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Tender

## **PROVISION OF CONSULTANCY SERVICES FOR RATING VALUATION PURPOSES (Rating Appeals)**

Powys County Council

F02: Contract notice

Notice identifier: 2021/S 000-003618

Procurement identifier (OCID): ocds-h6vhtk-02958a

Published 23 February 2021, 5:24pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Powys County Council

County Hall

Llandrindod Wells

LD1 5LG

#### **Email**

[mary.salmon@powys.gov.uk](mailto:mary.salmon@powys.gov.uk)

#### **Telephone**

+44 01597826000

#### **Country**

United Kingdom

## **NUTS code**

UKL24 - Powys

## **Internet address(es)**

Main address

[www.powys.gov.uk](http://www.powys.gov.uk)

Buyer's address

[www.powys.gov.uk](http://www.powys.gov.uk)

## **I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://etenderwales.bravosolution.co.uk/home.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/home.html>

## **I.4) Type of the contracting authority**

Regional or local authority

## **I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

PROVISION OF CONSULTANCY SERVICES FOR RATING VALUATION PURPOSES (Rating Appeals)

#### **II.1.2) Main CPV code**

- 70332200 - Commercial property management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Provision of professional advice with regards the Council's liability for business rates to ensure that each individual hereditament is correctly assessed and that all appropriate exemptions are applied by the Council.

#### **II.1.5) Estimated total value**

Value excluding VAT: £200,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKL24 - Powys

#### **II.2.4) Description of the procurement**

Submission of Rating Appeals on existing assessments including all professional services related to the settlement of appeal including when required attendance at Valuation

Tribunal. To include all applicable reliefs and appeals ie material change in circumstances, s44a reliefs and Covid 19 appeals.

Provision of professional advice with regards calculating an estimate of the Rateable Value of a new hereditament eg new school based on pre-construction drawings.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

This commission is limited to the current 2017 Rating List and the proposed 2023 Rating list (or any such alternative Rating list issued by the Valuation Office Agency if this is delayed). All appeals submitted should be settled no later than 5 years from the date of submission.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please refer to the Tender Documentation

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please refer to the Tender Documentation

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

## **IV.2) Administrative information**

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

25 March 2021

Local time

12:00pm

### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English, Welsh

### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

### **IV.2.7) Conditions for opening of tenders**

Date

25 March 2021

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3) Additional information**

Instructions for Suppliers – Registration on etenderwales

Powys County Council will be conducting this procurement exercise through the e-Tendering portal. This can be found at

[etenderwales.bravosolution.co.uk](http://etenderwales.bravosolution.co.uk), all information may be downloaded and returned through this channel.

Internet address(es): <http://etenderwales.bravosolution.co.uk>

Suppliers Instructions How to Express Interest in this Tender

1. Register your company on the eTenderwales portal (this is only required once)

- Browse to the eSourcing Portal: <https://etenderwales.bravosolution.co.uk>
- Click the “Click here to register” link
- Accept the terms and conditions and click “continue”
- Enter your correct business and user details
- Note the username you chose and click “Save” when complete
- You will shortly receive an email with your unique password (please keep this secure)

2. Express an Interest in the tender

- Login to the portal with the username/password
- Click the “Open Access ITTs” link.

- Click on the relevant ITT to access the content.
- Click the “Express Interest” button in the “Actions” box on the left-hand side of the page.
- This will move the ITT into your “My ITTs” page. (This is a secure area reserved for your projects only)
- Click on the ITT code, you can now access any attachments by clicking the “Settings and Buyer Attachments” in the “Actions” box

### 3. Responding to the tender

- You can now choose to “Reply” or “Reject” (please give a reason if rejecting)
- You can now use the ‘Messages’ function to communicate with the buyer and seek any clarification
- Note the deadline for completion, then follow the onscreen instructions to complete the ITT
- There may be a mixture of online & offline actions for you to perform (there is detailed online help available)

If you require any further assistance use the online help, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:

- eMail: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)
- Phone: 0800 368 4850 / Fax: 020 7080 0480

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=108236](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=108236)

(WA Ref:108236)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

The High Court

The Royal Courts Of Justice, The Strand



London

WC2A 2LL

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+44 2079477501

Country

United Kingdom