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Tender

Servicing and Maintenance of Building Management Systems

THE UNIVERSITY OF CHICHESTER

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-041727

Procurement identifier (OCID): ocids-h6vhtk-055e39

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Scope

Reference

TND-0001135

Description

The university of Chichester has a requirement for a suitably qualified contractor to undertake maintenance and servicing of our Building Management Systems.

The University is located on two sites in West Sussex, one being the Bognor Regis Campus in Upper Road, Bognor Regis and other at the Bishop Otter Campus in College Lane, Chichester, plus Stockbridge E, Stockbridge Road, Chichester and other 'Managed' properties. It should be noted that the University

operates a non-smoking policy.

Current Service Operations

The contract will operate for 52 weeks a year. Contractors are required to submit a detailed programme and schedule for all periodic servicing of Building Management Systems before the start of the contract year, to be agreed with the University

Access Arrangements

Services normally take place between Monday and Friday after 0900 hours and before 1800 hours in all residential and communal areas

Arrangements for alterations to these times will be made by agreement with the Supervising Officer before commencing operations.

Entry to any building or student room is by appointment only, arranged by the Estate Management Department. The contractor is required to give the University's Estate Management Department 48 hours' notice minimum of its intention to carry out a service visit.

A full specification of works is available and marked Appendix 2. A schedule list of current systems is available and marked Appendix 3. Maintenance documents for automatic control valves and actuators are provided in Appendix 6. Maintenance documents for optimisers and compensators are provided in Appendix 7. These documents should be read and understood.

Full details of our requirements are available in the tender documents.

All tender documents, Questions and Answers are open to all bidders. Please send your completed submission to the University by the closing date of 29 July 2025 at 09:00am, to tenders@chi.ac.uk.

Please note, we do not accept submissions via file transfer sites. tenders@chi.ac.uk accepts emails and attachments of up to 35MB and it is acceptable to submit in more than one email.

Total value (estimated)

- £40,500 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 30 September 2028
- Possible extension to 30 September 2030
- 5 years

Description of possible extension:

An option is included for a 24 month extension to the 3 year initial contract. This will be at the mutual agreement between parties.

Main procurement category

Services

CPV classifications

- 50710000 - Repair and maintenance services of electrical and mechanical building installations

Contract locations

- UKJ27 - West Sussex (South West)

Participation

This procurement is reserved for

UK suppliers

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

7 August 2025, 4:00pm

Tender submission deadline

14 August 2025, 10:00am

Submission address and any special instructions

The tender document and any supporting documents should be submitted to tenders@chi.ac.uk.

Full details are available at <https://help.chi.ac.uk/tenders>

Tenders may be submitted electronically

Yes

Award criteria

Name	Type	Weighting
Costs	Cost	40%
Coherence and clarity to the University's requirement	Quality	20%
Organisational experience and capability	Quality	15%
Health & Safety	Quality	15%
Compliance with the Social Value Model	Quality	10%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Appendix 3 - Schedule of BMS Systems.xlsx](#)

Appendix 3 - Schedule of BMS Systems

[Appendix 4 - Terms & Conditions Contract.docx](#)

Appendix 4 - Proposed Contract

[Appendix 5 - Schedule and SLAs.docx](#)

Appendix 5 - Schedule and SLAs

[Appendix 6 - Maintenance of Automatic Control Valves and Actuators.pdf](#)

Appendix 6 - Maintenance documents of Automatic Control Valves and Actuators

[Appendix 7 - Maintenance of Optimisers Compensators.pdf](#)

Appendix 7 - Maintenance documents of Optimisers Compensators

[BMS Support and Maintenance Tender Document Final.docx](#)

Main tender document including Appendix 1 and 2

Technical specifications to be met

<https://help.chi.ac.uk/tenders>

The tender document and any supporting documents should be submitted to tenders@chi.ac.uk.

Full details are available at <https://help.chi.ac.uk/tenders>

Contracting authority

THE UNIVERSITY OF CHICHESTER

- Companies House: 04740553
- Public Procurement Organisation Number: PPPG-3697-WRBH

Bishop Otter Campus

Chichester

PO19 6PE

United Kingdom

Email: tenders@chi.ac.uk

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government