

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/032339-2025>

Tender

The Provision of Population and Household Projection Updates for the 2nd Replacement Local Development Plan

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-032339

Procurement identifier (OCID): ocds-h6vhtk-0548ab ([view related notices](#))

Published 13 June 2025, 3:03pm

Scope

Reference

CCBC/PS2810/AP/25 (RQST14492)

Description

Caerphilly County Borough Council (the Council) is currently in the process of preparing its 2nd Replacement Local Development Plan (2RLDP), which will cover the period 2020-2035. As part of the process, the Council is looking to appoint a suitably qualified and experienced consultant to undertake population, household and employment-led projections updates to inform the 2RLDP and where necessary attend and give evidence at the 2RLDP examination. The purpose of the commission is to identify the up-to-date position in respect of the Preferred Growth Scenario and to understand how this sits in the context of growth aspirations across the region. The Council will also need to understand how the up-to-date projections accord with the Revised Strategy aim to assist in delivering growth in jobs of around 3.5%.

Current 2RLDP Position: The Council commenced a full review of the Adopted LDP in February 2020 and published its Pre-Deposit plan for consultation in October/November

2022. As a result of that consultation conformity objections to the plan were received from Welsh Government. As a result of these objections the Council published its Revised Preferred Strategy in January/February 2025. The Council intends to publish its Deposit Plan for consultation in January/February 2026 and this will need to be informed by up-to-date population and household projections based upon the Preferred Growth Scenario.

The Council reserves the right to engage the successful Consultant for the provision of additional consultancy, subject to the availability of further funding. services should further funding become available. The commission (order) of any additional services can be made up to 31st March 2027.

Total value (estimated)

- £20,000 excluding VAT
- £22,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 11 July 2025 to 31 March 2027
- 1 year, 8 months, 21 days

Options

The right to additional purchases while the contract is valid.

Providing responses on representations received on the projections, and the resultant implications for housing and employment land provision, from third parties as a result of future 2RLDP consultation stages; and for any appearances that the successful consultant will need to make at the examination into the 2RLDP in respect of the revised projections.

The Council reserves the right to commission the Consultant for any related Work that may come out of this project.

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

19 June 2025, 5:00pm

Tender submission deadline

26 June 2025, 5:00pm

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/Login2>.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.ukWhen 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 Provision of Population and Household Projection Updates for the 2nd Replacement Local Development Plan | Cost | 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: Anne Pockett

Telephone: +441443863352

Email: POCKEA1@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