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Tender

## **Denbighshire County Council - Transformation of Corwen Library**

Denbighshire County Council

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

Notice identifier: 2025/S 000-049109

Procurement identifier (OCID): ocds-h6vhtk-0588dc ([view related notices](#))

Published 15 August 2025, 12:25pm

### **Scope**

### **Description**

Denbighshire Libraries offer a public library service to the local community via 8 branches, 7 of which are also Council One Stop Shops.

The Council wishes to appoint a single contractor to internally refurbish Corwen Library and One Stop Shop which will include a design proposal, sourcing and installation of furnishings/fittings. The aim of the project is to refurbish Corwen Library and One Stop Shop and create a modern, welcoming, flexible space, with a designated Children's area.

Some internal works outside this procurement exercise which are required to enable this project to happen may overlap slightly so the successful supplier should be able to overcome this.

The Council are aiming to have a launch of the newly refurbished library by early January 2026.

This tender will be evaluated on the basis of 70% Quality and 30% Price.

### **Total value (estimated)**

- £40,000 excluding VAT
- £48,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 October 2025 to 9 January 2026
- 3 months, 9 days

### **Main procurement category**

Services

### **CPV classifications**

- 39133000 - Display units
- 71242000 - Project and design preparation, estimation of costs
- 39113000 - Miscellaneous seats and chairs
- 39131000 - Office shelving

### **Contract locations**

- UKL13 - Conwy and Denbighshire
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# Participation

## Conditions of participation

### Instructions

1. Log in to PROACTIS at <https://supplierlive.proactisp2p.com>
2. If you are already registered on the Proactis portal please Login and start at Step 14 of these instructions if not go to STEP 3
3. Click the “Sign Up” button at the bottom of the window
4. Enter your correct Organisation Name, address and Primary Contact Details. You will need to create the Organisation ID and User Name. If you have a generic email address for your organisation e.g. [tenders@xxx.co.uk](mailto:tenders@xxx.co.uk) then please use this as the primary contact email address.
5. Please make a note of the Organisation ID and User Name, then click “Register”
6. You will receive an email asking you to “Click here to activate your account”. This takes you to Enter Organisation Details.
7. Please enter the information requested, click the “>” on the screen and follow the instructions, ensuring that you enter all applicable details.
8. In the Classification screen please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice. Please ensure that the selected codes are relevant to your business to ensure that you get notification of opportunities that are of interest.
9. In the Buyers screen please select Denbighshire County Council (you may register with other organisations if you wish)
10. In the Primary Contact Details screen please ensure that all information is complete. (Please see note 4 above)
11. Accept the Terms and Conditions and then click “>”. This takes you to the Welcome window.
12. In the Finish screen please enter a new password and note all your Login details for

future reference.

13. Now click “Complete Registration” and you will enter the Supplier Network page.

14. On the centre of the screen click “Opportunities”. This will take you to the list of current opportunities available to you.

15. Click the “>” that relates to this notice, this will take you into the PQQ or Tender Request and click “Register Interest”. Note there may be several opportunities that appear on this screen, please ensure that you select the correct one.

16. In the “Your Opportunities” screen please note the closing time and date for completion of the relevant project. Please review the “Items” tab (Tender stage only) and the Documents tab (PQQ and Tender stages) as there will be information relating to the project held here. The Documents are accessed by clicking the down arrow underneath the General tab. Please ensure that you download all documents to your PC as you will be required to complete and upload some of them as part of your submission. There are instructions on how to complete your submission in the Guidance for Bidders document.

17. You can now either create your response”, or “Decline” this opportunity

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Tender submission deadline**

10 September 2025, 12:00pm

### **Submission address and any special instructions**

via <https://www.proactisplaza.com>

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>
Price evaluation weighting	30%	Price
Quality evaluation weighting	70%	Quality

## **Weighting description**

Price weighting

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

<https://www.proactisplaza.com>

All documents associated with this project can be found within the Proactis electronic system, project reference GSC1000349

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## Contracting authority

### Denbighshire County Council

- Public Procurement Organisation Number: PTPG-8659-JMCD

Wynnstay Road

Ruthin

LL15 1BE

United Kingdom

Contact name: Deborah Owen

Email: [deborah.owen@denbighshire.gov.uk](mailto:deborah.owen@denbighshire.gov.uk)

Website: <https://www.denbighshire.gov.uk>

Region: UKL13 - Conwy and Denbighshire

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales