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Tender

Insulation Services Framework

The Council of the Borough of Kirklees

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

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Scope

Reference

KMCHNPS-038

Description

Tenders are invited by the Council of the Borough of Kirklees (the "Council") from Suppliers with relevant experience and ability to demonstrate sufficient capacity for the provision of Insulation Services (the "Works") under a proposed multiple Supplier Framework.

The Works will be split into two Lots:

Lot 1 - Loft Insulation

Lot 2 - Cavity Wall Insulation

A Trustmark (or equivalent) registered Principal Contractor is required to complete loft insulation Work on approximately 1000 properties and cavity wall insulation Work on 200 properties. The properties are situated across the Kirklees Borough and consist of several archetypes which include 1-bedroom flats, 1-bedroom bungalows, 2 bed and 3 bed properties.

Award Criteria

Quality - 60%

Price - 40%

Further information on award criteria, information on the key criteria and how the contract award criteria will be assessed is all available in the tender procurement documents that are available for interested suppliers to access at <https://uk.eu-supply.com/login.asp?B=YORTENDER>

Commercial tool

Establishes a framework

Total value (estimated)

- £1,500,000 excluding VAT
- £1,800,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 20 October 2025 to 19 October 2027
- Possible extension to 19 October 2029
- 4 years

Description of possible extension:

The initial Contract term will run from October 2025 to October 2027 with the option to extend by two periods of 12 months each taking the total contract period to 48 months if all extension options are taken

Main procurement category

Works

Contract locations

- UKE44 - Calderdale and Kirklees

Not the same for all lots

CPV classifications are shown in Lot sections, because they are not the same for all lots.

Lot 1. Loft Insulation

Description

A Trustmark (or equivalent) registered Principal Contractor is required to complete loft insulation Work on approximately 1000 properties. The properties are situated across the Kirklees Borough and consist of several archetypes which include 1-bedroom flats, 1-bedroom bungalows, 2 bed and 3 bed properties.

A loft inspection must be completed on each property prior to the commencement of the

Works, this inspection will determine the level of Works required.

Works required could include but will not be limited to:

- Relaying of loft insulation to ensure adequate covering is provided;
- Topping up of existing insulation;
- Installing loft insulation from new including insulation of the loft hatch;
- Removal of wet or contaminated loft insulation and installing from new;
- Installing hook and eye fastening to loft hatches where required;
- Clearance of Lofts and disposal of unwanted items (disclaimer required).

Lot value (estimated)

- £500,000 excluding VAT
- £600,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 45320000 - Insulation work

Same for all lots

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Cavity Wall Insulation

Description

A Trustmark (or equivalent) registered Principal Contractor is required to complete cavity wall insulation on approximately 200 properties. There will be a requirement to complete approximately one third of the proposed number by November 2026 due to backlog of outstanding Works and the remaining over the term of the contract. The properties are situated across the Kirklees Borough and consist of several archetypes which include 1-bedroom flats, 1-bedroom bungalows, 2 bed and 3 bed properties.

The product to be used to infill the cavity is to be in accordance with British Board of Agreement (BBA) certified and Cavity Insulation Guarantee Agency (CIGA) approved 25-year guarantee and installed in line with Building Regulations.

Materials with a classification of A1 when tested to BS EN 13501-1 Reaction to Fire should be used.

Kirklees Council product choice for the cavity fills is any mineral wool or glass blown fibre product that adheres to the classification above. Kirklees Council do not accept any flammable product such as polystyrene balls.

Lot value (estimated)

- £1,000,000 excluding VAT
- £1,200,000 including VAT

Framework lot values may be shared with other lots

CPV classifications

- 45261410 - Roof insulation work
- 45320000 - Insulation work

Same for all lots

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Framework

Maximum number of suppliers

Unlimited

Maximum percentage fee charged to suppliers

0%

Framework operation description

Call Off Method 1 - Without Re-opening Competition Direct Award based on Ranking:

Contracts which are awarded under this Framework Agreement without re-opening competition will be done so in accordance with the objective conditions provided for in the initial Tender Documents.

Contractor/ Suppliers will be ranked on the basis of the initial quality/price evaluation of the concluded Framework Agreement. The highest ranked Supplier may be offered each Contract on the basis of these rankings (the highest ranked Contractor/ Supplier may be selected to perform a specific Contract).

