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Tender

External Refurbishment with Groundworks and Associated Works – 1 to 10 Manor Court, TY Sign, Risca

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-034765

Procurement identifier (OCID): ocds-h6vhtk-0552ad

Published 24 June 2025, 2:29pm

Scope

Reference

CCBC/PS2785/25/CT

Description

Bidders are invited to submit a tender for the External Refurbishment with Groundworks and Associated Works – 1 to 10 Manor Court, TY Sign, Risca.

Caerphilly County Borough Council (the “Authority” and or the “Employer”) is seeking to procure a contract for the installation of the following:

- Two communal stairways to 1st floor flats
- Drying areas to the rear of the property
- Perimeter fencing
- Bin storage to front of dwellings

- Doors
- Pathways throughout
- Soakaways drain to Front elevation.
- External insulated render system and sections of structural repair work to external brickwork of building
- Roofing

All information relating to the Contract can be found within the Tender Documents.

Total value (estimated)

- £241,200 excluding VAT
- £289,440 including VAT

Below the relevant threshold

Contract dates (estimated)

- 14 November 2025 to 6 April 2026
- 4 months, 23 days

Main procurement category

Works

CPV classifications

- 45223000 - Structures construction work

- 45260000 - Roof works and other special trade construction works
- 45340000 - Fencing, railing and safety equipment installation work
- 45421100 - Installation of doors and windows and related components
- 45421110 - Installation of door and window frames
- 45421111 - Installation of door frames
- 45421130 - Installation of doors and windows
- 45421131 - Installation of doors
- 45233160 - Paths and other metalled surfaces
- 45233161 - Footpath construction work
- 45111240 - Ground-drainage work
- 45232450 - Drainage construction works
- 45232451 - Drainage and surface works
- 45232452 - Drainage works
- 45232453 - Drains construction work
- 45321000 - Thermal insulation work

Contract locations

- UK - United Kingdom

Participation

Conditions of participation

The Project Team will undertake the first stage of the evaluation process by assessing the Bidders' responses to the Conditions of Participation, as set out below.

This stage consists of Pass/Fail questions that must be responded to in full. Failure to submit a fully completed Conditions of Participation response will result in the bid being rejected.

Responses to the Conditions of Participation will be evaluated in accordance with the scoring methodology outlined in Table 1 of the Tender Document using Pass/Fail criteria. Any response that does not pass this stage will not be evaluated further, and the bid will be rejected on such grounds alone.

Technical Ability

Provide summary detail of up to 3 contracts which the Bidder has delivered in any combination from the public or private sector; or VCSE (including grant funded work) which demonstrate your organisation has the technical ability to deliver this contract.

The details provided for each contract must, at a minimum, include:

- Name of customer organisation who signed the contract.
- Name of supply organisation who signed the contract.
- The name, position and email address of the point of contact in the customer's organisation.
- Estimated contract value.
- A description of the works delivered.
- Initial accepted tender submission value and audited final account value.
- Where applicable the reason why the contract went over budget and or extended over the planned completion date.
- Confirm if the proposed key personnel for this contract were involved with the three contracts above.

The named customer contact should be able to offer confirmation of the information provided.

Consortia bids should provide examples of where the consortium has delivered similar

requirements.

If not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle (“SPV”) is being created), 3 separate examples should be provided between the principal member(s) of the consortium/SPV.

Where the Supplier is a SPV, or a managing agent not intending to be the main provider, the information requested should be provided for the main intended provider(s) or Sub-Contractor(s) who will deliver the contract.

Contracts should have been performed during the past 3 years for services, or 5 years for works.

Particular suitability

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

Submission

Enquiry deadline

11 July 2025, 12:00am

Tender submission deadline

18 July 2025, 12:00am

Submission address and any special instructions

<https://supplierlive.proactisp2p.com/Account/Login>

REGISTERING AN INTEREST IN THE SELL2WALES NOTICE IS NOT REGISTERING AN INTEREST IN THIS TENDER YOU MUST FOLLOW THE INSTRUCTIONS BELOW IN ORDER TO SUBMIT A TENDER:

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. 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. 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 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. Remember to register with Caerphilly this ensures that you will be alerted to all relevant opportunities;
9. Terms and 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 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. We will not accept any questions/queries via telephone/email.

