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Tender

## **Framework for Commercial Agency Services**

Surrey Heath Borough Council

F02: Contract notice

Notice identifier: 2023/S 000-011704

Procurement identifier (OCID): ocds-h6vhtk-03c3ab

Published 24 April 2023, 4:05pm

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

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

Surrey Heath Borough Council

Surrey Heath House, Knoll Road

Camberley

GU15 3HD

#### **Contact**

Vincent Hunt

#### **Email**

[vincent@vfhuntltd.onmicrosoft.com](mailto:vincent@vfhuntltd.onmicrosoft.com)

#### **Telephone**

+44 7970659846

#### **Country**

United Kingdom

**Region code**

UKJ25 - West Surrey

**Internet address(es)**

Main address

<https://www.surreyheath.gov.uk>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Camberley:-Property-management-services-of-real-estate-on-a-fee-or-contract-basis./6C7634VEG3>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Framework for Commercial Agency Services

Reference number

777289126

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

- 70330000 - Property management services of real estate on a fee or contract basis

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

Services

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

Surrey Heath Borough Council (SHBC) is currently looking to set up a new multi-agency framework for SHBC investment agency services. Appointed suppliers will support the Council with acquisitions and disposals of property and land.

The agents will be required to assist with the acquisition and disposal of retail, office, leisure, industrial and community assets. There is a further requirement for the agents to review the market for potential acquisition opportunities that may be of interest to the Council and present those for consideration. The Council will consider the assets that meet the following criteria: assist regeneration, promote economic growth, protect employment. There will be 3 lots:-

1.1 Lot 1: Commercial sales and acquisitions

1.2 Lot 2: residential sales and acquisitions

1.3 Lot 3: retail sales and acquisitions

Please note that the Council will be holding a bidder information meeting between the 9th and 12th May 2023.

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

Value excluding VAT: £1,400,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

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

1.1 Lot 1: Commercial sales and acquisitions

Lot No

Lot 1

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

- 70332200 - Commercial property management services

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

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

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

The Specification of Services to be provided under Lot 1 are set out below:

#### **3.1.1 Overview of Surveying Services Requirements**

The Council requires the Framework Provider to be able to provide professional management, advice, guidance, negotiation and assistance on property and estates issues but for all the services on the following list. This list covers the main services required:

?Acquisition of freehold and leasehold property

?Disposal (includes letting and or commercial arrangements) of freehold and leasehold property

?Rent reviews

?Lease breaks and lease expires

?Lease renewals

?Dilapidations

?Landlord and Tenant issues including Landlord consents, service charges and claims

?Rating support services

?Strategic advice including the preparation and development of an estate strategy

?Procurement strategy for property related issues.

?Development consultancy and advice

?Valuations

?Planning and Planning Viability Assessments

?Condition surveys

?General advice on estate and property management

?General management duties

?Compulsory purchase

?Daylighting/ sunlighting/ overshadowing and rights of light

?Party wall awards

?Wayleaves and easements

?Other neighbourly matters

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

Quality criterion - Name: Quality via method statements / Weighting: 60

Cost criterion - Name: Financial Bid Back / Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £466,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Being let on the basis of 2+2 years

### **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.2.14) Additional information**

To respond to this opportunity please click here: <https://www.delta-esourcing.com/respond/6C7634VEG3>

## **II.2) Description**

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

1.2Lot 2: residential sales and acquisitions

Lot No

2

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

- 70331000 - Residential property services

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

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

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

The Specification of Services to be provided under Lot 2 are set out below:

### **3.3.1 Disposal of freehold and leasehold property including shared ownership properties – Residential**

Where surplus property, space or holdings have been identified and, on receipt of an Order, the Provider will provide an initial report with budget costs, forecast incomes, anticipated outcomes and timings which take into account market conditions and risks, together with a recommendation to achieve the most favourable outcome for the Council.

Following agreement with the Council, the Provider will undertake and manage the marketing and disposal through to a satisfactory conclusion for the Council and will provide a comprehensive final report to support a recommendation, including any need to claw back, with advice on amounts and mechanism.

### **3.3.2 Acquisition of freehold and leasehold property including shared ownership properties - Residential**

Following agreement on a procurement strategy, the Provider will undertake and manage a comprehensive search of available property solutions.

### **3.3.3 Valuations – Residential**

Valuations to the appropriate RICS standards are to be provided by the Provider where necessary in the provision of the Surveying Services outlined above. The Council may require independent standalone valuations which can take a number of forms including:

Full valuations

In accordance with RICS Valuation – Professional Standards March 2012, capital and rental values.

Desk top

Based upon property information provided by the Council, without the need for inspection – capital and rentals values.

Capital Charge

For internal charging purposes. Valuations to be based upon current open market existing use value (EUUV); alternative use value (AUV), where that is greater and apportioned between land and buildings, with an assessment of remaining economic life.

Independent 'check' valuations

Verification of capital and rental values.

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

Quality criterion - Name: Method statement scores / Weighting: 60

Cost criterion - Name: Financial bid back score / Weighting: 40

#### **II.2.6) Estimated value**

Value excluding VAT: £466,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Being let on a 2+2 basis

#### **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**

LOT 3 - RETAIL SALES, ACQUISITIONS, VALUATIONS, LETTINGS, MANAGEMENT

Lot No

3

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

- 70332000 - Non-residential property services

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

NUTS codes

- UKJ25 - West Surrey

Main site or place of performance

West Surrey

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

The Specification of Services to be provided under Lot 3 are set out below:

#### **3.4.1 Disposal of freehold and leasehold property – Retail**

Where surplus property, space or holdings have been identified and, on receipt of an Order, the Provider will provide an initial report with budget costs, forecast incomes, anticipated outcomes and timings which take into account market conditions and risks, together with a recommendation to achieve the most favourable outcome for the Council.

Following agreement with the Council, the Provider will undertake and manage the marketing and disposal through to a satisfactory conclusion for the Council and will

provide a comprehensive final report to support a recommendation, including any need to claw back, with advice on amounts and mechanism.

### 3.4.2 Acquisition of freehold and leasehold property - Retail

Following agreement on a procurement strategy, the Provider will undertake and manage a comprehensive search of available property solutions.

### 3.4.3 Valuations – Retail

Valuations to the appropriate RICS standard are to be provided by the Provider where necessary in the provision of Estates Services outlined above. The Council may require independent standalone valuations which can take a number of forms including:

#### Full valuations

In accordance with RICS Valuation – Professional Standards March 2012, capital and rental values.

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

Quality criterion - Name: Method statement scores / Weighting: 60

Cost criterion - Name: Financial Bid Backj / Weighting: 40

### **II.2.6) Estimated value**

Value excluding VAT: £466,000

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Being let on a 2+2 basis

### **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.1.2) 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

## **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

#### **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

7 June 2023

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

7 June 2023

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

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GO Reference: GO-2023424-PRO-22613080

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

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

Royal Courts of Justice

Strand,

London,

WC2A 2LL

Country

United Kingdom

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Royal Courts of Justice

Strand,

London

WC2A 2LL

Country

United Kingdom