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Planning

Request for Quote for an Asset Valuation Consultant

Waltham Forest Housing Association Limited

UK3: Planned procurement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-017087

Procurement identifier (OCID): ocids-h6vhtk-0507c7

Published 25 April 2025, 2:53pm

Scope

Reference

WFHARFQAVC0001

Description

- WFHA, is a small independent and not-for-profit Registered Provider (PR), providing social homes across the London Borough of Waltham Forest for over sixty years. WFHA currently owns c350 homes: c150 general needs, c150 sheltered housing and c20 supported housing for adults with learning disabilities.
- In addition, WFHA owns a property used to house young homeless people and this is currently 1 leased to another provider. The Service Provider will be required to undertake a full valuation exercise across all of WFHA assets.
- WFHA Current property assets were last fully valued in 2014, however, partial valuation was carried out in 2018. WFHA full asset requires a revaluation, to ensure that the insurance coverage across the assets is adequate and future proofed. The consultant will be required to carry out this valuation process in an efficient manner without impacting the

tenant(s) or any of the properties.

- WFHA want to demonstrate that they are obtaining value for money and are testing the market to ensure that best value is being achieved.
- In order to obtain value for money WFHA is undertaking a competitive quotation process to identify the most suitable, competent and capable valuation consultant. The appointed valuation consultant will be required to lead and undertake a review of WFHA's full property and wider assets and provide a detailed overview of the valuation at a granular detail.

Conditions of Participation in the Request for Quote:

Legal and financial capability:

Requirement: The supplier must be a legally established entity with the financial stability to perform the contract. Specific requirements will be finalised following market engagement.

Evidence and process:

The contracting authority is conducting a single four-step quotation process to select its Bidder. Bidders are to submit a response before the deadline for quotations. RFQs will be evaluated to identify the winning Bidder, using the below process and Evaluation Criteria set out in Section 4.

The four-step process in outline, is:

1. • Step 1 - Satisfactory compliance to establish completeness of submitted RFQs
2. • Step 2 - A quality evaluation
3. • Step 3 - A price evaluation
4. • Step 4 - Combining the price with the quality score to determine the Preferred Bidder.

Payment Terms: 30 days net end of month invoice received.

Contract Dates and Expected Process.

Estimated Date of Tender Notice Publication: 25th April 2025

Estimated Date for Submission of Requests to Participate: 16th May 2025

Procedure Expected to be Used:

- Request for Quote - Open

Dynamic Market Membership: No

Participation - Particular Suitability:

- Small and medium-sized enterprises (SME)
- Large enterprises

Selection Process:

1. Mandatory Documents and Certification:

- Legal and financial capacity documents.
- Certifications and declarations of compliance.

2. Procurement Specific Questionnaire (PSQ):

- Mandatory Questions: Legal, financial, and technical capacity.
- Discretionary Questions: Past performance, references, and other relevant criteria.
- Exclusion Criteria: Both Mandatory and Discretionary

3. Technical/Quality Questionnaire:

- Detailed questions assessing the supplier's technical ability and quality assurance measures.

4. Pricing Evaluation:

- Detailed breakdown of costs and pricing structure.

5. Overall Threshold: For the Suppliers that pass the PSQ, the combined weighted scores from the Technical/Quality Questionnaire and Pricing Evaluation will provide an overall score. The highest scoring supplier across the elements will be the successful bidder for the Lot.

Term of the Contract Including Extensions: 1 year

Previous Contract Information: No specific previous Contract..

Intention to Award the Contract to:

1. A single winning bidder based on the highest overall score across the combined Financial and Non-Financial elements.

What Fees if Any will be Charged in Accordance with Section 45(7) of the PA 2023: No fees will be charged within this process.

Will an Electronic Auction be Used: No

What Lots will Form this Tender: No Lots, the winning Bidder will provide the services as set out.

