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Tender

Provision of Property Management Services - Victoria Centre

Southend City Council

F02: Contract notice

Notice identifier: 2024/S 000-003877

Procurement identifier (OCID): ocids-h6vhtk-043789

Published 6 February 2024, 1:47pm

Section I: Contracting authority

I.1) Name and addresses

Southend City Council

Civic Centre, Victoria Avenue

Southend on Sea

SS2 6ER

Contact

mrs Aleksandra Haker

Email

aleksandrahaker@southend.gov.uk

Telephone

+44 1702215000

Country

United Kingdom

Region code

UKH31 - Southend-on-Sea

Internet address(es)

Main address

<http://www.southend.gov.uk/>

Buyer's address

<http://www.southend.gov.uk/>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://www.southend.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.proactis.com/uk/>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Property Management Services - Victoria Centre

Reference number

DN709336

II.1.2) Main CPV code

- 70000000 - Real estate services

II.1.3) Type of contract

Services

II.1.4) Short description

The contractor will be required to provide a full management service in relation to the Victoria Centre. Duties will include the following: 1. Collection of rent and service charge 2. Administering the service charge account 3. Producing a service charge budget 4. Keeping all audits, accounts & records up to date. 5. Paying for outgoings and handling all repairs and paying outgoings. 6. Keep full record of accounts and report these regularly to the client and keep the client informed on a regular basis. 7. Ensuring tenants comply with their obligations. It should be noted their fees will be payable by the Service Charge Account for the Centre and not the Council.

Contract term will be for an initial 24 months with an option to extend at the Council's sole discretion for further periods up to a maximum contract duration of 47 months.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKH31 - Southend-on-Sea

II.2.4) Description of the procurement

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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

47

This contract is subject to renewal

No

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

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: No

IV.2) Administrative information

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

Date

8 March 2024

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

8 March 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Southend on Sea City Council

Southend-on-Sea

Country

United Kingdom