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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): ocids-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](mailto: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](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](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.6) Main activity**

Airport-related activities

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## **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 timeously;
- 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

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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**

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

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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: 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](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](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](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