## 

**Professional Service Contract – Commercial Property Agents Tender**



**Title:** Professional Services Contract – Commercial Property Agents Tender

**Council:** Ashford Borough Council

**Category:** Consultancy

DATES

**Planned Start Date:** 1st April 2018

**Planned End Date:** 31st March 2023

**Last Date for Expressing Interest:** 7th March 2018

CONTRACT OPTIONS

**OJEU Flag:** No

**Open to Other Councils:** No

VALUE

**Estimated Quantity:** 0

**Estimated Total Contract Value:** £70,000

COUNCIL CONTACT DETAILS

**Name:** Caroline Carney

**Telephone Number:** 01233 330605

**Email:** caroline.carney@ashford.gov.uk

**Department:** Procurement

**Owner:** Caroline Carney

KEYWORDS & NOTES DETAILS

**Keywords:**

1. Commercial property 2. Property Agents

3. Council 4. Local Authority 5. Light industrial estate

**Contract No. CPA/18/1**

**Scope:**

Ashford Borough Council is seeking to appoint a suitably qualified consultant to provide the following services to the Council, and any wholly owned subsidiary of the Council;

**Commercial Property Agency**

To provide independent and objective commercial property advice with evidenced knowledge of light industrial units and to undertake the marketing, advertising, promotion, preparation of Heads of Terms and leasing in respect of the shortly to be developed Carlton Road Industrial Estate, Ashford, Kent. In addition ad-hoc consultancy advice, such as rent reviews, may be sought in relation to the site.

**Term:**

The term of the contract will be for a period of 3 years with the option to extend for 2 years

**Estimated Value**

Because of the nature of the work, an accurate value of work is difficult to determine. However, the following values are based on historical data of similar sites:

Commercial Agency £50,000

Ad-hoc consultancy £20,000

**Tender Evaluation**

Your tender will be evaluated as follows;

Commercial Agency: Fee (percentage of one year’s rent for disposal of leasehold interest per unit) (30% )/Quality 70%

Percentage of rent: Please indicate on the Form of Tender attached the percentage of one year’s rent. This will form the price assessment.

The Quality aspect will be evaluated on your response to the Project Specific Questions (which will be weighted accordingly or PASS/FAIL) detailed in the Tender attached.

* RICS registered (PASS/FAIL)
* Experience – 5 years plus
* Experience of working with Local Authorities
* Experience of the Ashford market (light industrial estate specific)
* Experience of Kent market (light industrial estate specific)
* Minimum Professional Indemnity Cover of £2million (PASS/FAIL)
* Qualifying terms of engagement (assessed by Ashford Borough Council Legal representative)

**Contract Award:**

The company who submits the most economically advantageous tender based on an assessment of price and quality will be awarded the work. A credit check may also be undertaken.

If a conflict of interest arose due to the nature of the work and the top ranked supplier, an appointment would be made accordingly.

**Form of Contract:**

Suppliers’ standard terms of business submitted with the tender (agreed by Ashford Borough Council’s Legal Services), the special conditions as attached by Ashford Borough Council and the documentation returned for the tender.

**Documents attached:**

* Form of Tender (plus Conditions)
* Project Brief
* Suitability Assessment Questionnaire and Project Specific Questions

**Tender Return**

In order to be considered please register your interest on the Kent Business Portal and return your bid electronically through the portal no later than Wednesday 7th March 14:30hrs

**Timetable**  
Advert Placed: 21st February 2018

Final Date for Clarification: 12 Noon Wednesday 28th February 2018

Tender Return Date: 14:30hrs 7th March 2018

Evaluation of Bids: 7th March 2018 onwards

Contract Award: w/c 19th March 2018

Start Date: 1st April 2018

End Date: 31st March 2023

**Notes**:  
1) Please register your interest through the Kent Business Portal - we will use these registration details to inform you of any amendments, or items of clarification during the quotation period.

2) If you have any items of clarification during the quotation period, these should be uploaded to the Kent Business Portal and a response will be provided.

3) Please be aware that you need to download the documents attached to this advert and submit your bid electronically by the due date. **Your registration of interest will NOT be used to issue you with quotation documentation.**

4) When submitting your bid, please keep additional marketing material to a minimum.

5) Please adhere to any page limit specified, and restrict the size of any uploaded document to less than 20Mb

6) The "Last date for Expressing Interest" detailed at the beginning of this notice, is the last date for submitting your bid.

7) The start/end dates specified in this notice are indicative, however, the intention is that the contract will comment in April 2018 for a period of 3 years, with a possible extension of 2 years.

**Further Information**

If you have any queries please contact Caroline Carney on (01233) 330605 or by email caroline.carney@ashford.gov.uk