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Tender

## **Provision of Professional Estates Consultancy Services**

University of the Highlands and Islands

F02: Contract notice

Notice identifier: 2024/S 000-006940

Procurement identifier (OCID): ocids-h6vhtk-04456b

Published 5 March 2024, 9:01am

The closing date and time has been changed to:

**2 May 2024, 9:00am**

See the [change notice](#).

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

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

University of the Highlands and Islands

UHI House, Old Perth Road

Inverness

IV2 3JH

#### **Email**

[ayoung@apuc-scot.ac.uk](mailto:ayoung@apuc-scot.ac.uk)

#### **Telephone**

+44 1463255000

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Provision of Professional Estates Consultancy Services

Reference number

CS-UHI-26368

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

- 98112000 - Services furnished by professional organisations

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

Services

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

The Academic Partners of the University of the Highlands and Islands wish to set up a Framework Agreement for the Provision of Professional Estates Consultancy Services. The Framework Agreement is split into two (2) Lots:

Lot 1 - General Project Management and Estates Consultancy Services

Lot 2 – Property Consultancy Services

For the purpose of clarification, the below partners have access to this Framework Agreement. It should be noted that partners have the option to purchase requirements outside of this Framework Agreement and are not obligated to use the Framework Agreement.

- UHI Argyll

- UHI Executive Office

- UHI Inverness

- UHI Moray

- UHI North, West and Hebrides
- UHI Perth
- Highland Theological College
- Sabhal Mòr Ostaig
- Scottish Association for Marine Science

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
2

## **II.2) Description**

### **II.2.1) Title**

General Project Management and Estates Consultancy Services

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 98112000 - Services furnished by professional organisations

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

NUTS codes

- UKM - Scotland

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

Services which may be requested in relation to a project include, but are not limited to, the below:

- Energy efficiency and environmental impact surveys and related advice

- Professional Advice
- Design and Specification Development
- Tender Support
- Contractor Management and Administration
- Statutory Consents
- Principal Designer
- Cost Advisor services
- Fire advisory services
- Risk Management
- Quality Management
- Health and Safety
- Condition and lifecycle surveys (Fabric and M&E), including assessing structural damage and recommending repairs

Please note that the named Academic Partner may, at its own discretion, request the Contractor to provide additional, related services if required during the lifetime of the Framework Agreement.

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

Quality criterion - Name: Framework Management / Weighting: 7.5%

Quality criterion - Name: Geographical Coverage / Weighting: 12.5%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Quality criterion - Name: Business Continuity / Weighting: 5%

Quality criterion - Name: Value Added Services / Weighting: 5%

Quality criterion - Name: Environmental Management / Weighting: 5%

Quality criterion - Name: Sustainable Estates / Weighting: 7.5%

Quality criterion - Name: Capability and Skills / Weighting: 15%

Quality criterion - Name: Capacity and Staffing / Weighting: 5%

Quality criterion - Name: Previous Experience of Staff / Weighting: 7.5%

Quality criterion - Name: Reports and Management / Weighting: 5%

Price - Weighting: 20%

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for two (2) x twelve (12) month periods, subject to satisfactory performance and continued requirement of the Authority.

### **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

## **II.2) Description**

### **II.2.1) Title**

Property Consultancy Services

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 70332200 - Commercial property management services

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

NUTS codes

- UKM - Scotland

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

Services which may be requested under the scope of this requirement include, but are not limited to, the below:

- Estate Management
- Sales and acquisitions
- Professional advice regarding title deeds and boundary disputes
- Rent reviews, lease enquiries and negotiations (with UHI Partner acting as either the landlord or tenant)
- Valuation surveys, including market and insurance valuations

Please note that the named Academic Partner may, at its own discretion, request the Contractor to provide additional, related services if required during the lifetime of the Framework Agreement.

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

Quality criterion - Name: Framework Management / Weighting: 7.5%

Quality criterion - Name: Geographical Coverage / Weighting: 12.5%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Quality criterion - Name: Business Continuity / Weighting: 5%

Quality criterion - Name: Value Added Services / Weighting: 5%

Quality criterion - Name: Environmental Management / Weighting: 5%

Quality criterion - Name: Capability and Skills / Weighting: 15%

Quality criterion - Name: Capacity and Staffing / Weighting: 15%

Price - Weighting: 30%

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Authority reserves the right to extend the Framework Agreement for two (2) x twelve (12) month periods, subject to satisfactory performance and continued requirement of the Authority.

### **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

In respect of both Lots, the Contractor shall have appropriately qualified Staff in sufficient quantity to carry out the functions required in line with any relevant legislation and professional code(s) of practice.

In respect of both Lots, where staff are Surveyors, they must be registered with the Royal Institution of Chartered Surveyors (RICS) or equivalent.

In respect of both Lots, where staff are Architects, they must be registered with the Royal Incorporation of Architects in Scotland (RIAS) or equivalent.

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

Minimum level(s) of standards possibly required

Bidders must confirm they can provide the following supporting evidence prior to award:

Insurance

In respect of Lot 1, Bidders must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute

Professional Indemnity Insurance = 2 000 000 GBP

Public Liability Insurance = 5 000 000 GBP

In respect of Lot 2, Bidders must confirm they can provide the following supporting evidence prior to award:

Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute

Professional Indemnity Insurance = 2 000 000 GBP

Public Liability Insurance = 5 000 000 GBP

Please note that in respect of both Lots, at the time of call-off, an Academic Partner reserves the right to request a higher level of insurance cover should the nature and size of a project require it.

#### Accounts

The following evidence will be requested with tender submissions in order to conduct analysis of organisation's financial standing:

Contractors are required to submit 2 years audited accounts including profit and loss statements, or equivalent before the tender submission deadline.

Alternatively, if you are unable to provide the required accounting information – e.g., a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Framework Agreement.

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

Selection criteria as stated in the procurement documents

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

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Where relevant, staff must have the relevant qualifications and membership as set out above.

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

As per specification of requirements, the SPD and all 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.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 10

#### **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**

Originally published as:

Date

25 April 2024

Local time

9:00am

Changed to:

Date

2 May 2024

Local time

9:00am

See the [change notice](#).

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

English

#### **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 April 2024

Local time

9:00am

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2026 OR March 2027 OR March 2028

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

The below documentation requires to be submitted as part of the tender submission for Lot 1:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E1 - Lot 1 Pricing Schedule

Appendix F1 - Lot 1 Technical Questionnaire

Appendix F3 - General Questions

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix H - Conflict of Interest

The below documentation requires to be submitted as part of the tender submission for Lot 2:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E2 - Lot 2 Pricing Schedule

Appendix F2 - Lot 2 Technical Questionnaire

Appendix F3 - General Questions

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix H - Conflict of Interest

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=758780](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=758780).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:758780)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=758780](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=758780)

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

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

Inverness Sheriff and Justice of the Peace Court

Inverness

IV1 1AH

Country

United Kingdom