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Tender

## Monmouth Shire Hall Exhibition Works Project

Monmouthshire County Council

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

Notice identifier: 2025/S 000-080251

Procurement identifier (OCID): ocds-h6vhtk-05eff1

Published 5 December 2025, 3:02pm

### Scope

### Reference

ERFX1000060

### Description

The Monmouth Shire Hall Exhibition Works project aims to deliver an engaging, interactive visitor experience through a series of interpretive exhibits. This initiative is part of a broader heritage interpretation strategy led by Monmouthshire County Council, with Redman Design as the exhibition designer and contract administrator. The works will be integrated into the historic Shire Hall building, requiring coordination between design, fit-out, and building contractors.

### Total value (estimated)

- £625,000 excluding VAT
- £750,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 2 February 2026 to 1 February 2027
- Possible extension to 1 February 2028
- 2 years

Description of possible extension:

There will be a period of 12 months available for extension for remediation works and servicing and maintenance

### **Main procurement category**

Works

### **CPV classifications**

- 45212313 - Museum construction work
- 92521100 - Museum-exhibition services
- 92521000 - Museum services
- 92500000 - Library, archives, museums and other cultural services

### **Contract locations**

- UKL21 - Monmouthshire and Newport
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## Participation

### Conditions of participation

As described in the Invitation to Tender and the E-Procurement Portal

### Particular suitability

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

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## Submission

### Enquiry deadline

19 December 2025, 12:00pm

### Tender submission deadline

23 December 2025, 12:00pm

### Submission address and any special instructions

<https://supplierlive.proactisp2p.com/Account/Login>

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 with accessing the portal please contact Rhys James, Strategic Procurement Lead, [Procurement@Monmouthshire.gov.uk](mailto:Procurement@Monmouthshire.gov.uk).

## Tenders may be submitted electronically

Yes

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## Award criteria

Name	Description	Type	Weighting
Quality	Quality Question Responses	Quality	60.00%
Cost	Total Cost of Project	Cost	40.00%

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## Procedure

### Procedure type

Below threshold - open competition

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## Contracting authority

### Monmouthshire County Council

- Public Procurement Organisation Number: PMQT-2889-YGXR

County Hall

Usk

NP15 1GA

United Kingdom

Contact name: Rhys James

Telephone: +447980936654

Email: [RhysJames@monmouthshire.gov.uk](mailto:RhysJames@monmouthshire.gov.uk)

Website: <http://www.monmouthshire.gov.uk>

Region: UKL21 - Monmouthshire and Newport

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales