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Tender

Prior Information Notice - Property Management Services Function

Highlands and Islands Airports Limited

F05: Contract notice – utilities

Notice identifier: 2025/S 000-008451

Procurement identifier (OCID): ocds-h6vhtk-04eacc

Published 10 March 2025, 9:16am

The closing date and time has been changed to:

20 May 2025, 12:00pm

See the [change notice](#).

Section I: Contracting entity

I.1) Name and addresses

Highlands and Islands Airports Limited

Head Office, Inverness Airport

Inverness

IV2 7JB

Email

procurement@hial.co.uk

Telephone

+44 1667462445

Fax

+44 1667464300

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.hial.co.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13542

I.3) Communication

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

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

I.6) Main activity

Airport-related activities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Prior Information Notice - Property Management Services Function

Reference number

HIA-1814

II.1.2) Main CPV code

- 70332200 - Commercial property management services

II.1.3) Type of contract

Services

II.1.4) Short description

This is a Prior Information Notice (PIN) to inform the supply market of one of 31 forthcoming Infrastructure Maintenance Service Tenders across HIAL Airports/

Provision of a Property Management Function and CAFM system to ensure ongoing infrastructure compliance and term contract management, including provision and management of a CAFM System for HIAL staff and Contractors to utilise.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79994000 - Contract administration services
- 70332200 - Commercial property management services
- 72514000 - Computer facilities management services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands
- UKM61 - Caithness & Sutherland and Ross & Cromarty
- UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey
- UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute
- UKM64 - Na h-Eileanan Siar (Western Isles)
- UKM65 - Orkney Islands
- UKM66 - Shetland Islands
- UKM71 - Angus and Dundee City

Main site or place of performance

HIAL's airports at Barra, Benbecula, Campbeltown, Dundee, Inverness, Islay, Kirkwall, Stornoway, Sumburgh, Tiree and Wick John O'Groats.

II.2.4) Description of the procurement

HIAL requires the provision of a Property Management Function and Computer Aided Facilities Management (CAFM) system to support the management of the Maintenance Contractors and Facilities Management supply chain to all 11 HIAL airports, largely consisting of a multitude of SME contractors with contracts of a varied size and nature.

The overall purpose of the contract is to achieve high levels of performance and customer satisfaction, whilst ensuring compliance with relevant statutory and mandatory legislation.

The service provider shall manage and coordinate HIAL's maintenance requirements and third party contractors, and engagement with internal stakeholders through the provision of the following services:

- Programming and managing routine planned, remedial and reactive works provided by HIAL third party contractors;
- Review direct instructions from the airport manager for reactive maintenance and issue instruction to third party contractors;
- Provision of helpdesk function and CAFM system;
- Transfer of HIAL asset data (in xls format) into the CAFM system;
- Managing asset data input from contractors to populate the CAFM system;

- Manage contractors work and report to HIAL (through CAFM);
- Prepare scope for minor project tasks, get quotations from HIAL contractors, issue task order and manage contractor;
- Data information management including reporting, auditing, trend analysis on supply chain performance;
- Contract management support including production of performance reports and supporting supply chain review meetings where requested;
- Provide asset inspection and reporting services to support HIAL in managing the maintenance and renewal regime of its buildings;
- Reporting on supply chain performance to help ensure that all planned maintenance is done correctly and on time, reactive works are prioritised accordingly and completed timelyously;
- Reporting on asset performance to ensure compliance with all statutory and legal obligations (including Health & Safety);
- Coordination of all maintenance activities.

See attached PIN Document for more information on the background to requirement, scope, programme and next steps.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

2 x 12 month extension periods.

II.2.10) Information about variants

Variants will be accepted: Yes

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: Yes

IV.2) Administrative information

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

Originally published as:

Date

5 May 2025

Local time

12:00pm

Changed to:

Date

20 May 2025

Local time

12:00pm

See the [change notice](#).

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

English

IV.2.7) Conditions for opening of tenders

Date

5 May 2025

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2028 or 2030

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

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=779502.

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.

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:779502)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=779502

VI.4) Procedures for review

VI.4.1) Review body

Sheriff Court

Sheriff Court House, Inverness Justice Centre, Longman Road

Inverness

IV1 1AH

Country

United Kingdom