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Planning

Commercial Management of Telecommunications

Citizen Housing Group Ltd

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-063602

Procurement identifier (OCID): ocds-h6vhtk-05ab55

Published 9 October 2025, 11:00am

Scope

Description

Citizen are conducting a pre-market exercise for information gathering purposes only.

Due to conflicts of interest the potential supplier needs to work for the landlord (Citizen) only.

There are two main lines of service with more information below.

Citizen Communications Equipment and Site Rentals

Managing Agent Role

Portfolio currently consists of 24 rooftop sites, two ground masts and one cable installation serving a pylon on Citizen land

1 Access Vetting System - Rooftop Sites

Managing access requests from Operators and existing and future communications rental tenants and their contractor to ensure:

- Right to access under agreement
- Rights to carry out works
- Obtaining RAMS and reviewing to ensure works are planned safely and that engineers have appropriate training and qualifications
- Consulting as required with Citizen to ensure that all health and Safety requirements and other legislative and regulatory requirements have been met before access is granted
- Confirm to Citizen's Concierge scheme when keys can be issued to contractors
- Maintenance and retention of records of access requests for monitoring and reporting as required

2 Consultancy Services

- Act for Landlords only, conforming with all relevant legislation
- RICS Surveyors - Commercial Property and Building Surveyor services with specialist knowledge of Electronic Communications Code legislation and that concerning Leasehold
- To advise Citizen in respect of existing agreements and new approaches
- Lease (and other agreements) negotiations - track and implement lease renewals; Act for Citizen to negotiate Heads of Terms with Operators and their Agents and continue to be liaison point with Citizen Solicitor and Operator agent until ready to complete; Manage consent for alterations under existing agreement
- Undertake Rental Valuations as part of lease negotiations and rent reviews when due under leases
- Be Citizen's liaison with Operators and their agents
- Attend and lead on Quarterly Contract Meetings with Citizen, providing a summary report of the Portfolio for each meeting and in between times as required
- Support Citizen and Legal representatives following removal notices being served
- to provide Building Surveyor supervision for Citizen in respect of major works as required
- Advise on and act for Citizen on communications equipment Wayleaves

- Other ad hoc consultancy on communications equipment installations, existing and future

All eligible costs relating to the above to be recovered directly from the Operator where the legislation allows.

Contract dates (estimated)

- 1 April 2026 to 31 March 2027
- Possible extension to 31 March 2029
- 3 years

Main procurement category

Services

CPV classifications

- 71316000 - Telecommunication consultancy services

Contract locations

- UKG - West Midlands (England)

Engagement

Engagement deadline

24 October 2025

Engagement process description

Please contact Procurement@citizenhousing.org.uk if you believe you can meet the full specification and would be interested in participating.

Please note this notice is not a guarantee of a procurement exercise and is for information gathering.

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Contracting authority

Citizen Housing Group Ltd

- Charity Commission (England and Wales): 8181
- Public Procurement Organisation Number: PWJN-9145-YTML

4040 Lakeside

Birmingham

B377YN

United Kingdom

Email: Procurement@citizenhousing.org.uk

Region: UKG32 - Solihull

Organisation type: Public authority - sub-central government