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Tender

Mole Valley District Council - Commercial Property Investment Advisor

Mole Valley District Council

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

Notice identifier: 2025/S 000-050582

Procurement identifier (OCID): ocds-h6vhtk-058c40

Published 21 August 2025, 3:12pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

Times updated to reflect British summertime

Scope

Description

Mole Valley District Council (the Council) invites tenders for the provision of an Investment

Advisor to provide strategic advice in relation to the Council's high value investment and regeneration assets as set out in the tender pack for this exercise.

The Council's Asset Management Strategy 2025-2030 (AMS) sets out a comprehensive framework for managing its property portfolio. The portfolio extends to over 250 assets with an overall value in excess of £202 million. This procurement seeks to find an investment advisor to provide strategic advice in relation to seven of our highest value properties, with an option to advise on a further two high value properties.

The Commencement Date for the delivery of the services is scheduled to be on Friday 17th October 2025 at 00:00 hours. The Contract will be awarded for a period until 31st March 2027, with an option to extend for a further one year period subject to performance and the absolute discretion of the Council.

Total value (estimated)

- £130,000 excluding VAT
- £156,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 17 October 2025 to 31 March 2027
- Possible extension to 31 March 2028
- 2 years, 5 months, 15 days

Description of possible extension:

One 12 month extension option only.

Main procurement category

Services

CPV classifications

- 66100000 - Banking and investment services

Contract locations

- UKJ26 - East Surrey

Submission

Enquiry deadline

8 September 2025, 5:00pm

Tender submission deadline

18 September 2025, 12:00pm

Submission address and any special instructions

How to obtain the Tender Documents

Interested parties should register their interest in the project via the In-Tend website <https://in-tendhost.co.uk/sesharedservices.aspx/Tenders/Current>. The Tender documents can be accessed when logged into In-Tend by selecting 'View Details' on the relevant tender advert and clicking the 'Express Interest' tab. Once in the tender there are five tabs, namely 'Tender', 'ITT - documents', 'Correspondence', 'Clarifications' and 'History'.

Select the 2nd tab (ITT - documents) where you will find useful information under 'Tender

Details'. Continue to scroll down to the heading 'Tender Documents Received' where you will be able to view / download the documents. Please download all the documents and read very carefully.

Opting In and Opting Out

Please note you are required to 'Opt In' before you can access the 'My tender Return' to start populating your response.

The 'Opt Out' functionality will also be available throughout the duration of the tender process. Opting out will give you the option of declaring you no longer want to receive any further communication in relation to this tender along with the opportunity of providing comments and feedback for this decision.

You can choose to 'Opt In' at any time during the tender process if you initially decided to 'Opt Out'.

Further Guidance

In addition, guidance on how to participate in a tender, download and upload documents / returns and if required, register your company (free of charge) can be found on the In-tend site under the 'Help' or 'Information for Suppliers' buttons.

Receiving Notification Emails

To ensure you receive email alerts and notifications from our system, please add the email domain '@in-tendorganiser.co.uk' to your Safe Senders list.

Tenders may be submitted electronically

Yes

Award criteria

35% Price; 65% Quality

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Mole Valley District Council

- Public Procurement Organisation Number: PLXW-3796-VTMW

Pippbrook

Dorking

RH4 1SJ

United Kingdom

Email: procurement@horsham.gov.uk

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government