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Tender

## **Managing Agent and Asset Management Services – Cables and Pipelines**

Crown Estate Scotland

F02: Contract notice

Notice identifier: 2023/S 000-037063

Procurement identifier (OCID): ocids-h6vhtk-042650

Published 18 December 2023, 9:50am

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

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

Crown Estate Scotland

Quartermile Two, 2nd Floor, 2 Lister Square

Edinburgh

EH3 9GL

#### **Email**

[Leesa.Rintoul@scotland-excel.org.uk](mailto:Leesa.Rintoul@scotland-excel.org.uk)

#### **Telephone**

+44 1314607657

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<http://crownstatescotland.com/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA29444](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA29444)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Managing Agent and Asset Management Services – Cables and Pipelines

#### **II.1.2) Main CPV code**

- 70332100 - Land management services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

At Crown Estate Scotland, we employ Managing Agents to work with us on property management across much of our asset portfolio. Contracts to support these activities are split by asset type. This contract is to support the Cables and Pipelines portfolio.

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

Value excluding VAT: £250,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Assets are spread throughout Scotland.

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

Crown Estate Scotland is seeking to appoint a Managing Agent with knowledge of the offshore infrastructure sector to effectively manage day-to-day compliance of assets and

rent accounting within the Cables and Pipelines portfolio and to provide additional, ad hoc support related to this portfolio, including managing rent reviews (indexation updates only) and licence variations.

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

Quality criterion - Name: Understanding of the Requirements / Weighting: 10

Quality criterion - Name: Team Experience and Expertise / Weighting: 30

Quality criterion - Name: Delivery Approach / Weighting: 30

Price - Weighting: 30

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

Value excluding VAT: £250,000

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

Start date

13 February 2024

End date

31 March 2027

This contract is subject to renewal

Yes

Description of renewals

The buyer may extend the contract by two extension periods of up to 12 months each. From 1 April 2027 to 31 March 2028 and 1 April 2028 to 31 March 2029.

#### **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**

Scotland Excel is acting on behalf of Crown Estate Scotland in the execution of this tender but will not be party to the contract or the management of the contract throughout its lifetime.

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.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

SPD Q4B.2.1 Specific Yearly Turnover

SPD Q4B.5 Insurance

Minimum level(s) of standards possibly required

SPD Q4B.2.1 Specific Yearly Turnover

Tenderers will be required to have a minimum yearly turnover of 100,000 GBP for the last three (3) years.

SPD Q4B.5 Insurance

Professional Risk Indemnity - 10M GBP

Public Liability Insurance - 10M GBP

Employer's Liability Insurance - 5M GBP

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

SPD Q4C.1.2 – Previous Experience

SPD Q4C.10 – Sub-Contracting

SPD Q4D.1 – Quality Assurance

SPD Q4D.2 – Environmental Management Standards

Minimum level(s) of standards possibly required

SPD Q4C.1.2 – Previous Experience

Tenderers are required to provide three (3) examples of services carried out within the past three (3) years that demonstrate that they have the relevant experience to deliver services similar in scope, scale and duration to that described in the ITT.

SPD Q4C.10 – Sub-Contracting

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders shall arrange for subcontractors to complete an SPD for each subcontractor and return it with their bid.

SPD Q4D.1 – Quality Assurance

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR,

The bidder must have the following: A documented policy regarding quality management.

Health and Safety Procedures

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

OR,

The bidder must have a regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent.

Note - Organisations with fewer than five employees are not required by law to have a documented policy statement.

Please see the ITT for additional information.

#### SPD Q4D.2 – Environmental Management Standards

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate,

OR,

The bidder must have the following: A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent.

Please see the ITT for additional information.

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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: Yes

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

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

Date

26 January 2024

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: 4 (from the date stated for receipt of tender)

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

Date

26 January 2024

Local time

12:00pm

Place

Online via the PCS-Tender Portal.



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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 25791.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Whilst not a scored element of this ITT, provision of Community Benefits should still be considered by the Tenderers and Tenderers should provide any information they feel is relevant in their response.

(SC Ref:753454)

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

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

Edinburgh Sheriff Court

Sheriff Court House, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>