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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)
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## **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)

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## **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

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## **Award criteria**

Price 30%, Quality 70%

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

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

[b0a2-f011-813a-005056b64545&fromAdvertEvent=True](#)

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

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## 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](mailto:Procurement@southderbyshire.gov.uk)

Region: UKF13 - South and West Derbyshire

Organisation type: Public authority - sub-central government