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Tender

## **Probate Researchers Services for Gloucestershire County Council**

Gloucestershire County Council

F24: Concession notice

Notice identifier: 2025/S 000-006117

Procurement identifier (OCID): ocids-h6vhtk-04e4c0

Published 20 February 2025, 11:22am

### **Section I: Contracting authority/entity**

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

Gloucestershire County Council

Shire Hall

GLOUCESTER

GL12TG

#### **Contact**

Strategic Procurement

#### **Email**

[strategicprocurementteam@gloucestershire.gov.uk](mailto:strategicprocurementteam@gloucestershire.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKK13 - Gloucestershire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://www.supplyingthesouthwest.org.uk/>

Additional information can be obtained from the above-mentioned address

Applications or, where applicable, tenders must be submitted electronically via

<https://www.supplyingthesouthwest.org.uk/>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Probate Researchers Services for Gloucestershire County Council

Reference number

DN762597

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

- 73110000 - Research services

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

Services

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

This Concession framework agreement will be for up to 3 suppliers for 4 years with no option to extend. The framework will be owned by Gloucestershire County Council ("the Council"). The Council and the successful contractors will be parties to the Framework Agreement.

Gloucestershire County Council (GCC) is looking to utilise the services of probate researchers to help identify, locate and support entitled relatives/executors to administer the estate. GCC would be looking to use probate researchers as a means of recovering debt, managing empty/unoccupied properties, and allowing deputyship accounts to be closed.

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

Value excluding VAT: £125,000

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

This concession is divided into lots: No

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

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

NUTS codes

- UKK13 - Gloucestershire

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

This Concession framework agreement will be for up to 3 suppliers for 4 years with no option to extend. The framework will be owned by Gloucestershire County Council ("the Council"). The Council and the successful contractors will be parties to the Framework Agreement.

Gloucestershire County Council (GCC) is looking to utilise the services of probate researchers to help identify, locate and support entitled relatives/executors to administer the estate. GCC would be looking to use probate researchers as a means of recovering debt, managing empty/unoccupied properties, and allowing deputyship accounts to be closed.

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

Concession is awarded on the basis of the criteria stated in the procurement documents

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

Value excluding VAT: £125,000

#### **II.2.7) Duration of the concession**

Duration in months

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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, indication of information and documentation required

Further details are given in the Selection Questionnaire (SQ) and Selection Questionnaire (SQ) Tenderer Explanatory Document available on the Councils e-tendering portal <https://www.supplyingthesouthwest.org.uk/> using project reference DN762597 to view the opportunity and register your interest.

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the concession**

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

Further details are given in the procurement documents available on the Councils e-tendering portal <https://www.supplyingthesouthwest.org.uk/> using project reference DN762597 to view the opportunity and register your interest.

#### **III.2.3) Information about staff responsible for the performance of the concession**

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

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## **Section IV. Procedure**

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for submission of applications or receipt of tenders**

Date

27 March 2025

Local time

12:00pm

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Gloucestershire County Council

Gloucester

Country

United Kingdom