

UK-London: property management services of real estate on a fee or contract basis

OJ S 186/2012 27/09/2012

Contract notice

Services

Directive 2004/18/EC**Section I: Contracting authority**

I.1. Name and addresses

Official name: Network Stadium Housing Association

Postal address: Olympic Office Centre, 8 Fulton Road, Wembley

Town: London

Postal code: HA9 0NU

Country: United Kingdom

Contact person: Procurement

For the attention of: Ms L Lally

E-mail: linda.lally@networkhg.org.uk

Telephone: +44 2087824854

Fax: +44 2087824391

Internet address(es):General address of the contracting authority: <http://www.networkstadium.org.uk/>Address of the buyer profile: http://www.mytenders.org/search/Search_AuthProfile.aspx?ID=AA1134**Additional information can be obtained from:**

Official name: Network Stadium Housing Association

Postal address: Olympic Office Centre, 8 Fulton Road, Wembley

Town: London

Postal code: HA9 0NU

Country: United Kingdom

Contact person: Procurement

For the attention of: Ms L Lally

E-mail: linda.lally@networkhg.org.uk

Telephone: +44 2087824854

Fax: +44 2087824391

Internet address: <http://www.networkstadium.org.uk/>**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: My Tenders

Country: United Kingdom

Telephone: +44 8445610670

Internet address: www.mytenders.org**Tenders or requests to participate must be submitted:** Official name: Network Housing Group

Postal address: Olympic Office Centre, 8 Fulton Road, Wembley

Town: London

Postal code: HA9 0NU

Country: United Kingdom

Contact person: Procurement

For the attention of: Ms L Lally

E-mail: linda.lally@networkhg.org.uk
Telephone: +44 2087824854
Fax: +44 2087824391
Internet address: <http://www.networkhg.org.uk>

I.2. Type of the contracting authority

Body governed by public law

I.3. Main activity

Housing and community amenities

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description

II.1.1. Title attributed to the contract by the contracting authority

Contract for Managing Agent Service.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 27: Other services

Main site or place of performance: London.

NUTS code UKI11 Inner London - West

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

Network Stadium Housing Association are looking to appoint a managing agent for a mixed use development of residential and commercial properties in West London. The scheme comprises of 108 residential units, 5 029 square meters of office space, 2 058 square meters of light industrial space and 59 car parking spaces.

The managing agent will be responsible for for the provision of a cost effective day to day service to residents and commercial tenants which will include the management & collection of service charges,including management fees for commercial tenants. The agent will be responsible for providing a reception and security service to the site. Additionally the managing agent will be responsible for the implementation of a cyclical maintenance and repair plan. The agent will need to have significant experience of property management within the social housing and commercial sector and demonstrate evidence of high quality systems and customer service.

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at http://www.myTenders.org/Search/Search_Switch.aspx?ID=93494.

II.1.6. CPV code(s)

70330000 Property management services of real estate on a fee or contract basis, 70332200 Commercial property management services, 70331000 Residential property services, 70210000 Residential property renting or leasing services

II.1.7. Information about the Government Procurement Agreement (GPA)

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Network Stadium Housing Association wish to appoint a managing agent for a mixed use development of commercial and residential properties in North West London.

The contract will be for 3 years with the option to extend for a further two years on an annually renewable basis.

Estimated value excluding VAT: 975 000,00 GBP

II.2.2. Information about options

Options: yes

Description of options: The contract will run for an additional period of 3 years with an option to extend the contract (at the contracting authorities discretion) for a further 2 years on an annually renewable basis.

Provisional timetable for recourse to these options:
in months: 36 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 2

II.3. Duration of the contract or time limit for completion

Duration in months: 60 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

A performance bond or guarantee may be required.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

The Contracting Authority reserves the right to require groups of suppliers to take a particular form or to require one party to undertake primary liability or to require that each party undertakes joint and several liability.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The costs of responding to the tender will be borne by the respondent. NSHA will not be liable for the suppliers costs. NSHA are not bound to accept any or all of the suppliers response.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: (1) All candidates will be required to produce a certificate or declaration demonstrating that they are not bankrupt or the subject of an administration order, are not being wound-up, have not granted a trust deed, are not the subject of a petition presented for sequestration of their estate, have not had a receiver, manager or administrator appointed and are not otherwise apparently insolvent.

(2) All candidates will be required to produce a certificate or declaration demonstrating that the candidate, their directors, or any other person who has powers of representation, decision or control of the candidate has not been convicted of conspiracy, corruption, bribery, or money laundering. Failure to provide such a declaration will result in the candidate being declared ineligible and they will not be selected to participate in this procurement process.

(3) All candidates will be required to produce a certificate or declaration demonstrating that they have not been convicted of a criminal offence relating to the conduct of their business or profession.

(4) All candidates will be required to produce a certificate or declaration demonstrating that they have not committed an act of grave misconduct in the course of their business or profession.

(5) All candidates must comply with the requirements of the State in which they are established, regarding registration on the professional or trade register.

(6) Any candidate found to be guilty of serious misrepresentation in providing any information required, may be declared ineligible and not selected to continue with this procurement process.

(7) All candidates will have to demonstrate that they are licensed, or a member of the relevant organisation, in the State where they are established, when the law of that State prohibits the provision of the services, described in this notice, by a person who is not so licensed or who is not a member of the relevant organisation.

(8) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the candidate is established.

(9) All candidates will be required to produce a certificate or declaration demonstrating that they have fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established.

All interested parties who register their interest in the tender will be sent a Pre-Qualification Questionnaire (PQQ) by the 27.9.2012 which needs to be completed in full and returned back no later than 12noon on the 26.10.2012.

III.2.2. Economic and financial ability

List and brief description of conditions: (1) All candidates will be required to provide a reference from their bank.

(2) All candidates will be required to provide evidence of relevant professional risk indemnity insurance.

(3) All candidates will be required to provide a statement, covering the 3 previous financial years including the overall turnover of the candidate and the turnover in respect of the activities which are of a similar type to the subject matter of this notice.

(4) All candidates will be required to provide statements of accounts or extracts from those accounts relating to their business.

III.2.3. Technical and professional ability

List and brief description of conditions:

(1) A statement of the candidate's average annual number of staff and managerial staff over the previous 3 years.

(2) A statement of the principal goods sold or services provided by the supplier or the services provider in the past 3 years, detailing the dates on which the goods were sold or the services provided; the consideration received; the identity of the person to whom the goods were sold or the services were provided.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 5: and Maximum number 8

Objective criteria for choosing the limited number of candidates: Using the pre-qualification questionnaire suppliers will be short listed based on an analysis, performed by an assessment panel of financial, legal, and technical criteria.

See PQQ document for further information.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

IV.3.2. Previous publication concerning this procedure

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 19.10.2012

IV.3.4. Time limit for receipt of tenders or requests to participate

26.10.2012 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

12.11.2012

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

VI.2. Information about European Union funds

VI.3. Additional information

Interested suppliers will be required to complete a Pre-Qualification Questionnaire. PQQ's will be available from 27.9.2012, if not before. The deadline for PQQ returns is 26.10.2012. ITTs will be issued to shortlisted suppliers around 12.11.2012. The deadline for Tender returns is around 21.12.2012.

(MT Ref:93494).

VI.4. Procedures for review

VI.4.1. Review body

Official name: Network Housing Group Ltd

Postal address: Olympic Office Centre, 8 Fulton Road, Wembley

Town: London

Postal code: HA9 0NU

Country: United Kingdom

Telephone: +44 3003733000

Internet address: networkhg.org.uk

VI.4.2. Review procedure

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

25.9.2012