If the Contractor/ Supplier who was ranked highest is not able to undertake the Contract, the Council may offer the Contract to the next ranked Contractor/ Supplier. The Council may repeat this process until the Contract is fulfilled or there are no further organisations on the Framework Lot qualified to fulfil it.

Call Off Method 2 - Re-opening of competition amongst all Contractor's/ Suppliers on the Framework:

Contractor/ Suppliers awarded a position on the Framework Agreement may be invited, where applicable, by the Council to participate in a Further Competition by way of an Invitation to Tender through the Council's electronic procurement website, YORtender.

This procedure is anticipated to be used where:

- the requirements of the specific Contract differ from the requirements as detailed in the Framework Documentation
- submitted Framework rates cannot be accurately assigned to the specific Contract
- the specific Contract is estimated to be higher than £50,000.00 for Loft Insulation Services or £100,000.00 for Cavity Wall Insulation Services.

Where Parties to the Framework Agreement are invited to supplement their initial Tender to compete under a Further Competition from this Framework, the evaluation of these Tenders will be based on a ranged Price, Quality and/or Social Value split which will be formulated more precisely and communicated in the published Invitation to Tender document. This range allows Award Criteria percentages to be determined appropriately in accordance with the complexity of each specific scheme.

In the event that the Contract is estimated to be higher than a value of £100,000.00 (one hundred thousand pounds), in line with the Council's Social Value Policy, the Council reserve the right to include Social Value as part of the award criteria.

Provided that the Tender is submitted fully in accordance with the requirements set out within the Council's Specification and the additional Tender Documentation, the Contract will be awarded on the basis of the Most Advantageous Tender based on Quality, Price and/or Social Value

Quality: 0% - 90%

Price: 10% - 100%

Social Value: 0% - 10%

For the avoidance of any doubt, one or more of the above Award Criteria may be applied to any Further Competition from this Framework.

Notwithstanding the fact that the Council has followed the procedure set out above for competed Works, the Council may cancel, postpone, delay or end the procedure without placing an Order for Works or awarding any Contract. Nothing in this Framework Agreement shall oblige the Council to place any Order for Works.

Evaluation of the further competition tender response:

Tenderers will have their Pricing Schedule and/or their Quality Method Statements (and where applicable, any Social Value proposals) evaluated using the Award Criteria and the

Evaluation Model set out within the Further Competition Document.

The Quality and Pricing information provided and requested in the Further Competition documentation will be formulated more precisely for each Specific Contract.

Re-assessment of minimum selection criteria:

Prior to the award of any Specific Contract, the Council reserves the right to re-assess the Contractor/ Supplier to confirm that the Contractor/ Supplier still meets the Council's minimum selection criteria at the time of the proposed award.

Assessment of current capacity:

Prior to the award of any Specific Contract, the Council reserves the right to assess the existing workload of the Contractor/ Supplier to confirm that the Contractor/ Supplier has the necessary capacity to undertake the new Contract alongside any current commitments.

Award method when using the framework

Either with or without competition

Contracting authorities that may use the framework

Establishing party only

Participation

Conditions of participation

Lot 1. Loft Insulation

Lot 2. Cavity Wall Insulation

As stated in the procurement documents that are available for interested suppliers to

access at <https://uk.eu-supply.com/login.asp?B=YORTENDER>

Particular suitability

Lot 1. Loft Insulation

Lot 2. Cavity Wall Insulation

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

Submission

Enquiry deadline

9 July 2025, 1:00pm

Tender submission deadline

28 July 2025, 1:00pm

Submission address and any special instructions

Procurement documents can be accessed via the Councils Tendering Portal:-

<https://uk.eu-supply.com/login.asp?B=YORTENDER>

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type
Quality	The basis of the Council's Award Criteria will be based on 60% Quality. Detailed information on Award Criteria is available in the the procurement documents that are available for interested suppliers to access at https://uk.eu-supply.com/login.asp?B=YORTENDER	Quality
Price	The basis of the Council's Award Criteria will be based on 40% Price Detailed information on Award Criteria is available in the the procurement documents that are available for interested suppliers to access at https://uk.eu-supply.com/login.asp?B=YORTENDER	Price

