

Request for quotation



Request for Quotation

RFQ098

**Commercial Property
Agent to Oversee the
Goschen Centre Disposal**

Issued 09/08/2018

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CONFIDENTIALITY STATEMENT

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration, City College Plymouth.

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OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Monday 20th August 2018

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below.

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation, by 17th August 2018.

Carol Williams

Procurement Officer
City College Plymouth

Phone: 01752 856 809

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation must meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk quoting reference RFQ098

Document standards:

- Text must be in Microsoft Word format;

- Price tables must be in Microsoft Excel format (using pricing schedule in **Appendix A**);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed **Appendix C** Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are shortlisted for the presentation stage. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration **Appendix D**

Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

The College is seeking a suitably qualified commercial property agent to oversee marketing and disposal of its Goschen Centre.

The successful bidder will be required to provide an initial open market valuation for the property to guide the published selling price. That valuation will need to take account of issues such as access and the presence of two leases with phone companies. More specific requirements are outlined below.

In the interests of open competition this opportunity will be advertised on the government portal 'Contracts Finder'.

BUSINESS OVERVIEW & BACKGROUND

The College currently operates on two sites within the city, serving 12,897 students and employing 622 staff. The College operates year round, with opening times from 0800-2100 on some days.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College in 2016/17 was 12,533 - which comprised: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

DETAILED REQUIREMENT

The College vacated its Goschen centre site in September 2017. The College is seeking a commercial property agent to market the site for disposal and oversee the transfer process through to exchange of contracts and completion.

Built in the late 1960s as the dockyard training centre, the Goschen centre is made up of a number of blocks, consisting of a selection of room types. It is subdivided into three blocks, two of which extend to three floors and one is single storey. In addition, there is parking provision at either end of the site.

The gross internal floor area of the site is 11397 m² and the site area is 1.292 hectares.

The address is:

Goschen Centre,
Saltash Road,
Keyham,
Plymouth,
PL2 2DP

A site visit is **strongly recommended** and can be arranged by contacting Gilbert Snook, Head of Estates, on 01752 305302.

Based on a previous valuation of the site, it is estimated that the site could be expected to fetch in the region of £1.5m-£2.0m. However, it is expected that the successful bidder will provide an open market valuation for the property to guide the published selling price. That valuation needs to take account of various matters such as access and the presence of two leases with phone/telecommunications companies.

For information, the site is accessed through an access road owned by Babcock International. There is an easement for access to the site through Goschen Yard. That right will transfer but any buyer will need to familiarise themselves with the actual details of the easement.

In summary the services to be provided are:

- Undertake inspection
- Provide an initial open market valuation
- Advise of marketing strategy
- Prepare marketing information
- Produce a sales pack
- Undertake marketing as agreed
- Provide updates on marketing activity and response
- Advise on revisions to marketing campaign
- Negotiate sale terms
- Produce Heads of Terms

- Monitor transaction to exchange of contracts and completion

You should state your previous experience in marketing a similar type of property and provide the names of 2 organisations that may be approached for a reference.

It is expected that the two top bidders will be invited to attend the college to outline their proposals in more detail and answer questions from panel members which will include Senior Officers and Governors. These presentations are expected to be held on either the 30th or 31st of August 2018.

TIMESCALES

These are timescales for the selection process-

Action	Date
Tender Issued	09/08/2018
Site visit	w/c 13/08/2018
Deadline for Queries	17/08/2018
Tender Response Date	20/08/2018
Shortlisting	23/08/2018
Presentations	30/08/2018-31/08/2018
Award of contract	w/c 07/09/2018

WRITTEN SUBMISSION

You are required to submit a written document detailing your ability to meet our specific requirements as outlined above, with particular reference to:

- Your pricing proposal and explanatory comments (in addition to **Appendix A**).
- The valuation methodology to be used.
- The marketing strategy to be implemented, including the range of different media to be used and whether these are one off adverts or continuous exposure.
- Information to be provided in the sales pack.
- Local presence and national coverage proposed.

- How you will engage with the local Authority to explore how the marketing can reflect City planning policies.
- Support during the marketing period e.g. showing interested parties around the property.
- Your project management arrangements, including wherever possible, a named project manager who will be responsible for liaison with the College named officer during this process.
- Your experience in such disposals, including details for two references.
- Whether you require payment up front for costs eg marketing or whether this will be invoiced in arrears and your arrangements for holding any monies paid over.
- Whether the fee proposal includes obtaining an Energy Performance Certificate.
- Your Terms and Conditions of engagement, if appropriate.

You are required to complete a suitability and assessment questionnaire, attached at **Appendix C**. This document is not used during the selection process, but will be viewed if you are shortlisted for the presentation stage.

Your document will be scored in accordance with the table on page 11.

PRICING

Your pricing should be submitted using **Appendix A**. Where the fee is commission based, it is expected that this will be based on final sale value. If this is not the case this should be explicitly stated in your written return. Any separate or additional fees should be listed and explained in your written return. Please add lines/details as appropriate.

Prices should be firm and valid for the contract period and not be subject to increase or escalation of any kind.

The data provided in **Appendix A** should not be considered a commitment to purchase, your services will only be ordered on award of contract.

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see **Appendix B**.

Any variation to these terms and conditions should be submitted with your written document. The College expects the successful bidder to have sole selling rights, subject to satisfactory performance. Initially, it is intended the contract will be for a

minimum term of 6 months as sole agency, but this is subject to negotiation and agreement of terms

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

SELECTION CRITERIA

The selection process will be in two stages.

The shortlisted bidders will have provided the Most Economically Advantageous Tender (MEAT) to the college. The two highest scoring bidders will be invited to present their proposals to a selection panel made up of Senior Officers and Governors.

The marking criteria for the shortlisting stage is as follows:

Category	Weighting
Overall Price (from Appendix A)	40%
Marketing Strategy (50%)	
Valuation methodology	5%
Media sources	25%
Frequency of adverts	10%
Coverage	10%
Project Management Arrangements	10%

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by quote price multiplied by 100.

WRITTEN SUBMISSION

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	0	<i>No response or insufficient information provided.</i>

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration, **Appendix D**.

SUPPORTING DOCUMENTATION

Appendix A	Pricing Schedule.
Appendix B	Standard Terms and Conditions for the Purchase of Goods and Services.
Appendix C	Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3.
Appendix D	Agreement Conditions Acceptance and Declaration.
Map of site	