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Tender

## **Conversion of a domestic property into a children's home at Homeleigh House**

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-051802

Procurement identifier (OCID): ocids-h6vhtk-058f0d

Published 28 August 2025, 10:11am

### **Scope**

### **Reference**

RQST14550 - 5356

### **Description**

Bidders are invited to submit a tender for Conversion of a domestic property into a children's home at Homeleigh House. The scope of the project is fully described in the procurement documents on the eTender project but in summary the scope is:

Fire precaution work,

Internal alterations,

Electrical works,

Plumbing & heating works,

Alterations to internal areas,

External works,

Roof works,

Building work

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

- £350,000 excluding VAT
- £420,000 including VAT

Below the relevant threshold

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

- 3 November 2025 to 24 May 2027
- 1 year, 6 months, 22 days

### **Main procurement category**

Works

### **CPV classifications**

- 45210000 - Building construction work
- 45300000 - Building installation work
- 45453000 - Overhaul and refurbishment work

### **Contract locations**

- UKL16 - Gwent Valleys

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## **Participation**

### **Conditions of participation**

It is a CCBC mandatory requirement that construction contractors employed by CCBC are accredited to a SSIP Scheme.

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

23 September 2025, 11:59pm

### **Tender submission deadline**

30 September 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 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.uk](mailto: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

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## **Award criteria**

| <b>Name</b>        | <b>Description</b> | <b>Type</b> | <b>Weighting</b> |
|--------------------|--------------------|-------------|------------------|
| Total Project Cost | Total Project Cost | Price       | 100.00%          |

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Contracting authority**

**Caerphilly County Borough Council**

- Public Procurement Organisation Number: PWHP-2369-JPYL

Penallta House, Tredomen Park

Hengoed

CF82 7PG

United Kingdom

Contact name: Fran Gully

Email: [gullyf@caerphilly.gov.uk](mailto:gullyf@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