Will it be Awarded by Lot: No

Estimated Award Criteria: Contract will be awarded maximum score basis. The successful Supplier who reaches the maximum combined score across the Quality/Technical and Financial evaluations will be awarded for that Lot.

Can a Supplier bid for all Lots: No Lots

Estimated Date of Contract Award: 11th July 2025

Estimated Value of the Contract: c£25,000 including VAT

Estimated Value of Each Lot: No Lots

Tendering Process - Number of Days for the ITT to be Live: Request for Quote will be live for 21 Calendar Days.

Associated Notice - Preliminary Market Engagement Notice: None

Document Access: Documents relating to the procurement can be obtained from www.mytenders.co.uk . All documents and notices will also be published to the central digital platform.

Expression of Interest: Interested parties can express their interest through the Portal once the RFQ is published.

Tender Submission Via: www.mytenders.co.uk .

Estimated Date of Tender Submission: 1200 Hours 16th May 2025

Tenders and all Communications Must be in English: All communications and clarifications will be through the preferred tendering portal, in English.

Additional Information:

- WFHA, is a small independent and not-for-profit Registered Provider (PR), providing social homes across the London Borough of Waltham Forest for over sixty years. WFHA currently owns c350 homes: c150 general needs, c150 sheltered housing and c20 supported housing for adults with learning disabilities.
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CPV Codes:

- 70110000 - Development services of real estate
- 70120000 - Buying and selling of real estate
- 70330000 - Property management services of real estate on a fee or contract basis
- 71241000 - Feasibility study, advisory service, analysis
- 71315300 - Building surveying services
- 71321100 - Construction economic services

Total value (estimated)

- £24,167 excluding VAT
- £29,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 11 July 2025 to 10 July 2026
- 1 year

Main procurement category

Services

CPV classifications

- 70000000 - Real estate services
- 71241000 - Feasibility study, advisory service, analysis
- 71300000 - Engineering services
- 71500000 - Construction-related services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)

- UKG - West Midlands (England)
 - UKH - East of England
 - UKI - London
 - UKJ - South East (England)
 - UKK - South West (England)
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Participation

Conditions of participation

Conditions of Participation in the Request for Quote:

Legal and financial capability:

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Evidence and process:

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Payment Terms: 30 days net end of month invoice received.

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

28 April 2025

Tender submission deadline

16 May 2025, 12:00pm

Submission address and any special instructions

Document Access: Documents relating to the procurement can be obtained from www.mytenders.co.uk . All documents and notices will also be published to the central digital platform.

Expression of Interest: Interested parties can express their interest through the Portal once the RFQ is published.

Tender Submission Via: www.mytenders.co.uk .

Estimated Date of Tender Submission: 1200 Hours 16th May 2025

Tenders and all Communications Must be in English: All communications and clarifications will be through the preferred tendering portal, in English.

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Tenders may be submitted electronically

Yes

Award criteria

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- Legal and financial capacity documents.

- Certifications and declarations of compliance.

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Procedure

Procedure type

Below threshold - open competition

Contracting authority

Waltham Forest Housing Association Limited

- Mutuals Public Register: 21186r
- Public Procurement Organisation Number: PLHD-1176-CCXP

31 CHURCH HILL

London

e17 3ru

United Kingdom

Email: michaelp@wfha.org.uk

Region: UKI53 - Redbridge and Waltham Forest

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

ALTAIR CONSULTANCY AND ADVISORY SERVICES LIMITED

Summary of their role in this procurement: Acting and Agent for the Contracting Authority

- Companies House: 07463003
- Public Procurement Organisation Number: PYNQ-8391-HMXD

Tempus Wharf

London

SE16 4SA

United Kingdom

Email: procurementaltair@altairltd.co.uk

Website: <http://altairltd.co.uk>

Region: UKI44 - Lewisham and Southwark

Contact organisation

Contact ALTAIR CONSULTANCY AND ADVISORY SERVICES LIMITED for any enquiries.