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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 000-014200

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

Published 17 February 2026, 11:17am

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

Value of contract amended to show the full x 4 year value at £500k inclusive of vat (PA value was originally added - now amended)

### **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 over the 4 year period is £500.000 inc vat.

## **Total value (estimated)**

- £416,000 excluding VAT
- £500,000 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

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## **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)

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## **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**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
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%

Name	Description	Type	Weighting
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%

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## 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](mailto:payments@liv-coll.ac.uk)

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## 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.

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## **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](mailto:payments@liv-coll.ac.uk)

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

Region: UKD72 - Liverpool

Organisation type: Public authority - sub-central government