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Tender

Property Consultancy - Lot 1 Property Management and Valuation

Highlands and Islands Enterprise
Inverness Campus Owners Association

F02: Contract notice

Notice identifier: 2021/S 000-012917

Procurement identifier (OCID): ocids-h6vhtk-028cfb

Published 9 June 2021, 12:25pm

Section I: Contracting authority

I.1) Name and addresses

Highlands and Islands Enterprise
An Lòchran, 10 Inverness Campus
Inverness
IV2 5NA

Email

hieprocurement@hient.co.uk

Telephone

+44 1463245245

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

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

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00313

I.1) Name and addresses

Inverness Campus Owners Association

C/O Highlands and Islands Enterprise, An Lòchran,

Inverness Campus, Inverness

IV2 5NA

Email

ICOA@hient.co.uk

Telephone

+44 1463245245

Country

United Kingdom

NUTS code

UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Internet address(es)

Main address

<https://www.invernesscampus.co.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23323

I.2) Information about joint procurement

The contract involves joint procurement

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.4) Type of the contracting authority

Regional or local Agency/Office

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Property Consultancy - Lot 1 Property Management and Valuation

Reference number

FTS002

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

HIE requires a suitably qualified and experienced supplier to provide the following services across all of the HIE area for both its commercial property portfolio as well as HIEs own offices - rent and service charge collection, budgeting and reconciliation, management of void properties, property inspections, annual portfolio valuations, tenant liaison, rent reviews, insurance claims etc

This is Lot 1 of a 3 Lot Framework. The 3 Lots are: Lot 1 Property Management and Valuation; Lot 2 Property Marketing; Lot 3 Building Surveying

Each Lot is published separately on Public Contracts Scotland and bidders will have to register for each one individually. Each has the name 'Property Consultancy' in the title together with the relevant Lot number.

The Lots will offer complementary services and the successful supplier in each will be expected to work alongside the supplier(s) of the each other Lots as required. A supplier can bid for one, two or all of the lots.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 70332200 - Commercial property management services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

The contract will be awarded under a framework agreement to a single supplier and under

this agreement, no minimum workload is guaranteed. Services will be agreed on an 'as required' basis only.

The framework will be non-exclusive i.e. HIE reserves the right, in certain circumstances, to procure out with the Framework, as and when required.

This Framework will be awarded by Highlands and Islands Enterprise (HIE) on behalf of both themselves and Inverness Campus Owners Association (ICOA). It will also be available for call-off by any current or future HIE subsidiary organisation, associated company, joint venture or similar, subject to a case-by-case prior approval by HIE. This may include, without limitation, Cairngorm Mountain Scotland Limited (CMSL) and/or Orkney Research and Innovation Campus (ORIC).

The 3-year budget currently available to deliver this service is between GBP 450 000 and GBP 585 000 (excluding VAT). The value over the whole length of the framework is not expected to exceed GBP 780 000.

II.2.5) Award criteria

Quality criterion - Name: Management & Delivery Methodology Tasks 1 and 3 / Weighting: 15%

Quality criterion - Name: Management & Delivery Methodology Tasks 2, 4 and 5 / Weighting: 15%

Quality criterion - Name: Management & Delivery Team / Weighting: 15%

Quality criterion - Name: Quality Management & Task 6 / Weighting: 10%

Quality criterion - Name: Sustainability / Weighting: 5%

Quality criterion - Name: Community Benefits / Weighting: 5%

Price - Weighting: 35%

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

It is expected that these services will be required from November 2021 for an initial period of 3 years, unless terminated in accordance with the provisions of the framework agreement, with HIE having the option to extend for a period or periods together not exceeding 1 year following the initial term.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

HIE reserves the right, on giving reasonable written notice from time to time, to require changes to the Services (whether by way of the removal of Services, the addition of new Services, or increasing or decreasing the Services). HIE shall not require any such change other than where it is permitted by Regulation 72 of the Public Contracts (Scotland) Regulations 2015.

Where HIE determines (at its sole discretion) that demand for support under one or more Lots is lower than expected, HIE reserves the right to re-allocate the budget for that Lot to one or more of the other Lots, subject to the maximum total budget of GBP 1,236,000 across all Lots and including all options.

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

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.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

List and brief description of selection criteria

4B1b Bidders must have a minimum average yearly turnover of GBP 195 000 for each of the last 2 years.

4B4 Bidders will be required to meet all of the following financial ratios:

EBITDA/Interest > 1.0;

Current assets/current liabilities > 1.0;

Trade creditors/purchases* 365

Trade debtors/sales* 365

Total assets/total liabilities > 1.0.

Minimum level(s) of standards possibly required:

The bidder confirms they already have or can commit to obtain prior to the commencement of the contract, the

following levels of insurance:

Professional risk indemnity – minimum GBP 5 million for each and every claim.

Employers (compulsory) liability — minimum GBP 5 million for each and every claim.

Public liability — minimum GBP 5 million for each and every claim.

III.2) Conditions related to the contract

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

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 a single operator

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-001445](#)

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

Date

22 July 2021

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

22 July 2021

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: HIE reserves the right to re-tender for these services upon termination of the framework or at the end of the contract period, including any extension period.

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

Award criteria scoring:

0 = Unacceptable — Nil or inadequate response which fails to demonstrate an ability to meet the requirement.

1 = Poor — Response is partially relevant but generally poor. It addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 = Acceptable — Response is relevant and acceptable. It addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 = Good — Response is relevant and good. It is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 = Excellent - Response is completely relevant and excellent overall. It is comprehensive, unambiguous and demonstrate a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Tenders must be submitted via the PCS postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

PCS also gives suppliers access to an on-line Question and Answer facility which allows

queries to be submitted (anonymously), and answers published and shared with all potential bidders.

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=647628.

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.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

Community Benefits will be evaluated as part of the tender process and bidders are expected to provide a Community Benefit proposal as part of their tender detailing how, if awarded the contract, these will be addressed. Please refer to the Scope of Requirements for further details.

(SC Ref:647628)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=647628

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff Court and Justice of the Peace Court

The Inverness Justice Centre, Longman Road

Inverness

Iv1 1AH

Email

inverness@scotcourts.gov.uk

Telephone

+44 1463230782

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Procurement (Scotland) Regulations 2016 or the Procurement Reform (Scotland) Act 2014 , may bring proceedings in the Sheriff Court or the Court of Session.