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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): ocids-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

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 notarisations.

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/>