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Planning

The Provision of Legal Services to The City of Liverpool College (Inclusive of Group Companies)

The City of Liverpool College

UK3: Planned procurement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-014184

Procurement identifier (OCID): ocds-h6vhtk-0655ba

Published 17 February 2026, 10:57am

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Scope

Reference

T: 2025 - 005

Description

The appointed Legal Services Provider will be required to satisfy the Executive and the Board of Governors that they will provide an appropriate level of legal advice, guidance and support to ensure that the college group remains fully legally compliant in all aspects of its work.

The Legal Services Provider of The City of Liverpool College and its Group will be appointed by the Corporation Board; the appointment will be for an initial period of 3 years with an optional further 1 x year extension. The contract will however be subject to review after a 2 year period with an opportunity for a break in the contract to be applied at that

time. The expected value of this contract is in the region of £125,000 inc vat per year.

Total value (estimated)

- £104,000 excluding VAT
- £125,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 August 2026 to 31 July 2029
- Possible extension to 31 July 2030
- 4 years

Description of possible extension:

The tender includes an optional 1 x year extension

Main procurement category

Services

CPV classifications

- 79100000 - Legal services

Contract locations

- UKD72 - Liverpool

Participation

Legal and financial capacity conditions of participation

Information will be available within the ITT documents once they are published

Technical ability conditions of participation

Information will be available within the ITT documents once they are published

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

25 February 2026

Enquiry deadline

27 March 2026, 12:00pm

Submission type

Tenders

Tender submission deadline

15 April 2026, 12:00pm

Submission address and any special instructions

Companies will need to register on the College's In-Tend portal via the following link to be able to locate & download the tender documents:

<https://in-tendhost.co.uk/tcolc/aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

5 May 2026

Recurring procurement

Publication date of next tender notice (estimated): 26 February 2026

Award criteria

Name	Description	Type	Weighting
Quality	To demonstrate a good understanding of the services required to meet the College's legal requirement, how you will manage the contract.	Quality	60%
Price	Prices as per the description that will show within Appendix B of the tender documents once published.	Price	25%
Added Value	What added value can you offer as part of this framework? Apprenticeships, additional services, student training/placements educational visits, masterclasses, student prizes	Quality	10%
Environmental, Corporate Responsibility & EDI	Policy including willingness to implement change. Evidence of carbon reduction or plastic reduction action taken. Demonstrable understanding of the positive impact equality diversity & inclusion brings to an organisation.	Quality	5%

Other information

Payment terms

All invoices must display the official purchase order number that would be sent relating to the requirements. All invoices must also be sent to the dedicated Payments email address for processing:

payments@liv-coll.ac.uk

Procedure

Procedure type

Competitive flexible procedure

Special regime

Light touch

Competitive flexible procedure description

This tender will be a 2 x stage process as a pass/fail, only the companies that pass this stage will be evaluated further with a maximum of the top 3 scoring companies being invited to the presentation stage.

Contracting authority

The City of Liverpool College

- UK Register of Learning Providers (UKPRN number): 10003955
- Public Procurement Organisation Number: PZGX-5416-YRGY

The City of Liverpool College

The Learning Exchange, Liverpool

L1 9DW

United Kingdom

Email: payments@liv-coll.ac.uk

Website: <http://www.liv-coll.ac.uk>

Region: UKD72 - Liverpool

Organisation type: Public authority - sub-central government