

Bidder Instructions

Properties: Land and buildings at Harehills Lane, Leeds, LS9 6NG
Client: NHS Property Services Limited
Sole selling agent: GVA

1. The properties are identified indicatively on the location plan appended to this instruction document. They are as follows:
 - **Site A** – A cleared rectangular site measuring approximately 0.41 acres.
 - **Site B** – Measuring approximately 0.25 acres and housing the three storey, 7,169 sq ft (GIA) Shaftesbury House. The building is vacant.
2. These properties are being offered for sale by informal tender. GVA is acting as sole selling agent on behalf of the property's owner, NHS Property Services Limited.
3. **The deadline for offers is set for 1pm on Friday 1 February 2019. Bids received after this time may be rejected.**
4. Bids should be submitted on the bid proforma provided in the information pack.
5. A hard copy bid and duplicate electronic copy bid (on memory stick or CD) should be sent by post to GVA, 1st Floor, City Point, 29 King Street, Leeds, LS1 2HL, clearly marked "Harehills Lane Tender". Bids may also be submitted by email to dai.powell@gva.co.uk ahead of the deadline. Please also send a copy directly to Hanna Hardy at NHS Property Services Ltd by email: hanna.hardy@property.nhs.uk.
6. Separate bids are invited for sites A and B as set out on the bid proforma.
7. It is the client's preference to sell the properties to a single purchaser. However, the client will consider offers for each site on a separate basis in order to secure the best sale route in each instance and in order to deliver the best overall and/or most deliverable receipt(s).
8. In the event that subject to planning bids relate to development/refurbishment proposals, they should be accompanied by a summary development appraisal which clearly sets out in absolute financial terms:
 - a. Estimate of gross development value
 - b. Core build costs
 - c. Professional fees
 - d. Specified abnormal allowances
 - e. Assumed *policy compliant* Section 106 costs
 - f. Finance sum, if applicable
 - g. Price offered

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9. **It is the vendor's strong preference to sell the properties unconditionally.** Subject to planning only offers may also be considered. In any event, exchange of sales contracts is to occur no later than the end of March 2019. Bidders should clearly state what conditionality exists and the costs and timescales associated with such conditions being satisfied. All offers should be made exclusive of VAT.
10. A 10% deposit will be required on exchange of contracts.
11. It is requested that overage and clawback proposals are considered. Please find enclosed the standard form of wording for overage/clawback for NHS property disposals of this nature. Please confirm whether you accept this 'as is' inserting the necessary trigger figures/percentages; accept with amendments – setting out those amendments; or that you will not consider an overage payment as part of the purchase.
12. Bids will be scored according to the level of the offer itself and also its comparative deliverability in respect of any conditions attached.
13. In the event bids are close, the potential "value add" of the overage proposals will be taken into account.
14. NHS Property Services Limited does not commit to accept the highest or any bid.
15. Bidders should provide details of the proposed scheme at the properties if their bid (bids) is (are) conditional on securing planning permission. Such details should include schematic layout drawings, a schedule of proposed accommodation, proof of any discussions held with the local planning authority in respect of those proposals and their programme to submit planning applications and secure permissions.
16. Bidders should provide confirmation, from their bank if necessary, that funding is available to purchase the property at the price proposed. Alternatively, if funding is proposed to be internally sourced, audited accounts for the past three years should be submitted alongside the financial offer.
17. It is envisaged best bidders may be invited to interview during the week commencing Monday 4 February 2018. Please confirm, as required on the bid proforma, that relevant people will be available to attend an interview during that week.