

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/003429-2022>

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](mailto: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](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)**

- 79100000 - 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](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](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](mailto: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>