this twelve-month defect period.

Any repairs, replacements of parts or other maintenance requirements should be available to the Council by the supplier for the life of the unit (where practicable). Additional costs (or discounts off list prices) should be provided with your response.

### **Main procurement category**

Goods

### **CPV classifications**

- 37410000 - Outdoor sports equipment
- 39522530 - Tents
- 55200000 - Camping sites and other non-hotel accommodation

## **Contract locations**

- UKL16 - Gwent Valleys

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## **Participation**

### **Conditions of participation**

As per procurement document.

### **Particular suitability**

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

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## **Submission**

### **Enquiry deadline**

18 June 2025, 12:00am

### **Tender submission deadline**

25 June 2025, 12:00am

### **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](mailto: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

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## Award criteria

Name	Description	Type	Weighting
Total Cost	Total Cost to Supply and Install Movable Camping Unit Cwmcaern Forest	Price	70.00%
Quality Response	Criteria as per procurement document.	Quality	30.00%

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## Procedure

### Procedure type

Below threshold - open competition

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## Contracting authority

### Caerphilly County Borough Council

- Public Procurement Organisation Number: PWHP-2369-JPYL

Penallta House, Tredomen Park

Hengoed

CF82 7PG

United States

Contact name: Asher Bashir

Email: [bashia@caerphilly.gov.uk](mailto:bashia@caerphilly.gov.uk)

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

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales