

Information Day

NIPB

**Property Management Services
for the PSNI Estate**

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1.0 Introduction

The Contracting Authority (Northern Ireland Policing Board - NIPB) has recently initiated a procurement process to award a contract to provide the Service for PSNI Property Management Services. To assist with the procurement exercise the NIPB wishes to establish the level of interest in participation from the market.

2.0 Purpose of this Document

Northern Ireland Policing Board (NIPB) are conducting an Information Day in order to give Economic Operators an overview of the Service requirements under this contract.

The Contracting Authority (CA) has appointed DoFNI Construction & Procurement Delivery¹ (CPD) as the CoPE to provide procurement advice and administer this procurement on its behalf.

The purpose of this document is to invite Economic Operators who wish to tender via the procurement process to an Information Day.

For further details and to view the tender documents login to the [eTendersNI portal](#) and on the Call for Tender (CfT); select “CfT Menu” and select “CfT Documents”. See link below to eTendersNI CfT for this procurement competition;

<https://etendersni.gov.uk/epps/cft/prepareViewCfTWS.do?resourceId=2138641>

2.0 Objectives of the Information Day

The objectives of this exercise are to:

- Give Economic Operators an overview of the service and requirements;
- Gain supplier awareness, engagement and opinion;
- Understand risks and issues not previously considered;

¹ The role of CPD is to provide professional procurement advice and support to NIPB. CPD will attend the Information Day and ensure no prejudice to the procurement process.

3.0 Information Day Date and Location

The Information Day has been arranged for **18th April 2019** and will be held in the Greater Belfast Area. It is envisaged to last approximately 2 hours.

Following the return of all the interested parties, the Contracting Authority will issue further details including the venue and time - See Section 7.0.

All oral discussions at the Information Day will not be considered binding. Economic Operators shall not rely on any statements or representations made to them during the Information Day or at any other time by persons acting on behalf of the CA, unless they are confirmed in writing by way of a clarification through eTendersNI.

All queries and clarification requests should be submitted through the on-line messaging facility provided for on the Call for Tender (CfT); select “CfT Menu” and the “Clarifications” on the eTendersNI portal. See link below to eTendersNI CfT;

<https://etendersni.gov.uk/epps/cft/prepareViewCfTWS.do?resourceId=2138641>

Responses to clarification requests raised will be published on the eTendersNI portal. Responses will be via a notification email sent to the registered eTendersNI user for this competition.

Economic Operators shall bear their own costs of participating in this Information Day of whatever nature. The Contracting Authority shall not be liable for the costs, expenses or losses howsoever arising (including, without limitation, any loss of profit or other economic loss incurred) regardless of the outcome of the Market Engagement.

4.0 Description of the Service

The Contract is for the provision of a Service Provider required to deliver the Client's Estate Management Strategy for the management and development of the PSNI's Estate and some shared accommodation facilities under the following service areas: Security, Health and Safety, Audit, Finance, Contracts Management, Asset

Management, Helpdesk, Maintenance, Micro Works, Projects, Energy, Water and Waste Management, Completion and Settlement and Variable Services.

The Contracting Authority is seeking to appoint a suitably qualified service provider to deliver property management services on behalf of the Contracting Authority, managing pre-planned and reactive maintenance, procuring and managing maintenance works contractors under the Authority's term contracts, managing life cycle and capital renewal projects, utilities management and other related activities. Physical maintenance works will be carried out by others under the management and control of the service provider. The contract will cover the whole of the Police Estate in Northern Ireland and encompass approximately 168 separate sites with an estimated total gross floor area in excess of 306,000m². The Estate varies by nature of buildings, age, size and condition while other Government organisations may also share the buildings and vice versa.

5.0 Form of Contract

The Contract will be NEC4 Professional Services Contract Option A.

The competition is being procured competitively and in accordance with the Public Contracts Regulations.

The Procedure being followed for this procurement process is the Open Procedure.

6.0 Estimated Contract Value

The estimated value of this contract, excluding VAT, is £16,500,000.00.

The contract will be for a period of 3 years with an option for two further 1 Year extensions to the contract period at the sole discretion of the Contracting Authority.

7.0 Instructions for Interested Parties

Interested parties are requested to forward details of persons wishing to attend **via eTendersNI, no later than 15:00hrs on Friday, 12th April 2019.**

Details to be included;

Person 1	
Full Name	
Organisation	
Date of Birth	
Person 2	
Full Name	
Organisation	
Date of Birth	
Person 3	
Full Name	
Organisation	
Date of Birth	

It is envisaged that a **maximum of 3 personnel** from each organisation will be accommodated. However, depending on the interest, the Contracting Authority reserves the right to further restrict the number of attendees per organisation.

Upon receipt of this information and following the closing date above the interested parties will be provided with the venue, time and maximum number of personnel from each organisation.

Any requests for clarification relating to this exercise must be communicated using the secure messaging function on the eTendersNI portal.

Responses to requests for clarification will be communicated by Construction & Procurement Delivery to all interested parties through the eTendersNI messaging system.

Details of persons from interested parties wishing to attend must be uploaded within the eTendersNI portal via the relevant Call for Tender (CfT) messaging function, **no later than 15:00hrs on Friday, 12th April 2019**. Instructions on how to submit your response can be found within the Interactive Walkthrough available through the homepage of the portal.

8.0 Technical Requirements

If you wish to respond to this invitation, please ensure that your system is configured in line with the requirements as set out on the eTendersNI platform. These requirements are provided on the homepage before the user logs in and also appear on the screen when the user clicks on a link to access an opportunity.

9.0 Help for Suppliers – eTendersNI

There are a number of options that Economic Operators can seek help through: Clicking on the help link located at the top of the homepage. This will enable the supplier to access a number of documents relating to using the system. Reviewing the Interactive Walkthroughs which can be accessed via a link within the information section of the homepage.

Contacting the eTendersNI helpdesk on 0800 240 4545 or via email to: ni-eproc-helpdesk@eurodyn.com