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Tender

Legal Services - 2025

University of Hertfordshire

F02: Contract notice

Notice identifier: 2025/S 000-005419

Procurement identifier (OCID): ocds-h6vhtk-04e2d3

Published 17 February 2025, 3:09pm

Section I: Contracting authority

I.1) Name and addresses

University of Hertfordshire

College Lane

Hatfield

AL10 9AB

Contact

Procurement Department

Email

s.ahmed52@herts.ac.uk

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

www.herts.ac.uk

Buyer's address

<https://in-tendhost.co.uk/universityofhertfordshire>

I.3) Communication

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

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Legal Services - 2025

Reference number

24052

II.1.2) Main CPV code

- 79100000 - Legal services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Hertfordshire is conducting a tender exercise to set up retainers with a range of bidders for the provision of legal services. These retainers will cover the requirements of both the University and its subsidiaries. It is anticipated that the contract will run from the 1st August 2025 for an initial period of three (3) years until 31st July 2028. At the end of the first three years the University will have an option to extend for a further two years. This is subject to satisfactory performance of the contract. The contract duration is a maximum of five years. The tender will be divided into the following six (6) separate lots. The number of appointees per lot is stated in the specification document. Tenders can bid for any combinations of the lots as they see fit. The University will evaluate the tender returns on a per lot basis.

II.1.5) Estimated total value

Value excluding VAT: £1,750,000

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

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

The University of Hertfordshire is conducting a tender exercise to set up retainers with a range of bidders for the provision of legal services. The tender will be divided into the following six (6) separate lots. The number of appointees per lot is stated in the specification document. Tenders can bid for any combinations of the lots as they see fit. The University will evaluate the tender returns on a per lot basis.

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

Start date

1 August 2025

End date

31 July 2030

This contract is subject to renewal

Yes

Description of renewals

At the end of the first three years the University will have an option to extend for a further two years. This is subject to satisfactory performance of the contract. The contract duration is a maximum of five years.

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 IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

20 March 2025

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

20 March 2025

Local time

12:00pm

Place

The tenders will be opened electronically after the deadline of 12:00:00 on 20th March 2025

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

Crown Commercial Services

Liverpool

Country

United Kingdom