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Tender

## **West Norfolk Property Ltd - Managing Agent**

West Norfolk Property Limited

F02: Contract notice

Notice identifier: 2021/S 000-018742

Procurement identifier (OCID): ocds-h6vhtk-02d0a4

Published 4 August 2021, 12:15pm

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

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

West Norfolk Property Limited

Borough Council of King's Lynn & West Norfolk, Kings Court, Chapel Street

King's Lynn

PE30 1EX

#### **Contact**

Procurement

#### **Email**

[procurementtenders@west-norfolk.gov.uk](mailto:procurementtenders@west-norfolk.gov.uk)

#### **Telephone**

+44 1553616200

**Country**

United Kingdom

**NUTS code**

UKH16 - North and West Norfolk

**Internet address(es)**

Main address

[www.west-norfolk.gov.uk](http://www.west-norfolk.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-King%27s-Lynn:-Property-management-services-of-real-estate-on-a-fee-or-contract-basis./95263G3AU2>

Additional information can be obtained from the above-mentioned address

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**

West Norfolk Property Ltd - Managing Agent

#### **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**

West Norfolk Property Limited intends to procure managing agents to find suitable tenants; set up the tenancy agreements; arrange rent collection; carry out periodic inspections; arrange and manage repairs, and provide customer services.

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKH16 - North and West Norfolk

Main site or place of performance

North and West Norfolk

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

West Norfolk Property Limited is a company wholly owned by the Borough Council of King's Lynn and West Norfolk which has been set up to hold private rented housing in the borough in order to increase the supply of good quality, professionally managed and more secure private rented housing in the area.

This tender is to procure managing agents to find suitable tenants; set up the tenancy agreements; arrange rent collection; carry out periodic inspections; arrange and manage repairs, and provide customer services.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £200,000

### **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

WNPL may at its sole discretion, by written notice during a period between 1 and 9 months prior to the expiry date, offer to the contractor an extension, or series of extension of up to two years in total.

### **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/95263G3AU2>

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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: No

### **IV.2) Administrative information**

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

Date

3 September 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

## **IV.2.7) Conditions for opening of tenders**

Date

6 September 2021

Local time

10:00am

Place

Council Offices

Information about authorised persons and opening procedure

Procurement Officer together with a Legal Representative and relevant Assistant Director will open Tenders via the Delta e-Sourcing Tender Portal.

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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: 5 years if contract is extended

### **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**

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-202184-PRO-18682685

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

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

West Norfolk Property Limited

Borough Council of King's Lynn & West Norfolk, Kings Court, Chapel Street

King's Lynn

PE30 1EX

Email

[monitoringofficer@west-norfolk.gov.uk](mailto:monitoringofficer@west-norfolk.gov.uk)

Telephone

+44 1553616200

Country

United Kingdom

Internet address

[www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)