

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/031192-2021>

Contract

## **Property Consultancy - Lot 1 Property Management and Valuation**

Highlands and Islands Enterprise  
Inverness Campus Owners Association

F03: Contract award notice

Notice identifier: 2021/S 000-031192

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

Published 15 December 2021, 10:05am

### **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](mailto: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](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](mailto: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](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA23323)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **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**

A contract has been awarded 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 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 other Lots as required.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £779,551

### **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 price used in II.1.7 and V.2.4 is the potential cost if all extensions are invoked.

**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.2.11) 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 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

#### **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 000-012917](#)

---

## **Section V. Award of contract**

### **Contract No**

FTS002

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

14 December 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

**V.2.3) Name and address of the contractor**

Graham & Sibbald

4, Ardross Street

INVERNESS

IV3 5NN

Telephone

+44 1463701892

Country

United Kingdom

NUTS code

- UKM6 - Highlands and Islands

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £779,551

**V.2.5) Information about subcontracting**

The contract is likely to be subcontracted

Short description of the part of the contract to be subcontracted

Some elements will be delivered through Allathan Associates, ANM Group, Harrison Stevens



---

## **Section VI. Complementary information**

### **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.

(SC Ref:666822)

### **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](mailto: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.