

Important

This procurement was [cancelled](#) before the tender submission deadline.

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/052678-2025>

Tender

Retrofit Coordinator V4SDDC025

South Derbyshire District Council

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

Notice identifier: 2025/S 000-052678

Procurement identifier (OCID): ocds-h6vhtk-0590fc ([view related notices](#))

Published 1 September 2025, 10:02am

Scope

Description

Retrofit Coordinator for Warm Home: Local Grant Delivery

We are looking for a Retrofit Coordinator to manage the Energy Efficiency improvements of 48 residential properties to achieve EPC rating C. The Retrofit Coordinator will be expected to achieve the following key deliverables.

- Assessment/evaluation of 48 residential properties to determine adequate measures to be installed for the property to achieve EPC rating C.
- Engage with homeowners/occupants as part of the property evaluation process and deciding measures to be installed.
- Produce the retrofit design (at RIBA Stage 4, ready for tender) for all 48 properties.
- Project manage the measure installation process to ensure that quality is maintained and that all works comply with the requirements set out in PAS 2035:2023
- Lodge all measures installation completed onto the onto the Trustmark data warehouse.

Total value (estimated)

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

Below the relevant threshold

Contract dates (estimated)

- 29 September 2025 to 28 March 2028
- 2 years, 6 months

Main procurement category

Services

CPV classifications

- 71000000 - Architectural, construction, engineering and inspection services

Contract locations

- UKF - East Midlands (England)
-

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

5 September 2025, 5:00pm

Tender submission deadline

19 September 2025, 5:00pm

Submission address and any special instructions

Full RFQ documentation can be downloaded from the ProContract East Mids Tenders portal, ref DN788816

<https://procontract.due-north.com/Procurer/Advert/View?advertId=3ea1235e-1087-f011-813a-005056b64545&fromAdvertEvent=True>

<https://procontract.due-north.com/RfX/RfXSummary?rfxId=5ab6fa10-1187-f011-813a-00>

[5056b64545&projectId=d699bd57-2484-f011-813a-005056b64545](https://www.gov.uk/guidance/5056b64545&projectId=d699bd57-2484-f011-813a-005056b64545)

Tenders may be submitted electronically

Yes

Award criteria

Quality 60%, Price 40%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

South Derbyshire District Council

- Public Procurement Organisation Number: PGHH-1324-DTXT

Civic Offices, Civic Way

Swadlincote

DE11 0AH

United Kingdom

Email: Procurement@southderbyshire.gov.uk

Region: UKF13 - South and West Derbyshire

Organisation type: Public authority - sub-central government