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Tender

5397 - Ystrad Mynach Primary School - Internal Alterations

Caerphilly County Borough Council

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

Notice identifier: 2025/S 000-075521

Procurement identifier (OCID): ocds-h6vhtk-05e513

Published 20 November 2025, 10:19am

Scope

Reference

RQST14623

Description

Bidders are invited to submit a tender for the internal alterations to Ystrad Mynach Primary School. The scope of the project is fully described in this ITT but in summary the scope is:

- Room 015, Erect Internal partitions to sub-divide rooms into separate Room. The work will involve fixing new partitions into walls and floors. Dismantling altering/fit new suspended ceilings. Redecoration and new carpets/flooring. Alterations and extending electrical services (power, lighting, IT/data). Relocation of IT servers . Construct new partition to separate existing staff room to form new office and meeting room, provide decoration to new partition with emulsion paint, redecorate entire room. (colour to be agreed). New door and frame to be installed (door to match existing doors)
- Room 005, Convert to new staff room, provide new staff kitchen facilities, provide new pupil kitchen facilities, redecorate entire room (colour to be agreed) allow provisional sum

for hot and cold supply and all wastes.

Total value (estimated)

- £25,000 excluding VAT
- £30,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 16 February 2026 to 13 March 2026
- 26 days

Main procurement category

Works

CPV classifications

- 45210000 - Building construction work
- 45453000 - Overhaul and refurbishment work
- 45300000 - Building installation work

Contract locations

- UKL16 - Gwent Valleys
-

Participation

Conditions of participation

Please refer to ITT document.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

5 December 2025, 11:59pm

Tender submission deadline

12 December 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
Total Project Cost	Total project cost based on pricing schedule	Price	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: Fran Gully

Telephone: 01495 235569

Email: gullyf@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