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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): ocds-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

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

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

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

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

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