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Tender

Provision of an External Consultant to Assist the Council in Developing an Air Quality Strategy

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-063422

Procurement identifier (OCID): ocds-h6vhtk-05935b ([view related notices](#))

Published 8 October 2025, 4:12pm

Scope

Reference

CCBC/PS2884/25/TY

Description

Caerphilly County Borough Council is intending to procure the services of a suitably qualified Air Quality Consultant to develop a comprehensive, public-facing Local Air Quality Strategy (AQS) in line with the requirements set out in the Welsh Government's Local Air Quality Management Policy Guidance (LAQM.PG22). The Strategy will set out the Council's commitment to improving local air quality, preventing future deterioration, reducing exposure to air pollution, and addressing associated inequalities in health and environment.

Total value (estimated)

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

Below the relevant threshold

Contract dates (estimated)

- 3 November 2025 to 31 March 2026
- Possible extension to 31 March 2028
- 2 years, 4 months, 28 days

Description of possible extension:

12 + 12 (Subject to additional Grant Funding)

Main procurement category

Services

CPV classifications

- 73200000 - Research and development consultancy services
- 73000000 - Research and development services and related consultancy services
- 90700000 - Environmental services

Contract locations

- UKL16 - Gwent Valleys
-

Participation

Conditions of participation

Please find the Procurement Document / ITT attached as part of the tender pack

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

21 October 2025, 5:00pm

Tender submission deadline

28 October 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

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

Award criteria

| Name | Description | Type | Weighting |
|-------------|--|-------------|------------------|
| Quality | Each Quality response question (Criteria 1 - 4) is limited to 2 sides of A4 sheet font size Arial 12. Any bidders who do not return a tender under these formatting options will be handed a Fail and will not be evaluated further. | Quality | 70.00% |
| Cost | A fixed fee cost must be submitted Ex VAT | Cost | 30.00% |

Procedure

Procedure type

Below threshold - open competition

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: 01443863108

Email: 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