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Price	<p>The evaluation of Price Cost criteria for this tender process will be based on the sum of costs provided within the Appendix 13 - Schedule of works and Appendix 1 - Prelims documents which will produce the Total Tender Cost (Ex VAT). Costs submitted within the Appendix 13 - Schedule of works and Appendix 1 - Prelims documents must include the cost of all expenses associated with delivering the contract described within the tender documents, including but not limited to travel, materials, labour, profit, subsistence, administration and management, transportation, equipment and other fees as may be required. The Supplier will not be able to submit claims for any additional expenses outside of those already included within their tendered prices, other than that agreed in writing by the Employer.</p>	Cost	70.00%

Name	Description	Type	Weighting
Quality	<p>5.6.3 For each of the Quality questions, Bidders are required to upload their response within the Quality section of Proactis.</p> <p>5.6.4 Appendices will not be considered unless requested as part of the question.</p> <p>5.6.5 Failure to submit a fully completed Quality criteria response will result in the bid being rejected.</p> <p>5.6.6 Bidders are reminded that their responses should relate specifically to the Authority's requirements. Generic responses which do not take into account the Authority's requirements and circumstances are unlikely to achieve high marks.</p> <p>5.6.7 The below questions are scored as part of this Stage:</p> <p>5.6.8 Case Studies Provide case studies for a minimum of 2No. similar schemes undertaken by your organisation within the past 3 years which demonstrate that your company has the technical ability required to deliver this contract. Your response to this question should include the following</p>	Quality	30.00%

Name	Description	Type	Weighting
	<p>information for the schemes as a minimum: • Client organisation and the name and contact details of the point of contact. • Where applicable, the reasons why the contract went over budget and or extended beyond the contracted practical completion date. • A description of the works delivered. • Confirm if the proposed key personnel for this scheme were involved with the case study schemes. You should use no more than 1,600 words for your response. 5.6.9 Contract Management and Communication</p> <p>How will the contract be managed to ensure that project timescales are met, and quality and safety are maintained through the course of the contract? Your response must include: • The management structure for the contract including site management staff. • How the works will be monitored to ensure that progress is maintained, and risks are managed. • Explanation of how communications</p>		

Name	Description	Type	Weighting
	<p>between Contractor, Employer and the residents of Manor Court and the general public will be undertaken to ensure the works are completed on time, to price and with minimum disruption. You are to include the critical correspondence with the residents relating to works concerning the communal stairways and temporary access works. You should use no more than 1600 words for your response. 5.6.10</p> <p>Method Statement</p> <p>Provide a detailed method statement setting out your approach to the delivery of the contract (excluding the temporary works element addressed in the question below). This should take into account the constraints listed in the contract documents and include, but not be limited to the following elements: • How you will ensure safe delivery of materials to the site, including all specialist materials. The response should give due consideration to the location of the</p>		

Name	Description	Type	Weighting
	<p>proposed site compound and restricted width to Manor Court car park area. • Please provide any details of proposed innovative ideas to reduce the overall programme. • Prevention of unauthorised access entering the contained construction site • How you will undertake the setup of the site compound including welfare and provide for adequate safe material storage on site. • How you will resolve urgent reported defects and security issues relating to the general site and compound after normal working hours or on bank holidays for this project, including an example of previous evidence of reactive timescales to resolve? You should use no more than 2,000 words for your response.</p> <p>5.6.11 Temporary Works Part of the external works to the dwellings includes the complete removal of two sets of communal stairways to the 1st floor flats (Property nos. 6 – 10). To allow Residents full access and egress to and from the dwellings, a section</p>		

Name	Description	Type	Weighting
	<p>of metal safety railings and section of wall to the front elevation car park boundary will need to be removed to allow the Contractor to install a central temporary walkway to the car park area. Please detail your proposal for the design, installation and removal of the temporary walkway. Your response must include:</p> <ul style="list-style-type: none"> • The responsible individuals or sub-contractors responsible for the design and undertaking of the works • A method statement setting out the construction phase of the temporary walkway, including but not limited to its design, installation, removal and the reinstatement of the metal safety railing and section of front boundary wall. • Evidence of completion of similar temporary access works. You should use no more than 2,000 words for your response. 		

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://supplierlive.proactisp2p.com/>

All tender documents are accessible via the Proactis Plaza e-Tendering system linked above.

Technical specifications to be met

<https://supplierlive.proactisp2p.com/>

All tender documents are accessible via the Proactis Plaza e-Tendering system linked above.

Contracting authority

Caerphilly County Borough Council

- Public Procurement Organisation Number: PWHP-2369-JPYL

Penallta House, Tredomen Park

Hengoed

CF82 7PG

United Kingdom

Contact name: Connor Thomas

Telephone: +441443864702

Email: Thomac21@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