Weighting description

The Tender Assessment will assess the Tenders on the basis of the submitted Tenders only. No prior knowledge of the Tenderer will be assumed. The Most Advantageous Tender ("MAT") will be identified by the process detailed below:

Stage 1 - Completeness and Compliance Checks:

Submitted Tenders will initially be checked for compliance with the instructions provided in 01) Framework Invitation to Tender document including confirmation that the documents have been completed fully and correctly and have been signed as requested. Where a Tender Submission is received from a Tenderer who is not registered on the Central Digital Platform and/or who has not submitted up-to-date core supplier information on the Central Digital Platform, their submission will be rejected from the tender process and no

further evaluation will be undertaken.

Stage 2 - Exclusion Grounds:

The Council will confirm that neither the Supplier or any Connected Persons, Associated Persons or proposed sub-contractors are listed on the Cabinet Office Debarment List. To the extent that any such entities are listed on the Debarment List, the Council will consider whether to exclude the Supplier from participating in the procurement process. In addition, the Council will consider whether any Supplier or Connected Persons, Associated Persons relied on to meet the Conditions of Participation, or proposed sub-contractors are Excluded or Excludable Suppliers, providing the Supplier reasonable opportunity to make representations and provide evidence as is proportionate to the circumstances.

Stage 3 - Conditions of Participation:

The suitability of Suppliers will be assessed in accordance with the specified Conditions of Participation contained within the Procurement Specific Questionnaire. This will be marked purely on a pass or fail basis to ensure that the Supplier is able to meet the Council's minimum requirements. Tenderers who do not indicate that they meet the Council's minimum Conditions of Participation may be excluded from the process at this stage.

Stage 4 - Quality and Price Assessment:

All submitted Tenders which have not been rejected during the previous stages will be assessed to identify the Most Advantageous Tender(s). The Council will determine the Most Advantageous Tender(s) by applying the Award Criteria which is more fully described in these Tender Documents. The basis of the Council's Award Criteria will be based on 60% Quality and 40% Price. The final scores will be added together to produce a total score. Suppliers will be ranked in accordance with that score and the top 5 ranked Suppliers will be identified (subject to due diligence checks).

Stage 5 - Due Diligence Checks:

A due diligence process will be undertaken against the responses to the Procurement Specific Questionnaire of the top five (5) ranked Suppliers who submitted the Most Advantageous Tenders, and any required certification and evidence will be requested. As part of the due diligence process, the Council reserves the right to use other sources of information alongside those provided as part of the Tender to determine the financial stability of the top scoring Tenderer, namely a financial assessment or credit check.

The Assessment Panel:

All Tenders will be assessed by an Assessment Panel of the Council's choosing, and will

comprise of officers from the Council, who will assess each of the Tenders in line with the specified Assessment Criteria.

Award and de-briefing:

Once the due diligence process has been successfully completed, the Council may then decide to award a position on the Framework on the basis of the Most Advantageous Tender. Positions awarded pursuant to different Lots will be awarded by way of separate Agreements. The top five ranked Suppliers, based on the initial quality/price evaluation, may be awarded a position under each Lot. Where more than one Tender is received, the Council will notify all Tenderers in writing of its decision. The Council will inform all unsuccessful Tenderers of their score for each criteria and an explanation as to why each score was awarded by reference to relevant information in their tender. The Council will also provide the identity of the successful Tenderer(s), the successful Tenderer(s)' score for each criteria, and an explanation as to why each of the scores was awarded for the lowest scoring successful Tender. The Council will inform all successful Tenderers of their ranked position on the relevant Lot(s) of the Framework and the assessment information relevant to their own Tender. For the avoidance of doubt, award of the Framework is subject to the formal approval process of the Council. Until all necessary approvals are obtained and the standstill period completed, no Framework will be entered into.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

The Council of the Borough of Kirklees

- Public Procurement Organisation Number: PXHZ-9111-QHMJ

The Town Hall, Ramsden Street

Huddersfield

HD1 2TA

United Kingdom

Email: procurement@kirklees.gov.uk

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

Region: UKE44 - Calderdale and Kirklees

Organisation type: Public authority - sub-central government