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Tender

## **The Provision of Clothing to Support the Period Dignity Grant**

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-052511

Procurement identifier (OCID): ocids-h6vhtk-059098

Published 29 August 2025, 2:56pm

### **Scope**

### **Reference**

CCBC/PS2687/25/TY

### **Description**

Caerphilly County Borough Council (the Council) has the requirement to provide Clothing to support the Period Dignity Grant. Welsh Government are working on eradicating period poverty, which means ensuring that having a period does not lead to missed education, absences from employment or withdrawal from sport and social activities. The entire menstrual cycle has profound impacts on people's mental and physical health and the ways in which they can live their lives. Therefore, in addition to the provision of period products, the grant issued to Local Authorities, allows for spare clothing to be provided to support anyone who may experience an accident and stained clothing during their period.

Providers are invited to tender for the supply and delivery of clothing to support the period dignity grant.

The tender is split into two lots, Lot 1 - Children and Lot 2 - Adults. Providers must be able

to offer all the core items listed in the pricing schedule and tender specification for both lots.

The arrangement shall be awarded to one provider who is able to meet the full requirements of the tender specification.

The tender shall be evaluated in two stages

Stage One - Evaluation of Samples, Social Value and Method statement of contract management.

Stage Two - Price 100%

Samples must be provided by the closing date and time of 12:00 Thursday 25 September 2025:

Thomas Young

Procurement Officer

Procurement Services

Penallta House, Tredomen Park,

Ystrad Mynach

CF82 7PG

Samples not delivered to the stipulated Officer / Address by the date and time will be excluded from the tendering process.

Full details can be found in the tender documents.(ITT)

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

- £120,000 excluding VAT
- £144,000 including VAT

Below the relevant threshold

## **Main procurement category**

Goods

## **CPV classifications**

- 18000000 - Clothing, footwear, luggage articles and accessories

## **Contract locations**

- UKL16 - Gwent Valleys

## **Not the same for all lots**

Contract dates are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. Children**

### **Description**

Children's clothing.

### **Lot value (estimated)**

- £60,000 excluding VAT
- £72,000 including VAT

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

- 1 October 2025 to 30 September 2027
- Possible extension to 28 September 2029
- 3 years, 11 months, 28 days

Description of possible extension:

2 + 2 (Year on year)

### **Same for all lots**

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

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## **Lot 2. Adults**

### **Description**

Adults Clothing

### **Lot value (estimated)**

- £60,000 excluding VAT
- £72,000 including VAT

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

- 1 October 2025 to 30 September 2027
- Possible extension to 1 October 2029
- 4 years, 1 day

Description of possible extension:

2 + 2 (year on year)

### **Same for all lots**

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

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## **Participation**

### **Particular suitability**

#### **Lot 1. Children**

#### **Lot 2. Adults**

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

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## **Submission**

### **Enquiry deadline**

18 September 2025, 5:00pm

## **Tender submission deadline**

25 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.

A supplier guide title "Supplier\_step-by-step\_guide" is available via the portal and this contract notice detailing how to use

register on the Proactis Plaza system.

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.

(WA Ref:139137)

The buyer considers that this contract is suitable for consortia bidding.

(WA Ref:137124)

Relates to the following project/programme financed by EU Community Funds: These projects are funded by a combination of funding routes as prescribed in the procurement documents.

The buyer considers that this contract is suitable for consortia bidding.

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

### **Lot 1. Children**

100% Cost

0% Quality

Pass / Fail Included within the Invitation to Tender Document

### **Lot 2. Adults**

100% Cost

0% Quality



Pass / Fail included

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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: Thomas Young

Telephone: 01443 863108

Email: [youngt@caerphilly.gov.uk](mailto:youngt@caerphilly.gov.uk)

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

Region: UKL16 - Gwent Valleys

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales