



Procurement Services on behalf of Caerphilly County Borough Council

**MEMORANDUM OF UNDERSTANDING &  
GUIDANCE DOCUMENT FOR  
A DYNAMIC PURCHASING SYSTEM (DPS)  
FOR  
THE PROVISION OF GENERAL BUILDERS**

DPS Ref: CCBC/PS1490/17/DM

Period of Three (3) Years from 1 April 2017 to 31 March 2020

Version 3 – 7 March 2017

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# BACKGROUND AND INSTRUCTIONS TO CONTRACTORS

## 1. General

- 1.1 Caerphilly County Borough Council ('the Council') is seeking to establish a Dynamic Purchasing System ('DPS') for the Provision of General Builders. This memorandum of understanding & guidance document is provided to assist Contractors who wish to join the DPS.
- 1.2 A DPS is similar to a Framework, however new Contractors are permitted to join the DPS at any time during the validity period of the DPS subject to meeting the Council's pre-qualification criteria, which are available via the Council's e-tendering portal-Proactis Plaza, please refer to section 9 of this document for further information. Contractors should note that admission onto the DPS is not a guarantee of any award of contracts. There is also no guarantee of volume or value of contracts to be let via the DPS.
- 1.3 The DPS for the Provision of General Builders will facilitate the Council's immediate requirements by running mini competitions with those Contractors established on the DPS. This will allow the Council to identify Contractors to undertake separate packages of external works to the Council's housing stock in accordance with the Welsh Housing Quality Standard ('WHQS') Programme. The proposed separate packages of works will be undertaken in the Lower Rhymney Valley of the County Borough and Contractors will be required to provide a range of external works general building disciplines. The specific works that maybe procured under the DPS for these external works cannot be clearly defined at this stage, however full details will be available via the mini competitions and associated Invitation to Tender documentation. The indicative overall accumulative value of the external works packages for the Lower Rhymney Valley is estimated at 16 000 000.00 GBP. However it should be noted there is no guarantee of volume of packages of work or value of contracts to be let via the DPS.
- 1.4 In addition the Council via the Direct Labour Organisations ('DLO') also requires general builders on a primary and secondary basis to support the DLO across a range of general building disciplines. The specific requirements that maybe procured under the DPS for these works cannot be clearly defined at this stage, however full details will be available via a mini competition and associated Invitation to Tender documentation. The indicative overall accumulative value for this requirement is estimated at 1 000 000.00 GBP. However it should be noted there is no guarantee of volume of work or value of contracts to be let via the DPS.
- 1.5 All Contractors who are established on the DPS will be invited to participate in future mini competitions providing that they continually meet the DPS pre qualification criteria for the validity period of the DPS.
- 1.6 For the purpose of this memorandum of understanding & guidance document Contractors means all Organisations, Applicants and Bidders who are applying to join this DPS and if successful those Contractors who will participate in future mini competitions in accordance with the terms and conditions of this DPS.
- 1.7 The Council reserves the right to utilise the DPS for any internal and external General Building requirements covering any Housing, Public Buildings and Learning & Educational Establishments located within the County Borough of Caerphilly. Contractors will be required to provide a range of General Building disciplines. The

specific works that maybe procured via the DPS cannot be clearly defined at this stage, however full details will be available via the mini competitions and associated Invitation to Tender documentation.

- 1.8 The procurement is to be processed in accordance with the Public Contract Regulations 2015 (the Regulations) in line with the Restricted Procedure Regulation 28 and Dynamic Purchasing Systems Regulation 34.
- 1.9 The Council reserves the right to cancel the DPS process at any point. The Council is not liable for any costs resulting from any cancellation of this DPS process or for any other costs incurred by those Contractors applying to join this DPS.
- 1.10 You should ensure that your company is registered on [www.sell2wales.gov.uk](http://www.sell2wales.gov.uk) as non registered companies will impact the award processes should they be successful.
- 1.11 All communication for this process will be conducted via the Council's e-tendering portal-Proactis Plaza. It is the Contractors responsibility to ensure your contact details within the Council's e-tendering portal-Proactis Plaza are accurate. If you have any questions or require any clarifications these must be submitted via the 'Messaging' function within the portal as soon as possible and in any case received no later than seven (7) days before the due date of Applications. Any questions received after this date may not be answered.
- 1.12 Other than the person or persons identified in Section 17 of this document, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this process or any other matter relating to this DPS.
- 1.14 Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all Contractors.
- 1.15 The Council reserves the right to issue supplementary documentation at any time during the process to clarify any issue or amend any aspect of this document. All such further documentation that may be issued shall be deemed to form part of the DPS and shall supplement or supersede any part of the DPS to the extent indicated. This additional documentation shall be submitted to Contractors via the Council's e-tendering portal-Proactis Plaza. It is Contractors responsibility to check the system for this information.
- 1.16 Contractors must obtain for themselves at their own expense all information necessary for the preparation of their Applications to join the DPS.
- 1.17 Under the DPS the Council will require compliance with its policies and procedures and Contractors are advised and encouraged to satisfy themselves that they understand all of the requirements of the DPS before submitting their Application.
- 1.18 Applications to join the DPS must be received in accordance with the relevant instructions no later than the time and date indicated.
- 1.19 Admission onto the DPS is not a guarantee of any award of contracts. There is also no guarantee of volume or value of contracts to be let via the DPS.
- 1.20 The Council reserves the right to terminate this procedure and cancel the DPS at any given time. Additionally, if you are successful in being selected to enter into the DPS,

the Council reserves the right to terminate the selection, if at any time it is discovered that the Contractor made any material misrepresentation and/or have not notified to the Council about any material changes in relation to the information provided in the Application process.

#### 1.21 **Warning**

Please note that the following warning applies in connection with this DPS and any subsequent contracts awarded by any Council in connection with this DPS. It is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body.

## **2. CONDITIONS OF THE DPS**

- 2.1 In order to assess all Contractors' suitability to join the DPS, it is important that you fully answer all pre qualification questions via the Council's e-tendering portal-Proactis Plaza <https://supplierlive.proactisp2p.com/Account/Login>.
- 2.2 You are advised to read all guidance notes within this document and the Council's e-tendering portal-Proactis Plaza, as failure to complete the relevant sections of the pre qualification requirements in full or to provide the information requested may invalidate your Application.
- 2.3 Unless specifically requested you will not be required to submit supporting documentation as evidence, such as company or marketing literature. Any such material submitted will be ignored. However, you may be asked to confirm that should such evidence be required during the validity period of the DPS, it will be made available to the Council promptly on request. Please note that the Council will keep any documents submitted by your organisation. Any original documents submitted will not be returned. For your own records, you are advised to keep a copy of all documents submitted.
- 2.4 It is the Contractor's responsibility to ensure that all information required is supplied and accurate. Any changes that could affect any of the answers contained within this questionnaire must be notified to the Council as soon as reasonably practicable.
- 2.5 Any information submitted in response to this questionnaire must relate to the applying Contractor only. Applications must be completed in the English language or a full English translation provided at no cost to the Council.
- 2.7 Only one Application is permitted from each Contractor. In the event that more than one is submitted by a Contractor the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 2.8 All submissions must be made by a person who is authorised to commit the Application to the DPS.
- 2.9 Your full registered business / name and main office address must also be provided.
- 2.10 In the event that Contractors believe that they are unable to submit an Application via the Council's e-tendering Proactis Plaza portal or require assistance or further information to be able to use the e-tendering process they must contact the Council no later than seven (7) calendar days before the closing date for the DPS Application Form deadline to enable any technical queries to be investigated and resolved.

- 2.11 The qualifying criteria for the DPS must be maintained through the Council's e-tendering portal-Proactis Plaza during the validity of the DPS. Failure to do this will result in a Contractor being removed from the DPS.
- 2.12 Applications from Contractors to join the DPS must be received in accordance with the relevant instructions no later than the time and date indicated.
- 2.13 Admission onto the DPS is not a guarantee of any award of contract for works. There is also no guarantee of volume or value of contracts let via the DPS.

### **3. VALIDITY PERIOD OF THE DPS**

- 3.1 The procurement is to be processed in accordance with the Public Contract Regulations 2015 (the Regulations) in line with the Restricted Procedure Regulation 28 and Dynamic Purchasing Systems Regulation 34. The Council intends the DPS to run from 1 April 2017 to 31 March 2020. The Council reserves the right to extend or shorten the DPS validity period at its own discretion.

### **4. CONSORTIA AND SUB CONTRACTING**

- 4.1 If you intend to form a partnership or consortium or other grouping of more than one legal entity in order to deliver contracts via the DPS, one party must act as "prime contractor" or "lead contractor". Consortia must form a single legal entity prior to being admitted to the DPS or, if it is intended that the partners or consortium members will all apply in their own right with the Council, each of them must accept joint and several liability. This does not apply to sub-contractors at mini competition stage where the prime contractor accepts all liability for performing the contract.
- 4.2 Any sub contracting arrangements will be limited to a maximum of two levels. The second level can only be a maximum of twenty percent (20%) of the first level. All sub contract arrangements must ensure the flow down of terms and conditions (including payment terms) as detailed in the mini competitions invitation to tender documentation.
- 4.3 Where a consortium or sub-contracting approach is proposed, all information requested should be given in respect of the proposed consortium leader or prime contractor. Relevant information should also be provided (where indicated) in respect of consortium members or sub-contractors who will play a significant role in the delivery of the Council's requirements.
- 4.4 For the purposes of this DPS, a significant role is where the economic and financial standing and the technical or professional ability of the consortium member or sub-contractor is referred to or relied on by the Contractor in compiling its response to the DPS. Responses must enable the Council to assess which entity will be delivering which aspects of the contract.
- 4.5 The Council recognises that arrangements in relation to consortia and sub-contracting may (within limits) be subject to future change. Contractors should therefore respond in the light of the arrangements that are currently envisaged. Contractors are reminded that any future change in relation to consortia and sub-contracting must be notified to the Council immediately so it can assess whether the changes mean that any part of the DPS response needs to be re-assessed and /or what impact there may be on regulatory compliance.
- 4.6 Without prejudice to the above, the Council needs to ensure that any entity which the Council may contract with meets the financial standing requirements in the DPS. Consequently:

- Where a Contractor intends to rely on the financial standing of other entities (whether other consortium members, parent companies, group companies or otherwise), full information must be provided about those other entities.

4.7 Contractors should note that they may be asked to clarify or provide additional information. Should the information submitted by any Contractor proves to be false or in any other way substantially incorrect, the Council reserves the right to remove such Contractor from this procurement process. In the event mini competitions and associated invitation to tenders have been issued, the Council may require the contractor to return the tender documents which will be deemed void. If an error or misrepresentation is not discovered until after the contract is awarded, the Council reserves the right to terminate the contract and recover all costs incurred as a result of the termination from the contractor.

## 5. DPS PRE QUALIFICATION CRITERIA & FUTURE MINI COMPETITIONS

### PRE QUALIFICATION

- 5.1 The Council actively promotes the use of Constructionline for works contracts, therefore in order to simplify the pre qualification process for Contractors the Council will utilise certain aspects of the Constructionline registration process and specifically the Builders General or Building Refurbishment over £15K categories. The Council will also consider Contractors who are not Constructionline registered for the Builders General or Building Refurbishment over £15K categories and pre qualification criteria have been set for non Constructionline registered Contractors. It should be noted that, where a Contractor is registered for the Builders General or Building Refurbishment over £15K categories the Constructionline information will be used for pre qualification and during the validity period of the DPS.
- 5.2 This is an assessment of whether there is any reason why a Contractor should be excluded from the DPS. It is assessed against the Contractors response to the questions in the pre qualification stage of the process.
- 5.3 The evaluation of the pre-qualification stage will be based on 'Pass/Fail'. The following methodology will be used for assessing Contractors responses to the pre qualification information requested by the Council.

<b>Pass</b>	Information provided as required and sufficient to indicate that there would be no risk or an acceptable level of risk for the Council in awarding future contracts to the Contractor.
<b>Fail</b>	Information not provided or has failed to meet the Councils pre qualification requirements.

- 5.4 Contractors must 'Pass' all 'Pass/Fail' questions in order to be accepted onto the DPS. A fail will result in the Contractor being disqualified and not accepted onto the DPS. If any Contractor is disqualified they are able to re-apply to join the DPS during the validity period in accordance with the DPS rules and procedures.
- 5.5 The structure of the pre qualification stage is split into four (4) sections. These include the following:

**Section A:** Essential Criteria Compliance, Mandatory Completion for all Contractors including Supply Partner Key Components List and Charter for Trust;

**Section B:** Constructionline Accredited Contractors, Building General or Building Refurbishment over £15K categories;

**Section C:** Non Constructionline Accredited Contractors, Building General or Building Refurbishment over £15K categories;

**Section D:** DPS Pre Qualification Declaration.

- 5.6 All Contractors must complete **Sections A and D** which are mandatory requirements.
- 5.7 Contractors should then complete either **Section B** if they are a Constructionline Accredited Contractors for the Building General or Building Refurbishment over £15K categories or **Section C** if a Contractor is not Constructionline Registered Contractor for either of the Building General or Building Refurbishment over £15K categories.
- 5.8 Any pre qualification criteria stated as 'Information Only' will be used to gain a broader understanding of the Contractors business and assist in supporting the evaluation of their DPS Application but will not be scored. The Council reserves the right to seek clarification in writing from the Contractors, to assist it in its consideration of their pre qualification Applications.
- 5.9 Evaluation of Applications will be undertaken by officers of the Council and will follow a systematic and comprehensive process using the pre qualification criteria and Pass/Fail methodology stated above.

## **DPS MINI COMPETITIONS**

- 5.10 All Contractors that meet the Council's pre qualification requirements will be established on the DPS and will be invited to participate in future mini competitions providing that they continually meet the DPS pre qualification criteria for the validity period of the DPS.
- 5.11 The award criteria for the mini competitions shall be based on either price or cost only or price-quality ratio. The % weighting will be price or cost 0-100% and price-quality 0-100% split between both criteria. Contractors may be required to consider different pricing or costing strategies as part of the mini competitions such as but not limited to pricing bills of quantities, schedules of rates and +or- adjustment against a Nationally recognised or Council specific schedule of rates. Future mini competitions and associated Invitation to Tender documentation will include the exact award criteria, associated weightings and pricing or costing strategy for the specific requirement.
- 5.12 In awarding specific contracts under the DPS, the Council may take into account (for the purpose of managing risk) the amount of work (if any) already awarded to any particular Contractor. If the Council chooses to do so, this will be set out in the tender documents for the specific contract. The criteria that will be applied in this case will be as follows:-

Contractors who have been awarded work under the DPS, which is not completed and the value of which is (cumulatively) equal to or greater than:-

- twice the contractor's notation value if the contractor is registered with Constructionline under the Building General or Building Refurbishment over £15K categories; or



- one third of the Contractor's previous turnover (based on the contractor's accounts for the most recent financial year available) for non Constructionline registered Contractors,

will not be eligible to be awarded any further specific contracts, and if they submit tenders these will be rejected. It should be noted that, where a Contractor is registered for the Building General or Building Refurbishment over £15K categories the Constructionline information will be used for this purpose.

- 5.13 All mini competitions undertaken via the DPS will be conducted via the Council's tendering portal-Proactis Plaza. The response time for submission of bids may vary to meet the particular circumstances and shall be declared within each mini competition. Under normal circumstances the Council will allow a minimum of ten (10) days to run mini competitions. Where timescales are less than ten (10) days the Council shall request that Contractors confirm they are in mutual agreement to reduce timescales by a deadline given by the Council. If Contractors do not respond by the deadline given by the Council, the Council will take the decision that Contractors are content to proceed with the proposed reduced timescales.

## 6. TERMS AND CONDITIONS

- 6.1 All mini competitions undertaken via this DPS will be awarded upon the basis of nationally approved/ industry standard Contract Terms and Conditions such as but not limited to JCT and NEC Family of Contracts. Future mini competitions will include the exact Terms and Conditions of Contract.
- 6.2 Contractors are required to confirm as part of the pre qualification stage that they acknowledge and accept that the Council will contract via mini competitions using nationally approved/ industry standard Contract Terms and Conditions such as but not limited to JCT and NEC Family of Contracts.
- 6.3 The Council reserves the right to include additional conditions within specific contracts depending on the Council's requirements. Where this is the case, details of those further conditions will be included within the mini competition and associated Invitation to Tender documentation.

## 7. PROCUREMENT INDICATIVE TIMETABLE

Description	Date
Publication of OJEU Contract Notice	1 February 2017
Contract documents available via Proactis Plaza	3 February 2017
Contractor DPS Briefing Event	16 February 2017
Deadline for clarifications	12:00:00 hours on 27 February 2017
Deadline for receipt of Completed Pre Qualification Questionnaires via Proactis Plaza	12:00:00 hours on 6 March 2017
Evaluation Completed Pre Qualification Questionnaires	7 March to 17 March 2017
Establishment of the DPS	1 April 2017
Contractors may apply to join the DPS	From 1 April 2017

- 7.1 The above timetable for the procurement is indicative only and is intended as a guide. Whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any time.

## 8. FREEDOM OF INFORMATION ACT 2000

- 8.1 Contractors should note that the Council is bound by the provisions of the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004.
- 8.2 If any Contractor believes that any information it provides to the Council is confidential in accordance with section 41 of the FOIA or commercially sensitive in accordance with section 43 of the FOIA, or should otherwise be protected from disclosure, the information must be marked as such and the Contractor must notify the Council as to the reasons why it believes such information is confidential or commercially sensitive or should otherwise be protected.
- 8.3 The Council will use reasonable endeavours (but cannot guarantee) to keep Contractors' information designated in accordance with the paragraph above, confidential. The Council will be responsible for determining in its absolute discretion whether the information provided by the Contractor is confidential or commercially sensitive and is exempt from disclosure in accordance with the provisions of the FOIA.
- 8.4 The Council may, acting in accordance with the Department of Constitutional Affairs' Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA be obliged under the FOIA or the Environmental Information Regulations 2004, to disclose information concerning the Contractor in certain circumstances without consulting the Contractor or following consultation and having taken the Contractor's views into account.

## 9. REGISTRATION PROACTIS PLAZA

- 9.1 Contractors shall follow the step by step guide in registering their organisation on the Council's e-tendering portal-Proactis Plaza portal:

Item No	Process Description
1	Log in to the Proactis Plaza E-Sourcing Portal at <a href="https://www.proactisplaza.com">https://www.proactisplaza.com</a>
2	Click the "Register Now" button at the bottom of the window
3	Enter your correct Organisation Name, Details and Primary Contact Details. The system will auto generate the Organisation ID and User Name for you.
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 to "Click here to activate your account". This takes you to Enter Organisation Details.
6	Please enter the information requested, click "Next" and follow the instructions ensuring that you enter all applicable details.
7	In the Enter Product Classification screen please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice.
8	Accept the Terms and Conditions and then click "Next". This takes you in to the Welcome window.
9	In the "Welcome" window please enter your Organisation name, Organisation ID and User Name (User ID). You now need to create your unique password. Please ensure that you make a note of this along with the other information already recorded.

10	Now click "Done" and you will enter the Supplier Home page.
11	From the Home Page, go to the "Opportunities" area, then search for New Opportunities. Click on the "ID" of the relevant opportunity and then click to register your interest on the relevant button. Click the "Requests from Buyers" command in the Opportunities area. This will take you to the list of current opportunities available to you.
12	Click the Project ID that relates to this notice, this will take you into the Tender Request.
13	Note the closing date for completion of the relevant project. Please review the "Items" tab and the Documents tab as there will be information relating to the project held here.
14	You can now either "Create a Response" to, or "Decline" this opportunity

## **10. DPS PRE QUALIFICATION APPENDICES**

- 10.1 The DPS qualification process requires Contractors to comply with all of the appendices and documents attached to the Council's e-tendering portal-Proactis Plaza. The appendices included are as follows:

Appendix No 1a – Charter for Trust - Protocols  
Appendix No 1b – Charter for Trust – Working Arrangements  
Appendix No 2 – Key Components  
Memorandum of Understanding and Guidance Document.  
Equality Statement  
Sustainable Procurement Policy

- 10.2 The Council reserves the right to include additional requirements throughout the validity period of the DPS.

## **11. PROCEDURE AFTER COMPLETION OF THE INITIAL DPS – NEW APPLICATIONS (NEW CONTRACTORS)**

- 11.1 The DPS pre qualification process shall be opened to Contractors who either failed during the initial DPS pre qualification process or are new Contractors applying to join during the validity period of the DPS. A predetermined closing date and time will be applied to all subsequent requests to join the DPS and will be managed via the Council's e-tendering portal-Proactis Plaza and in accordance with this memorandum of understanding and guidance document.
- 11.2 The Council will complete the evaluation of any new Applications within ten (10) working days. All new Applications will be evaluated in accordance with the pre qualification criteria stated in Council's e-tendering portal-Proactis Plaza and this memorandum of understanding and guidance document.

## **12. CONFIDENTIALITY**

- 12.1 By receiving this DPS information as part of the DPS pre qualification process, Contractors agree to keep confidential the information contained in it or made available in connection with any further enquiries or provided during the course of this procurement process.

- 12.2 Contractors shall not disclose any DPS pre qualification information to any third parties, other than to their employees, sub-contractors and professional advisors to the extent necessary for the purposes of this procurement. Contractors shall ensure that any third parties that receive any relevant Information in accordance with this paragraph maintain the same obligations of confidentiality.
- 12.3 The DPS Information shall not, either in whole or in part, be copied, reproduced, distributed or otherwise made available to any party other than in accordance with the paragraph above without the prior consent of the Council, nor may it be used for any other purpose than that for which it is intended.

### **13. DPS CONTRACTOR BRIEFING EVENTS**

- 13.1 It is the Council's intention to hold 'DPS Contractor Briefing Events' during the course of the procurement process and validity period of the DPS. Relevant information will be provided and advertised when details have been confirmed.

### **14. SUPPLY PARTNER**

- 14.1 The Council have appointed a nominated "Material Supplier" (Supply Partner) which is Robert Price Builders Merchants Ltd to provide key components associated with all internal and external works for housing improvement maintenance (including bathrooms, kitchens and electrical equipment) to the Council's technical workforce and external Contractors. All key components for contracts awarded via the DPS will be provided by Robert Price Builders Merchants Ltd. Contractors who are successful in securing business via the DPS will be required to provide any other non key component materials in order to complete the contract.
- 14.2 **Appendix 2** of the DPS Application Form is the current key component list utilised the Council.

### **15. WORKING PROCEDURES**

- 15.1 Contractors awarded onto the DPS will be required to adhere to the Council's working procedure protocol at all times. Details will be available within the DPS documentation as highlighted in the Charter for Trust document.

### **16. COMMUNITY BENEFITS**

- 16.1 Procurement is viewed as a key driver for delivering the Council's sustainable development commitment. Sustainable development means ensuring that the Council's actions contribute in the round to social, economic and environmental well-being now and in the future; improving the environment, building stronger communities, reducing social exclusion and poverty and encouraging the development of the economy.
- 16.2 The Council's commitment to deliver 'community benefit' outcomes is designed to ensure that wider social and economic issues are taken into account when utilising procurement processes for contracts and the spending of public money. The Council have identified some community benefit outcomes, which it will seek to achieve in respect of contracts awarded under the DPS, through working in partnership with the successful organisations to deliver positive outcomes, and consider these outcomes to be proportionate and relevant to the subject matter of the contract. These will include (but not be limited to):

- Training and employment opportunities;
- Maximising supply chain opportunities for SMEs; &
- Working with schools and colleges - work experience/ work placements and Community Initiatives.

16.3 The Contractors accepted on the DPS shall be expected to provide and deliver Community Benefits both on a Core and Non Core basis, which will be determined by the Council. If applicable the Council's Community Benefits requirements will be included within the mini competition and the associated Invitation to Tender documentation for each individual package of work. Therefore, you will be required to provide details of how you will meet the Council's commitment to deliver Community Benefits at that stage. It is important to note that any Community Benefit commitments that you offer may be included as contractual obligations if you are awarded any contract(s).

## 17. CAERPHILLY CBC CONTACT DETAILS

- (a) Council: Caerphilly County Borough Council  
 Penallta House  
 Tredomen Park  
 Ystrad Mynach  
 Hengoed  
 CF82 7PG
- (b) Procurement: Ian Evans & Derek Morris  
 Caerphilly County Borough Council  
 Procurement Services  
 Penallta House  
 Tredomen Park  
 Ystrad Mynach  
 Hengoed  
 CF82 7PG  
 Tel: 01443 863161
- (c) Technical Manager: Colin Roden  
 Caerphilly County Borough Council  
 WHQS Implementation Project Manager  
 Cherry Tree House  
 Carlton Drive  
 Crumlin  
 Newport  
 NP11 4EA