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Tender

CCBC Head Quarters - Atrium Glass Replacement

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-046466

Procurement identifier (OCID): ocds-h6vhtk-058257

Published 6 August 2025, 12:04pm

Scope

Reference

BC5473 (RQST14532)

Description

Caerphilly County Borough Council (CCBC) is seeking tenders from bidders for the glass planar glazing system to the front entrance of the council offices at Ty Penallta. The scope of the project is fully described in the Tender Documents but in summary the scope is:

- Inspect torque rating and adjust if required all glazed fixing panels to the Planar system.
- Inspect all movement joints and carry out any other servicing which may be required.
- Inspect and replace where necessary all silicone sealant as per manufacturer approval to Planar system.
- Replace missing glass fin to the Planar entrance screen.

Total value (estimated)

- £30,000 excluding VAT
- £36,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 6 October 2025 to 10 November 2025
- 1 month, 5 days

Options

The right to additional purchases while the contract is valid.

Should additional works required as part of the replacement be required this will be requested and agreed in accordance with the Form of Contract.

Main procurement category

Works

CPV classifications

- 45441000 - Glazing work
- 45421132 - Installation of windows
- 45421100 - Installation of doors and windows and related components
- 45421130 - Installation of doors and windows

- 45210000 - Building construction work
- 44221000 - Windows, doors and related items

Contract locations

- UKL16 - Gwent Valleys

Participation

Conditions of participation

It is a CCBC mandatory requirement that construction contractors employed by CCBC are accredited to a Safety Schemes In Procurement (SSIP) Scheme.

The identified preferred bidder will be required to have no less than a minimum £10,000,000.00 cover for each Employers Liability and Public Liability Insurance. Contractors All Risk must be minimum cover of the contract value. Bidders will be required to confirm and provide evidence that they will be able to or already have this level of cover.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

22 August 2025, 12:00pm

Tender submission deadline

29 August 2025, 12:00pm

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/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 Homepage.

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
Price	Total Project Cost	Cost	100.00%

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: Jessica Roberts

Telephone: +44 1495235576

Email: roberj@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