

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/018589-2025>

Tender

Mole Valley District Council Focal Point Management Agents

Mole Valley District Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-018589

Procurement identifier (OCID): ocids-h6vhtk-050bd0

Published 1 May 2025, 5:17pm

Scope

Description

Mole Valley District Council (MVDC) invites tenders for the provision of property management services and additional related services as set out in the tender documents.

The Commencement Date for the delivery of the services is scheduled to be on 15th August 2025 at 00:00 hours. The Contract will be awarded for a period of 3 years until 14th August 2028, with an option to extend for a further 2-year period until 14th August 2030, subject to performance and the absolute discretion of MVDC.

MVDC is procuring this contract following an Open Procedure under MVDC's Procurement Code and Contract Standing Orders. MVDC will be awarding one Contract for the provision of all services detailed in the Specification.

Total value (estimated)

- £75,000 excluding VAT

- £90,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 15 August 2025 to 15 August 2028
- Possible extension to 15 August 2030
- 5 years, 1 day

Description of possible extension:

single option to extend for 2 years

Main procurement category

Services

CPV classifications

- 70332200 - Commercial property management services

Submission

Enquiry deadline

22 May 2025, 6:00pm

Tender submission deadline

9 June 2025, 1:00pm

Submission address and any special instructions

How to obtain the Tender Documents

Interested parties should register their interest in the project via the In-Tend website <https://in-tendhost.co.uk/sesharedservices.aspx/Tenders/Current>. The Tender documents can be accessed when logged into In-Tend by selecting 'View Details' on the relevant tender advert and clicking the 'Express Interest' tab. Once in the tender there are five tabs, namely 'Tender', 'ITT - documents', 'Correspondence', 'Clarifications' and 'History'.

Select the 2nd tab (ITT - documents) where you will find useful information under 'Tender Details'. Continue to scroll down to the heading 'Tender Documents Received' where you will be able to view / download the documents. Please download all the documents and read very carefully.

Opting In and Opting Out

Please note you are required to 'Opt In' before you can access the 'My tender Return' to start populating your response.

The 'Opt Out' functionality will also be available throughout the duration of the tender process. Opting out will give you the option of declaring you no longer want to receive any further communication in relation to this tender along with the opportunity of providing comments and feedback for this decision.

You can choose to 'Opt In' at any time during the tender process if you initially decided to 'Opt Out'.

Further Guidance

In addition, guidance on how to participate in a tender, download and upload documents / returns and if required, register your company (free of charge) can be found on the In-tend site under the 'Help' or 'Information for Suppliers' buttons.

Receiving Notification Emails

To ensure you receive email alerts and notifications from our system, please add the email domain '@in-tendorganiser.co.uk' to your Safe Senders list.

Tenders may be submitted electronically

Yes

Award criteria

price 50% / quality 50%. Further information is available in the procurement documentation.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Mole Valley District Council

- Public Procurement Organisation Number: PLXW-3796-VTMW

Pippbrook

Dorking

RH4 1SJ

United Kingdom

Email: procurement@horsham.gov.uk

Website: <http://www.molevalley.gov.uk>

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government