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Tender

## **Face to Face Education legal advice services procurement process**

The Legal Aid Agency

F02: Contract notice

Notice identifier: 2021/S 000-008411

Procurement identifier (OCID): ocds-h6vhtk-02a84c

Published 20 April 2021, 10:55pm

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

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

The Legal Aid Agency

102 Petty France

London

SW1H 9AJ

#### **Email**

[civiltenders@justice.gov.uk](mailto:civiltenders@justice.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKI - London

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

Main address

<https://www.gov.uk/government/organisations/legal-aid-agency>

### **I.3) Communication**

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

<https://www.gov.uk/government/publications/civil-tender-activity-2021>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://legaid.bravosolution.co.uk/>

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

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

Ministry or any other national or federal authority

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

Other activity

Other public services

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## **Section II: Object**

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

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

Face to Face Education legal advice services procurement process

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

- 79100000 - Legal services

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

Services

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

The LAA has opened a procurement opportunity to deliver face to face education legal advice for services to commence as soon as possible in June and no later than 1 July 2021.

The LAA is particularly interested in receiving Tenders from organisations who are willing and able to accept direct referrals from the Civil Legal Advice (CLA) telephone helpline on Thursday and/or Friday each week.

The deadline for the submission of tenders under this procurement process is 5pm on 20 May 2021.

To submit a complete tender under this process organisations must submit a response to both: • The Selection Questionnaire (SQ); and • The Invitation To Tender (ITT).

The Information for Applicants (IFA) document is available in the 'documents' section at the top of this page. The IFA provides full details about the procurement process, including the criteria that Applicants must meet, and the timetables for when services are to commence.

Contract documentation is available on the 2018 Standard Civil Contract page.

Tender responses must be made online through the e-Tendering system.

A helpline has been set up to support you if you have technical problems with the e-Tendering system; 0800 069 8630.

If you have any questions about the procurement process or the IFA document, these must be raised through the e-Tendering system by 23:59 on 4 May 2021.

Questions of wider interest will be collated and answered through a frequently asked questions document which will be published on this webpage during the week commencing 10 May 2021.

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

Value excluding VAT: £61,200

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UK - United Kingdom

Main site or place of performance

England and Wales only

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

The LAA has opened a procurement opportunity to deliver face to face education legal advice for services to commence as soon as possible in June and no later than 1 July 2021.

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commencing 10 May 2021.

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

Quality criterion - Name: Quality / Weighting: 100

Cost criterion - Name: price / Weighting: 0

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

Value excluding VAT: £61,200

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

End date

31 August 2022

This contract is subject to renewal

No

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

Selection criteria as stated in the procurement documents

## **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 May 2021

Local time

5:00pm

#### **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**

Tender must be valid until: 20 May 2021

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

Date

20 May 2021

Local time

6:00pm

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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**

Legal Aid Agency

102 Petty France

London

SW1H 9AJ

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Centre for Effective Dispute Resolution (CEDR)

70 Fleet Street

London

EC4Y 1EU

Country

United Kingdom

#### **VI.4.4) Service from which information about the review procedure may be obtained**

Legal Aid Agency

102 Petty France

London

SW1H 9AJ

Country

United Kingdom