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Tender

WDC Estate Agency Framework

Warwick District Council

F02: Contract notice

Notice identifier: 2023/S 000-019863

Procurement identifier (OCID): ocds-h6vhtk-03e0e1

Published 11 July 2023, 6:12pm

Section I: Contracting authority

I.1) Name and addresses

Warwick District Council

CV32 5HZ

Leamington Spa

CV32 5HZ

Contact

Jonathan Huxley

Email

jonathan.huxley@warwickdc.gov.uk

Country

United Kingdom

NUTS code

UKG13 - Warwickshire

Internet address(es)

Main address

www.warwickdc.gov.uk

I.3) Communication

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

www.csw-jets.co.uk

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.csw-jets.co.uk

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

Housing and community amenities

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

WDC Estate Agency Framework

Reference number

WDC - 16646

II.1.2) Main CPV code

- 70300000 - Real estate agency services on a fee or contract basis

II.1.3) Type of contract

Services

II.1.4) Short description

Tenders are invited for the provision of Estate Agency services for Warwick District through an Estate Agency framework to assist in the selling of open market and shared ownership units. The works required from the successful estate agents would be (but not limited to):

- Cross-checking Homes England calculations, post Financial Advisor clearance
- Fully facilitated package of "Media" and "Marketing" measures ensuring maximum exposure to the market that meet the financial expectations/returns of the client (WDC)
- Have suitably qualified individuals, able to liaise with Mortgage Advisors and or have in-house qualified Mortgage Advisors that, screen potential buyers
- Appointed personnel able to attend site visits/show around potential 'buyers' on a regular basis or when as requested by the client
- Personnel to have a clear understanding of the "sales" legal conveyance process
- Suitably experienced, competent negotiator(s) to start and conclude the selling process, liaising with e

II.1.5) Estimated total value

Value excluding VAT: £220,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 70300000 - Real estate agency services on a fee or contract basis

II.2.3) Place of performance

NUTS codes

- UKG13 - Warwickshire

II.2.4) Description of the procurement

Tenders are invited for the provision of Estate Agency services for Warwick District through an Estate Agency framework, to assist in the selling of open market and shared ownership units. The works required from the successful estate agents would be (but not limited to):

- Cross-checking Homes England calculations, post Financial Advisor clearance
- Fully facilitated package of "Media" and "Marketing" measures ensuring maximum exposure to the market that meet the financial expectations/returns of the client (WDC)
- Have suitably qualified individuals, able to liaise with Mortgage Advisors and or have in-house qualified Mortgage Advisors that, screen potential buyers
- Appointed personnel able to attend site visits/show around potential 'buyers' on a regular basis or when as requested by the client
- Personnel to have a clear understanding of the "sales" legal conveyance process
- Suitably experienced, competent negotiator(s) to start and conclude the selling process, liaising with external surveys; legal conveyancers and other professionals upon request to secure requisite exchange and completion of sold properties
- Attend viewings during the course of all working business days (which may include weekends and Bank Holidays)
- Attend when prospective buyers wish further viewings and 'key drops' to successful buyers upon completion when properties transact.

The contract will be for a period of 3 years commencing August 2023 with an option to extend for a further 1 year subject to satisfactory performance in the initial term. The Total Contract Value is approximately £55,000 per 12 month period.

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: £220,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

Extension period of one year

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

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

Envisaged maximum number of participants to the framework agreement: 5

In the case of framework agreements, provide justification for any duration exceeding 4 years:

none

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

10 August 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

10 August 2023

Local time

12:00pm

Place

www.csw-jets.co.uk

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

High Court for England and Wales

London

Email

information@warwickdc.gov.uk

Country

United Kingdom

Internet address

www.warwickdc.gov.uk