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Tender

## **5472 - Hangar Youth & Community Centre - Renewal of Fixed Cupboards in Main Hall**

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-061896

Procurement identifier (OCID): ocds-h6vhtk-05a74b

Published 2 October 2025, 4:29pm

### **Scope**

### **Reference**

RQST14574

### **Description**

Bidders are invited to submit a tender for the renewal of fixed built in storage cupboards. The scope of the project is fully described in Appendix 1 but in summary the scope is:

- Completely replace the built in cupboards along both sides of the sports hall
- Carefully remove all contents within the cupboards and dispose of away from site.
- Carefully remove rainwater goods set aside and refix after roofing works
- Fully protect all floor coverings through the entire building, whilst work is being carried out.
- Allow for removing and refitting all service cables, electrical, alarm, cctv etc., and fittings,

including for providing certification upon completion of the work.

- Remove and refit any fire equipment and signage etc.,
- Carefully replace existing cupboards and structural timber grounds with new as specified.
- Ensure all work is always segregated from building users at all times, including the use of barriers as may be required.
- Allow for any trims which may be required to complete the project.
- All works must be carried out and be completed between 27th October and 14th November 2025.
- All dimensions given are for guidance only and the contractor is responsible for taking his own site dimensions for fabricating and fitting purposes.

Full details can be found in the ITT

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

- £35,000 excluding VAT
- £41,999 including VAT

Below the relevant threshold

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

- 27 October 2025 to 14 November 2025
- 19 days

### **Main procurement category**

Works

## **CPV classifications**

- 44115800 - Building internal fittings
- 45210000 - Building construction work
- 45300000 - Building installation work
- 45453000 - Overhaul and refurbishment work
- 45000000 - Construction work

## **Contract locations**

- UKL16 - Gwent Valleys

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## **Participation**

### **Conditions of participation**

Please refer to ITT document.

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

## **Enquiry deadline**

13 October 2025, 11:59pm

## **Tender submission deadline**

17 October 2025, 12:00pm

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

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**

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<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Total Project Cost	Total project cost based on pricing schedule	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

Telephone: 01495 235569

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