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Tender

CCBC Meanwhile Space Development Consultancy

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-031575

Procurement identifier (OCID): ocds-h6vhtk-0546cd ([view related notices](#))

Published 11 June 2025, 2:53pm

Scope

Reference

CCBC/PS2806/AB/25 (RQST14487)

Description

Caerphilly County Borough Council (CCBC) is seeking to appoint a company to deliver a Meanwhile Spaces Project within the Caerphilly County Borough. The consultant is to identify two (2) suitable Meanwhile Spaces in any of the Principal Town Centres under this project. The applicant is required to have previous proven success of similar projects. The project is funded through the Shared Prosperity Fund (SPF) (intervention W16) and the successful applicant will be required to develop the meanwhile space strategy to acquire a suitable unit within the town centres, repurpose and attract entrepreneurs to deliver the outputs and outcomes in line with the SPF funding conditions. Through the identification and delivery of these programmes and the associated project the Council aims to create sustainable, vibrant, and prosperous town centres.

2.27. The Council reserves the right to engage the successful Consultant to undertake further meanwhile spaces above the two required should further funding become available. The commission (order) of any additional meanwhile space developments can

be made up to 31st March 2027.

Total value (estimated)

- £32,000 excluding VAT
- £38,400 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 August 2025 to 31 March 2026
- 8 months

Main procurement category

Services

CPV classifications

- 73000000 - Research and development services and related consultancy services
- 79400000 - Business and management consultancy and related services
- 79900000 - Miscellaneous business and business-related services

Contract locations

- UKL16 - Gwent Valleys
-

Participation

Particular suitability

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

Submission

Enquiry deadline

25 June 2025, 12:00am

Tender submission deadline

2 July 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

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	Description	Type	Weighting
Quality Response	Criteria as per procurement document.	Quality	80.00%
Total Cost	The Total Cost of Meanwhile Spaces Development Project	Price	20.00%

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: Asher Bashir

Email: bashia@caerphilly.gov.uk

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

Region: UKL16 - Gwent Valleys

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales