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Tender

## **Legal Services Framework Agreement**

Maryhill Housing Association Ltd  
Queens Cross Housing Association Ltd  
Ng Homes  
New Gorbals Housing Association

F02: Contract notice

Notice identifier: 2022/S 000-004611

Procurement identifier (OCID): ocids-h6vhtk-03189f

Published 18 February 2022, 10:25am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Maryhill Housing Association Ltd

45 Garrioch Road

Glasgow

G20 8RG

#### **Contact**

Rebecca Wilson

#### **Email**

[rwilson@maryhill.org.uk](mailto:rwilson@maryhill.org.uk)

#### **Telephone**

+44 1419462466

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11643](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11643)

**I.1) Name and addresses**

Queens Cross Housing Association Ltd

45 Firhill Road

Glasgow

G20 7BE

**Email**

[contactus@qcha.org.uk](mailto:contactus@qcha.org.uk)

**Telephone**

+44 1419453003

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11502](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11502)

**I.1) Name and addresses**

Ng Homes

50 Reidhouse Street

Glasgow

G214LS

**Contact**

Bob Hartness

**Email**

[rhartness@nghomes.net](mailto:rhartness@nghomes.net)

**Telephone**

+44 1415606000

**Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

[www.nghomes.net](http://www.nghomes.net)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA20262](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA20262)

### **I.1) Name and addresses**

New Gorbals Housing Association

200 Crown Street

Glasgow

G5 9AY

#### **Contact**

Simon Metcalfe

#### **Email**

[simon@newgorbalsha.org.uk](mailto:simon@newgorbalsha.org.uk)

#### **Telephone**

+44 1414293900

#### **Country**

United Kingdom

#### **NUTS code**

UKM82 - Glasgow City

#### **Internet address(es)**

Main address

[www.newgorbalsha.org.uk](http://www.newgorbalsha.org.uk)

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA11242](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA11242)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

## **I.4) Type of the contracting authority**

Body governed by public law

## **I.5) Main activity**

Housing and community amenities

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Legal Services Framework Agreement

#### **II.1.2) Main CPV code**

- 79100000 - Legal services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Legal services framework agreement for four Registered Social Landlords

#### **II.1.5) Estimated total value**

Value excluding VAT: £2,500,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Employment Law

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 79110000 - Legal advisory and representation services
- 79140000 - Legal advisory and information services

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

### **II.2.4) Description of the procurement**

The purpose of this procurement is to appoint between one and two suppliers to operate under a framework for the supply of the following

services:

i. Advice on employment contracts, recruitment, equalities issues, case law, good practice, discipline, grievance, pensions, settlement

agreements, TUPE and Terms and Conditions of Employment.

ii. Work in relation to Employment Tribunals, Employment Appeal Tribunals, etc.

Sub contracting of the works will not be acceptable.

### **II.2.5) Award criteria**

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

### **II.2.6) Estimated value**

Value excluding VAT: £116,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The Framework may be extended for a further period of one year.

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal question and answer facility.

The process we will apply will be:

- Statements including the specific requirements can be found within the Contract Notice.
- Bidder's must pass the minimum standards sections of the SPD. Questions within the

SPD will be scored on a pass/fail basis other than questions 4C1.2 and 4C6 which will be scored as follows:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

1 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains

insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar

nature.

3 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar service to similar Clients.

Responses to the scored questions will be weighted in the following way Question 4C.1.2: 80% 4C.6: 20%.

#### **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

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

## **II.2) Description**

### **II.2.1) Title**

Procurement, Construction & Acquisitions

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79110000 - Legal advisory and representation services
- 79140000 - Legal advisory and information services

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

### **II.2.4) Description of the procurement**

The purpose of this procurement is to appoint between one and two Suppliers to operate under a framework agreement to supply the

following services:

i. Advice on relevant Scottish, United Kingdom and European legislation, constitutional / governance issues (regulation, charitable status,

group structures, etc).

ii. Advice on business development and diversification opportunities (including partnership working, strategic alliances, joint ventures,

acquisitions, disposals, transfers of engagement, etc).

iii. Advice on risk management / insurance, health and safety, procurement, data protection, equalities, etc.

iv. Advice on contracts relating to repairs and maintenance, development, construction, consultancy services, property and equipment

leases, ICT, disputes and arbitration, etc.

v. Advice on the processing of Shared Equity / Shared Ownership / Ownership sales, Mortgage to Rent acquisitions, land sales, acquisitions

and leases, property sales, etc.

vi. Advice on complaints management and referrals to the Scottish Public Services Ombudsman (SPSO), Home Owner Housing Panel

(HOHP), Private Rented Housing Panel (PRHP), etc.

vii. Advice around procurement legal challenges.

Sub contracting of the works will not be acceptable.

### **II.2.5) Award criteria**

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

### **II.2.6) Estimated value**

Value excluding VAT: £280,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend the Framework for a further one year period

## **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal question and answer facility.

The process we will apply will be:

- Statements including the specific requirements can be found within the Contract Notice.
- Bidder's must pass the minimum standards sections of the SPD. Questions within the SPD will be scored on a pass/fail basis other than questions 4C1.2 and 4C6 which will be scored as follows:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

1 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains

insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar service to similar Clients.

Responses to the scored questions will be weighted in the following way Question 4C.1.2: 80% 4C.6: 20%.

#### **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

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public

Contracts (Scotland) Regulations 2015

## **II.2) Description**

### **II.2.1) Title**

Housing Estate Management and Factoring

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 79110000 - Legal advisory and representation services
- 79140000 - Legal advisory and information services

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

### **II.2.4) Description of the procurement**

The purpose of this procurement is to appoint between one and two suppliers to provide the following services:

i. Legislation and guidance on tenancy and property maintenance issues, Housing Benefit and other welfare issues, debt recovery, breaches

of tenancy, development of appropriate policies / procedures, etc for all tenancies including but not restricted to secure tenancies,

occupancy agreements; mid-market and market rents; shared ownership; Housing in Multiple Occupation, etc.

ii. Legislation and guidance on property factoring services including debt recovery, factored homeowner obligations; breaches of deed of

conditions and property factoring agreements, development of appropriate policies and

procedures, factoring written statement, etc.

iii. Legislation and guidance on the private rented sector, etc.

iv Court work and litigation in relation to breaches of tenancy, breaches of deed of conditions and property factoring agreement (including

debt recovery for current tenant and factored homeowner arrears, former tenant and factored homeowner arrears, property factoring costs,

common repair charges and remedies relating to anti-social behaviour, etc) public liability, human rights, etc.

v Advice on complaints management and referrals to the Scottish Public Services Ombudsman (SPSO), Home Owner Housing Panel

(HOHP), Private Rented Housing Panel (PRHP), etc.

Sub contracting of the works will not be acceptable.

#### **II.2.5) Award criteria**

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

#### **II.2.6) Estimated value**

Value excluding VAT: £1,404,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend the Framework for a further one year.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal question and answer facility.

The process we will apply will be:

- Statements including the specific requirements can be found within the Contract Notice.

- Bidder's must pass the minimum standards sections of the SPD. Questions within the SPD will be scored on a pass/fail basis other than questions 4C1.2 and 4C6 which will be scored as follows:

- 0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous

experience/capacity/capability relevant to this criterion.

1 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains

insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar service to similar Clients.

Responses to the scored questions will be weighted in the following way Question 4C.1.2: 80% 4C.6: 20%.

#### **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

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015

## **II.2) Description**

### **II.2.1) Title**

Governance, Financial Management and Charity

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 79110000 - Legal advisory and representation services
- 79140000 - Legal advisory and information services

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

### **II.2.4) Description of the procurement**

The purpose of this procurement is to appoint between one and two suppliers operating under a framework agreement to provide the

following services:

i Legislation and guidance on issues related to organisational governance, regulation of services and the interpretation and advice on charity

law, advice and guidance on the agreement of loan finance arrangements and associated work including the security of loans and guidance

and advice on loan covenants.

ii Advice on relevant Scottish, United Kingdom and European legislation, constitutional / governance issues (regulation, charitable status,

group structures, etc).

iii Advice on private finance arrangements, facility agreements, bonds, securities, refinancing, taxation, etc.

iv Advice on risk management / insurance, health and safety, procurement, data protection, equalities, etc.

Sub contracting of the works will not be acceptable.

#### **II.2.5) Award criteria**

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

#### **II.2.6) Estimated value**

Value excluding VAT: £208,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend the contract for a further period of one year.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal question and answer facility.

The process we will apply will be:

- Statements including the specific requirements can be found within the Contract Notice.

-Bidder's must pass the minimum standards sections of the SPD. Questions within the SPD will be scored on a pass/fail basis other than questions 4C1.2 and 4C6 which will be scored as follows:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

1 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains

insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar service to similar Clients.

Responses to the scored questions will be weighted in the following way Question 4C.1.2: 80% 4C.6: 20%.

#### **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

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public

Contracts (Scotland) Regulations 2015

### **II.2) Description**

#### **II.2.1) Title**

Property Conveyancing

Lot No

5

#### **II.2.2) Additional CPV code(s)**

- 79110000 - Legal advisory and representation services

- 79140000 - Legal advisory and information services

### **II.2.3) Place of performance**

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

Glasgow

### **II.2.4) Description of the procurement**

The purpose of this procurement is to appoint between one and two suppliers to provide the following services:

Purchase and sale of individual units including residential and commercial units and shared ownership and new supply shared equity or

similar. Leasing commercial properties and granting leases for commercial properties.

Sub contracting of the works will not be acceptable.

### **II.2.5) Award criteria**

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

### **II.2.6) Estimated value**

Value excluding VAT: £196,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Option to extend the Framework for a further period of one year.

## **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

This Procurement will be conducted through the use of the Restricted Procedure. All queries about this procurement must be made via the PCS Portal question and answer facility.

The process we will apply will be:

- Statements including the specific requirements can be found within the Contract Notice.
- Bidder's must pass the minimum standards sections of the SPD. Questions within the SPD will be scored on a pass/fail basis other than questions 4C1.2 and 4C6 which will be scored as follows:

0 - Unacceptable. Nil or inadequate response. Fails to demonstrate previous experience/capacity/capability relevant to this criterion.

1 - Poor. Response is partially relevant but generally poor. The response shows some elements of relevance to the criterion but contains

insufficient/limited detail or explanation to demonstrate previous relevant experience/capacity/capability.

2 - Acceptable. Response is relevant and acceptable. The response demonstrates broad previous experience, knowledge and skills/capacity/capability but may lack in some aspects of similarity e.g. previous experience, knowledge or skills may not be of a similar nature.

3 - Good. Response is relevant and good. The response is sufficiently detailed to demonstrate a good amount of experience, knowledge or skills/capacity/capability relevant to providing similar services to similar clients.

4 - Excellent. Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates thorough experience, knowledge or skills/capacity/capability relevant to providing similar service to similar Clients.

Responses to the scored questions will be weighted in the following way Question 4C.1.2: 80% 4C.6: 20%.

#### **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

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public

Contracts (Scotland) Regulations 2015.

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## **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

In response to question 4A2A of the SPD attached to this Notice Bidders are required to be regulated and/or authorised (as appropriate) to practice law by the relevant professional regulatory body or bodies in the jurisdiction(s) in which they practice.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

The relevant selection criteria is set out in the SPD

Minimum level(s) of standards possibly required

The minimum levels are set out in the SPD

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

The relevant selection criteria are set out in the SPD

Minimum level(s) of standards possibly required

The minimum levels are set out in the 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

Bidders are required to be regulated and/or authorised (as appropriate) to practice law by the relevant professional regulatory body or bodies in the jurisdiction(s) in which they

practice.

Unless otherwise agreed (e.g. in the case of proposed paralegal or trainee solicitors) individuals delivering services under the framework must be legally qualified and must hold an unrestricted practicing certificate issued by the relevant professional regulatory body (e.g. the Law Society of Scotland).

### **III.2.2) Contract performance conditions**

The contract performance conditions will be set out in the Invitation to Tender issued at Stage 2 of the process

### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted 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: 10

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

Date

21 March 2022

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

28 March 2022

#### **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**

Duration in months: 4 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **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**

The full award criteria ratios, questions, weightings and scoring regime, community benefits requirements and details of contract specification will be published in the ITT document at Stage 2 of the process.

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=683712](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=683712).

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.

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community Benefits requirements will be set out in the ITT document which will be issued at Stage 2 of the process

(SC Ref:683712)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=683712](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=683712)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Glasgow Sheriff Court

Sheriff Clerk's Office, PO Box 23, 1 Carlton Place

Glasgow

G5 9DA

Country

United Kingdom