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Tender

Provision of Childcare at Cwmcarn Primary School

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-067789

Procurement identifier (OCID): ocds-h6vhtk-05d267

Published 23 October 2025, 12:41pm

Scope

Reference

EY1000001

Description

Cwmcarn Primary School are inviting expression of interest from Childcare providers to offer a childcare provision at the school.

Cwmcarn Primary School have a demountable on the school site to support the delivery of childcare places to the children and families of the local area. The childcare places they would like to provide include:

- A morning and afternoon playgroup
- An afternoon wraparound to support delivery of childcare places under Childcare Offer for Wales.
- An afterschool club

The provider will also be required to deliver Enhanced Provision and Flying Start funded placements'

The childcare provision would operate adjacent to the school nursery building, to enable a smooth transition between the school nursery provision and the childcare unit.

The school Governing Body is inviting Expressions of Interest (EOI) from childcare providers who are registered with Care Inspectorate Wales (CIW) to develop this provision. The EOI is open to existing providers who wish to develop new satellite provisions, new providers and to childminders who wish to register as a group-based provision for 2-year-olds and upwards.

It is anticipated that this provision will be registered ready for delivery from January 2026.

The EOI is being undertaken by the School and Governors with support from the Local Authority Early Years Team.

Childcare providers must submit their application via Proactis Plaza e-sourcing portal.

Tender Submissions must be submitted via the e-tender portal no later than 3pm on Tuesday 04 November 2025. They will not be accepted via any other method such as email or post. All childcare providers who satisfy the evaluation criteria shall be invited to interview on 19 November 2025.

Full details are in the Tender documents

Total value (estimated)

- £15,000 excluding VAT
- £18,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 5 January 2026 to 31 December 2030
- 4 years, 11 months, 27 days

Main procurement category

Services

CPV classifications

- 85312110 - Child daycare services
- 80100000 - Primary education services

Contract locations

- UKL16 - Gwent Valleys

Participation

Particular suitability

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

Submission

Enquiry deadline

30 October 2025, 5:00pm

Tender submission deadline

4 November 2025, 3:00pm

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 titled "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. The buyer considers that this contract is suitable for consortia bidding.

Tenders may be submitted electronically

Yes

Award criteria

| Name | Description | Type |
|----------------|--|-------------|
| Award Criteria | Three Stage Process Stage One - Selection Stage - Pass / Fail Stage Two - Quality - Interview 100% Stage Three - Pre Delivery Checks | Quality |

Weighting description

Award Criteria -

Selection - Expression of Interest - Pass / Fail

Quality - Interview 100%

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Contracting authority

Caerphilly County Borough Council

- Public Procurement Organisation Number: PWHP-2369-JPYL

Penallta House, Tredomen Park

Hengoed

CF82 7PG

United Kingdom

Contact name: Helen Sellwood

Telephone: +441443863282

Email: sellwhl@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