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Tender

## **Property Managing Agent and Marketing Services - Rest of HIE area**

Highlands and Islands Enterprise  
Inverness Campus Owners Association  
Orkney Research and Innovation Campus LLP

F02: Contract notice

Notice identifier: 2025/S 000-045567

Procurement identifier (OCID): ocids-h6vhtk-04b294

Published 4 August 2025, 11:32am

### **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 1463383084

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

Orkney Research and Innovation Campus LLP

The Robert Rendall Building, Franklin Road

Stromness

KW16 3AN

#### **Email**

[facilitiesmanagement@orkneycampus.co.uk](mailto:facilitiesmanagement@orkneycampus.co.uk)

#### **Telephone**

+44 7922426446

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

#### **Internet address(es)**

Main address

<https://www.orkneycampus.co.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA30475](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA30475)

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

The contract involves joint procurement

### **I.3) Communication**

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

<http://www.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.publiccontractsscotland.gov.uk>

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

Regional or local Agency/Office

### **I.5) Main activity**

Economic and financial affairs

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## **Section II: Object**

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

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

Property Managing Agent and Marketing Services - Rest of HIE area

Reference number

FTS035

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

- 70332200 - Commercial property management services

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

Services

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

Activities will include property management, valuation and marketing.

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

This contract is divided into lots: No

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

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

NUTS codes

- UKM6 - Highlands and Islands
- UKM65 - Orkney Islands
- UKM66 - Shetland Islands

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

It is expected that these services will be required from November 2025 for an initial period of 3 years, unless terminated in accordance with the provisions of the Framework agreement, with HIE having the option to extend for a period or periods together not exceeding 1 year following the Initial Term.

The 3 year budget, excluding VAT but inclusive of travel and subsistence, currently available to deliver these services is GBP640,000 - GBP679,975.

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

Quality criterion - Name: Prompt Payment / Weighting: Pass/Fail

Quality criterion - Name: Cyber Security / Weighting: Pass/Fail

Quality criterion - Name: Community Benefits / Weighting: Pass/Fail

Quality criterion - Name: Financial Management and Reporting / Weighting: 10%

Quality criterion - Name: Property Management and Marketing / Weighting: 15%

Quality criterion - Name: Management and Delivery Team / Weighting: 10%

Quality criterion - Name: Sustainability / Weighting: 5%

Quality criterion - Name: Implementation and Handover / Weighting: 5%

Quality criterion - Name: Fair Work / Weighting: 5%

Price - Weighting: 50%

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

It is expected that these services will be required from November 2025 for an initial period of 3 years, unless terminated in accordance with the provisions of the Framework agreement, with HIE having the option to extend for a period or periods together not exceeding 1 year following the Initial Term.

#### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

HIE may require the supplier to provide additional services particularly with regard to demand and budgetary availability or where HIE's strategic focus changes as a result of changes in Scottish Government policy or as a result of a direction given to them by the Scottish Government. Any such modification shall be in terms of Regulation 72 of the Public Contracts (Scotland) Regulations 2015. This may result in amendments to requirements under the Framework, including but not limited to:

- reduction/ removal of Services, e.g., HIE actioning more of the services or elements of the services themselves
- the addition of similar Services
- increasing the volume of Services
- removal or addition of sites as the size of the HIE portfolio fluctuates

### **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.

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## **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

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

#### **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

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## **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 a single operator

#### **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: [2024/S 000-035172](#)

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



Date

11 September 2025

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

11 September 2025

Local time

12:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: HIE reserves the right to re-tender for these services upon termination of the framework or at the end of the Framework, including any extension period.

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

In order to participate, bidders should register, for free, on

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk) and record their interest in this contract and download and complete all relevant documentation.

Tenders must be submitted via the PCS postbox and must be received by the published deadline. Late tenders will not be accepted and HIE will reject any submissions received after the deadline. Email or hard copy responses will not be accepted.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=803170](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=803170).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

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:

Bidders will be expected to support the delivery of community benefits which take into account HIEs role as a local economic development agency.

(SC Ref:803170)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=803170](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=803170)

## **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

Internet address

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

#### **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 Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014 may bring proceedings in the Sheriff Court or the Court of Session.