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Tender

Retrofit Coordinator V4SDDC025.1 (October)

South Derbyshire District Council

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

Notice identifier: 2025/S 000-062600

Procurement identifier (OCID): ocds-h6vhtk-05a8f0

Published 6 October 2025, 3:49pm

Scope

Reference

V4SDDC025.1/DN793113

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)

- £70,000 excluding VAT
- £84,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 24 November 2025 to 23 May 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

Conditions of participation

At Contract Start date:

- * Public Liability: £10m
- * Employers Liability: £10m
- * Professional Indemnity: £5m
- * Data Processing Agreement

Particular suitability

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

Submission

Enquiry deadline

20 October 2025, 5:00pm

Tender submission deadline

27 October 2025, 5:00pm

Submission address and any special instructions

<https://procontract.due-north.com/Procurer/Advert/View?advertId=c460a08e-b0a2-f011-813a-005056b64545&fromAdvertEvent=True>

Tenders may be submitted electronically

Yes

Award criteria

Price 30%, Quality 70%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

<https://procontract.due-north.com/Procurer/Advert/View?advertId=c460a08e->

[b0a2-f011-813a-005056b64545&fromAdvertEvent=True](https://www.procontract.co.uk/b0a2-f011-813a-005056b64545&fromAdvertEvent=True)

All tender documentation can be accessed from the ProContract portal, 'East Mids Tenders', reference DN793113

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