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Tender

Legal representation and advice for the Scottish Legal Complaints Commission

Scottish Legal Complaints Commission (SLCC)

F02: Contract notice

Notice identifier: 2022/S 000-003429

Procurement identifier (OCID): ocds-h6vhtk-030730

Published 7 February 2022, 2:25pm

Section I: Contracting authority

I.1) Name and addresses

Scottish Legal Complaints Commission (SLCC)

The Stamp Office, 10-14 Waterloo Place

Edinburgh

EH1 3EG

Contact

Neil Stevenson

Email

neil.stevenson@scottishlegalcomplaints.org.uk

Telephone

+44 1312012130

Fax

+44 1312012131

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<http://www.scottishlegalcomplaints.org.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA17482

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publiccontractsscotland.gov.uk/>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Legal representation and advice for the Scottish Legal Complaints Commission

II.1.2) Main CPV code

- 79110000 - Legal advisory and representation services

II.1.3) Type of contract

Services

II.1.4) Short description

4 year legal framework, approx 160,000 GBP of spend per annum, representation in the Inner House of the Court of Session, and other supporting legal work (complaints, regulation, debt recovery, FOI/DP, equality, etc.).

II.1.5) Estimated total value

Value excluding VAT: £160,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79110000 - Legal advisory and representation services
- 79100000 - Legal services
- 79111000 - Legal advisory services
- 79112000 - Legal representation services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

4 year legal framework, approx 160,000 GBP of spend per annum, representation in the Inner House of the Court of Session, and other supporting legal work (complaints, regulation, debt recovery, FOI/DP, equality, etc.).

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

1 year extension possible.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Firms must be regulated by the Law Society of Scotland

III.1.2) Economic and financial standing

List and brief description of selection criteria

No minimum or requirements - please supply average annual turnover over last five years at Part IV 4B1.2 of SPD.

III.1.3) Technical and professional ability

List and brief description of selection criteria

Must be regulated by the Law Society of Scotland - please confirm in Part IV 4A2 of SPD

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Firms regulated by the Law Society of Scotland

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2022/S 000-000155](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

19 April 2022

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 29 July 2022

IV.2.7) Conditions for opening of tenders

Date

20 April 2022

Local time

12:00pm

Place

Edinburgh

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: January 2026

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Please refer to the ITT pack for all information relating to this tender.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=676942.

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx.

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:676942)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court

27 Chambers Street

Edinburgh

EH1 1LB

Email

edinburgh@scotcourts.gov.uk

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>