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Tender

CCBC Kitchen Canopy Cleaning

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-067472

Procurement identifier (OCID): ocds-h6vhtk-05d192

Published 22 October 2025, 1:18pm

Scope

Reference

5399 (RQST14535)

Description

Bidders are invited to submit a tender for the kitchen extraction systems cleaning contract at various Caerphilly CBC Buildings. The scope of the project is fully described in the procurement documents but in summary the scope is:

- Cleaning of kitchen extraction canopy and ductwork
- Cleaning of canopy grease filters
- Cleaning of wall/window fans and ceiling/roof fans

The contract period is anticipated to be from 10th December 2025 to 9th December 2029 with an option to extend further for up to 12 months by mutual agreement.

Total value (estimated)

- £160,000 excluding VAT
- £192,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 10 December 2025 to 9 December 2029
- Possible extension to 10 December 2030
- 5 years, 1 day

Description of possible extension:

There will be an option to extend the further for up to 12 months by mutual agreement.

Main procurement category

Services

CPV classifications

- 50324200 - Preventive maintenance services
- 50532000 - Repair and maintenance services of electrical machinery, apparatus and associated equipment
- 71315410 - Inspection of ventilation system
- 39563530 - Ventilation ducting
- 39714110 - Extraction ventilators

- 39714000 - Ventilating or recycling hoods
- 42520000 - Ventilation equipment
- 50883000 - Repair and maintenance services of catering equipment
- 50800000 - Miscellaneous repair and maintenance services
- 45210000 - Building construction work

Contract locations

- UKL16 - Gwent Valleys

Participation

Conditions of participation

It is a CCBC mandatory requirement that construction contractors employed by CCBC are accredited to a Safety Schemes In Procurement (SSIP) Scheme. All conditions of participation are outlined in the procurement documents.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

21 November 2025, 12:00am

Tender submission deadline

28 November 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.

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
Project Cost	Total Project Cost	Cost	100.00%

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: Jessica Roberts

Telephone: +44 1495235576

Email: roberj@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

