

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/037341-2023>

Tender

## **Property Investment Manager for West Sussex Pension Fund**

West Sussex County Council

F02: Contract notice

Notice identifier: 2023/S 000-037341

Procurement identifier (OCID): ocds-h6vhtk-0421f5

Published 19 December 2023, 3:59pm

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

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

West Sussex County Council

County Hall, West Street

Chichester

PO19 1RQ

#### **Contact**

James Skilling

#### **Email**

[james.skilling@westsussex.gov.uk](mailto:james.skilling@westsussex.gov.uk)

#### **Telephone**

+44 3302225432

#### **Country**

United Kingdom

**Region code**

UKJ27 - West Sussex (South West)

**Internet address(es)**

Main address

<https://www.westsussex.gov.uk/default.aspx>

Buyer's address

<https://www.westsussex.gov.uk/default.aspx>

**I.3) Communication**

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

<https://atamis-7669.my.site.com/s/Welcome>

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 Agency/Office

**I.5) Main activity**

General public services

---

## **Section II: Object**

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

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

Property Investment Manager for West Sussex Pension Fund

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

- 66131100 - Pension investment services

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

Services

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

This Invitation to Negotiate (ITN) is issued by West Sussex County Council on behalf of West Sussex Pension Fund (WSPF) who are seeking to appoint a single Property Investment Manager who is able to deliver their UK direct property mandate, as described in Document 02 – Specification, in accordance with the Public Contracts Regulations 2015 (PCR 2015).

This Procurement is being undertaken in accordance with the Competitive Procedure with Negotiation pursuant to Regulation 29 of the Public Contracts Regulations 2015. Although the Council is utilising the Competitive Procedure with Negotiation route, it reserves the right to award the contract on the basis of the initial tenders without conducting negotiations.

It is anticipated that the Contract will be awarded for an initial period of 7 years from the Contract Effective Date, with an option to extend on the same terms and conditions at WSCC's discretion by up to an additional 3 years in any combination.

The contract start date (Effective Date) shall be 01 January 2025 following an implementation period.

The estimated value of the contract over the full term (initial period and extensions) is £15m.

The process will be split into the following stages:

Stage 1: Selection Questionnaire (SQ) submission

Stage 2: Initial Tender Submission

Stage 3: Negotiations and Final Tenders (up to 4 Bidders will be invited to this stage)  
Stage 4: Contract Award

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

Value excluding VAT: £15,000,000

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

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 70330000 - Property management services of real estate on a fee or contract basis
- 70330000 - Property management services of real estate on a fee or contract basis
- 66141000 - Pension fund management services
- 66131100 - Pension investment services

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

NUTS codes

- UKJ27 - West Sussex (South West)

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

This Invitation to Negotiate (ITN) is issued by West Sussex County Council on behalf of West Sussex Pension Fund (WSPF) who are seeking to appoint a single Property Investment Manager who is able to deliver their UK direct property mandate, as described in Document 02 – Specification, in accordance with the Public Contracts Regulations 2015 (PCR 2015).

This Procurement is being undertaken in accordance with the Competitive Procedure with Negotiation pursuant to Regulation 29 of the Public Contracts Regulations 2015. Although the Council is utilising the Competitive Procedure with Negotiation route, it reserves the right to award the contract on the basis of the initial tenders without conducting negotiations.

It is anticipated that the Contract will be awarded for an initial period of 7 years from the Contract Effective Date, with an option to extend on the same terms and conditions at WSCC's discretion by up to an additional 3 years in any combination.

The contract start date (Effective Date) shall be 01 January 2025 following an implementation period.

The estimated value of the contract over the full term (initial period and extensions) is £15m.

The process will be split into the following stages:

Stage 1: Selection Questionnaire (SQ) submission

Stage 2: Initial Tender Submission

Stage 3: Negotiations and Final Tenders (up to 4 Bidders will be invited to this stage)

Stage 4: Contract Award

#### **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: £15,000,000

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

Start date

1 October 2024

End date

30 September 2031

This contract is subject to renewal

Yes

Description of renewals

30/09/34

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

Detailed in the tender documents on the Council's e-sourcing portal

**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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Detailed in the tender documents on the Council's e-sourcing portal

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Detailed in the tender documents on the Council's e-sourcing portal

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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: [2023/S 000-035865](#)

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

Date

26 January 2024

Local time

12:00pm

##### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

15 December 2023

##### **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**

Tender must be valid until: 1 June 2024

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

West Sussex County Council

County Hall, West Street

Chichester

PO19 1RQ

Country

United Kingdom

Internet address

<https://www.westsussex.gov.uk/default.aspx>

#### **VI.4.2) Body responsible for mediation procedures**

West Sussex County Council

County Hall, West Street

Chichester

PO19 1RQ

Country

United Kingdom

Internet address

<https://www.westsussex.gov.uk/default.aspx>

**VI.4.4) Service from which information about the review procedure may be obtained**

West Sussex County Council

County Hall, West Street

Chichester

PO19 1RQ

Country

United Kingdom

Internet address

<https://www.westsussex.gov.uk/default.aspx>