

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/010252-2024>

Tender

## **Provision of Scrivener Notary Services for FCDO**

Foreign Commonwealth and Development Office

F02: Contract notice

Notice identifier: 2024/S 000-010252

Procurement identifier (OCID): ocds-h6vhtk-042994

Published 28 March 2024, 11:47am

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

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

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

#### **Email**

[corrine.collins@fcdo.gov.uk](mailto:corrine.collins@fcdo.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

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

Main address

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

Buyer's address

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

## **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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://fcdo.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**

General public services

---

## **Section II: Object**

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

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

Provision of Scrivener Notary Services for FCDO

Reference number

Estates-10064-2023

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

- 79130000 - Legal documentation and certification services

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

Services

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

The FCDO wishes to appoint a Supplier to provide Scrivener Notary Services to aid in the facilitation of acquiring, executing, and managing of the FCDO global estate. Scrivener Notary services are required for various documents, including estate related documents such as lease agreements. The Services tendered under this agreement will be used by the FCDO and other Government Departments and arms-length bodies, such as the British Council.

The Contract will be for an initial 5 year period with an option to extend for up to a further 2 years.

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

Value excluding VAT: £740,000

#### **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

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

NUTS codes

- UK - United Kingdom

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

The Foreign, Commonwealth & Development Office (the 'FCDO') - is the government department responsible for promoting British interests overseas and supporting our citizens and businesses around the globe. FCDO safeguard the UK's security, defend our values, reduce poverty and tackle global challenges with our international partners.

The FCDO has estate property around the world (including the United Kingdom) and operates in over 280 different locations. The estate comprises Embassies & High Commissions (anything from a stand-alone, freehold building on a secure compound, to a fitted-out leased office in a multi-occupied, high-rise building), visa offices, Residences for Heads of Post and residential buildings for diplomats. Additionally, there are individual "legacy" properties such as churches, cemeteries, etc

The FCDO wishes to appoint a Supplier to provide Scrivener Notary Services to aid in the facilitation of acquiring, executing, and managing this estate. Scrivener Notary services are required for various documents, including estate related documents such as lease agreements. The services tendered under this agreement will be used by the FCDO and other Government Departments and arms-length bodies, such as the British Council.

The objectives of this contract are to:

- Establish a commercial arrangement with an experienced partner that provides value for money for the department by supporting the wise and timely management of the FCDO estate and that of its partners (Other Government Departments and arms-length bodies) through the provision of notary services.
- Establish a viable and resilient process that can deliver on the timely execution of notarisation.

The scope of services includes providing the following in relation to the FCDO estate and the grant of power and delegated authority,

- General legal advice, legal opinions, and guidance
- Drafting appropriate supporting documentation for the acquisition, management and disposal of property interests
- Miscellaneous advice on UK, international and overseas local law

- Translation services
- Knowledge of the relevant legal procedures and mechanisms
- Notarial, certification and legalization services
- Prompt and timely turnaround of all legal notarial documentation
- Arrange delivery of documents to UK and overseas addresses
- Other ad hoc advice/services as advised

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Value excluding VAT: £740,000

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

Start date

29 June 2024

End date

29 June 2029

This contract is subject to renewal

Yes

Description of renewals

The contract will allow for the option to extend for a further 2 years after the initial 5 year period.

#### **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.2.14) Additional information**

The requirement will be procured via the Foreign, Commonwealth and Development Office's eprocurement portal: <https://fcdo.bravosolution.co.uk>. Suppliers, not currently registered on the portal, who are interested in being considered for this opportunity must self-register on the site in order to participate - registration is free and instantaneous.

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **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 contract**

#### **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

---

## **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.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-037849](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

29 April 2024

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

29 April 2024

Local time

12:00pm

---

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

Important Information for all Potential Suppliers

In order to participate and gain access to the Invitation To Tender pack, potential suppliers should access the FCDO's e-procurement portal, JAGGAER ONE, available via the below link.

URL: <https://fcdo.bravosolution.co.uk/web/login.html>

Once logged in, search for project reference project\_8742 and pqq\_1511

If a potential supplier is not registered on the portal, click the link above (or copy and paste the link into your web browser) to be taken to the home page. Click the "Click here to register!" button, and follow the on-screen instructions to complete registration.

Registration takes approximately 5 minutes and is free of charge.

Two-Factor Authentication (2FA)

Potential suppliers should note that two-factor authentication will be required to access the FCDO's e-procurement portal, JAGGAER ONE, which requires Google Authenticator to be downloaded onto a mobile device. For more information in relation to two-factor authentication, a guide can be accessed by clicking the link on the home page of the FCDO's e-procurement portal, JAGGAER ONE.

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

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

Foreign Commonwealth and Development Office



Commercial Directorate, King Charles Street

London

SW1A 2AH

Country

United Kingdom

Internet address

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

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

Centre for Effective Dispute Resolution

London

Country

United Kingdom

Internet address

<https://www.cedr.com/>