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Tender

## **West of Scotland Housing Association - Legal Services Tender**

West of Scotland Housing Association Ltd

F02: Contract notice

Notice identifier: 2023/S 000-008192

Procurement identifier (OCID): ocds-h6vhtk-03b4cc

Published 21 March 2023, 3:32pm

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

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

West of Scotland Housing Association Ltd

40 Barrowfield Drive, Camlachie

Glasgow

G40 3QH

#### **Email**

[jennifer.cairns@westscot.co.uk](mailto:jennifer.cairns@westscot.co.uk)

#### **Telephone**

+44 1415505600

#### **Fax**

+44 1415505601

#### **Country**

United Kingdom

**NUTS code**

UKM82 - Glasgow City

**Internet address(es)**

Main address

<http://www.westscot.co.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA12345](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA12345)

**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

[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)

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

Body governed by public law

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

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

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

West of Scotland Housing Association - Legal Services Tender

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

- 79140000 - Legal advisory and information services

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

Services

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

Provision of Legal Services to West of Scotland Housing Association and its subsidiaries.

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

Value excluding VAT: £310,000

#### **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**

Procurement, Construction, Acquisitions, Litigation & Property Conveyancing

Lot No

1

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

- 79140000 - Legal advisory and information services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

40 Barrowfield Drive, Glasgow

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

Provision of Legal Services for the following categories:

Procurement, Construction, Acquisitions, Litigation & Property Conveyancing

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

#### **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

A further 1 plus 1 year extension

#### **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) Description**

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

Housing and Estate Management which includes Factoring & Mid Market Rent

Lot No

2

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

- 79140000 - Legal advisory and information services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

40 Barrowfield Drive, Glasgow

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

Provision of legal services for the following categories:

Housing and Estate Management which includes Factoring & Mid Market Rent

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **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

Further 1 plus 1 year extension

#### **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) Description**

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

Governance, Financial Management, Employment/HR and Charity

Lot No

3

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

- 79140000 - Legal advisory and information services

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

NUTS codes

- UKM82 - Glasgow City

Main site or place of performance

40 Barrowfield Drive, Glasgow

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

Provision of Legal services for the following categories:

Governance, Financial Management, Employment/HR and Charity

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

Quality criterion - Name: Quality / Weighting: 70

Price - Weighting: 30

### **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

Further 1 plus 1 year extension

### **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

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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

Firms require to be members of the Law Society Scotland.

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

List and brief description of selection criteria

Selection Criteria will be included in the SPD Scotland Module.

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

List and brief description of selection criteria

Selection criteria will be included in the SPD module

### **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 must be registered with the Law Society Scotland

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

Detailed in tender documents

#### **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**

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

21 April 2023

Local time

12:00pm

##### **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**

Duration in months: 3 (from the date stated for receipt of tender)

##### **IV.2.7) Conditions for opening of tenders**

Date

21 April 2023

Local time

12:00pm

Place

Glasgow

Information about authorised persons and opening procedure

Tenders will be unlocked by officers who are not involved in the scoring of the tenders and the price documents will be removed for quality scoring.

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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 invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

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=726648](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=726648).

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:

Details are included in the tender documents

(SC Ref:726648)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=726648](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=726648)

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

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

Glasgow Sheriff Court

Glasgow

Country

United Kingdom