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Tender

## **The Provision of a New Caerphilly County Borough Council Digital Workplace**

Caerphilly County Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-030727

Procurement identifier (OCID): ocids-h6vhtk-02ff7e

Published 9 December 2021, 5:15pm

### **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 1443863160

#### **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 to the above-mentioned address

**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**

The Provision of a New Caerphilly County Borough Council Digital Workplace

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

- 72212220 - Internet and intranet software development services

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

Services

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

Caerphilly County Borough Council are seeking tender responses from Suppliers for the provision of a new Digital Workplace service to replace its current Intranet, and associated web portals.

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

This contract is divided into lots: No

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

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

- 32412120 - Intranet network
- 48200000 - Networking, Internet and intranet software package
- 72212200 - Networking, Internet and intranet software development services
- 72212220 - Internet and intranet software development services
- 72421000 - Internet or intranet client application development services
- 72422000 - Internet or intranet server application development services

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

NUTS codes

- UKL16 - Gwent Valleys

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

The proposed new Digital Workplace will be a platform with the employee firmly at its centre. The approach is designed to make life easier for all staff and provide the information and tools they need on a daily basis to help them work and network efficiently and effectively.

The Digital Workplace will be the backbone and key part of our transformation programme, Team Caerphilly – Better Together. It will be designed to be easy to use, will encourage knowledge sharing, and improve collaboration and communication between council services.

It is critical that this new Digital Workplace will be accessible to all staff of the Authority, regardless of their location; and be fully inclusive, even to those that do not have access to a works device.

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

## **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

There is an option to extend for a further 3 years, reviewed annually.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

We may require further intranet work over and above what is listed and reserve the option to request additional purchases.

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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

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

##### **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

31 January 2022

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**

Tender must be valid until: 1 August 2022

#### **IV.2.7) Conditions for opening of tenders**

Date

31 January 2022

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**

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

system.

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

1. Log in to the Proactis Plaza E-Sourcing Portal 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 Plaza System as stated above and then completing the online e-tender submission.

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=116661](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=116661).

(WA Ref:116661)

## **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