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Tender

## **Framework for the provision of Administration and Legal Services**

UK Research & Innovation (UKRI)

F02: Contract notice

Notice identifier: 2022/S 000-017923

Procurement identifier (OCID): ocds-h6vhtk-034ca9

Published 30 June 2022, 4:00pm

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

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

UK Research & Innovation (UKRI)

Polaris House, North Star Avenue

SWINDON

SN2 1FS

#### **Contact**

Kerry Hart

#### **Email**

[coreservices@uksbs.co.uk](mailto:coreservices@uksbs.co.uk)

#### **Telephone**

+44 1793867465

#### **Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.ukpbs.co.uk](http://www.ukpbs.co.uk)

**I.3) Communication**

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

<https://beisgroup.ukp.app.jaggaer.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://beisgroup.ukp.app.jaggaer.com/>

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

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Framework for the provision of Administration and Legal Services

Reference number

CS22267

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

- 79100000 - Legal services

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

Services

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

The final date and time for the submission of bids is Friday 5th August 2022 at 14:00

DO NOT APPLY DIRECTLY TO BUYER

All submissions will be assessed in accordance with the Public Procurement Regulations that apply to this opportunity.

Responses must be received by the date and time in the tender documentation; responses received outside of the deadline or not sent via the Jaggaer eSourcing portal will not be accepted or considered by the Contracting Authority further for this opportunity. Interested organisations should ensure that they allow a sufficiency of time, prior to the deadline to allow all sections to be completed in full and any attachments to be uploaded.

As a user of the Jaggaer eSourcing Portal you will have access to the Jaggaer messaging service which facilitates all messages sent to you and from you, as well as other messages and updates in relation to any specific tender event. Please note that any and all information secured outside of the messaging service, shall have no merit or worth and should not be relied upon by any organisation submitting a tender response.

Please note it is your organisations responsibility to access these messages on a regular basis to ensure you have sight of all relevant information applicable to this opportunity.

The Contracting Authority expressly reserves the right:

- i. not to award any contract as a result of the procurement process commenced by publication of this notice; and
- ii. to make whatever changes it may see fit to the content and structure of the procurement; and under no circumstances as part of your organisations participation in this opportunity, will the Contracting Authority be liable for any costs incurred by any organisation as a result. If the Contracting Authority decides to enter into a contract with any successful organisation(s), this does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly.

### How to Apply

UK Shared Business Services Ltd (UK SBS) will be using the Jaggaer eSourcing Portal for this procurement.

To register on the Jaggaer eSourcing portal please use the link <https://beisgroup.ukp.app.jaggaer.com/> and follow the instructions to register as a supplier.

If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

The award of this contract will be based on 2 Lots:

Lot 1 - Administrative Services

Lot 2 - Legal Services

A maximum of 4 suppliers/consortium will be appointed for each Lot details above. Potential suppliers/consortia are invited to tender for one or more Lots. Suppliers/consortia for each Lot will be appointed on their own merit for all lots and responses to all relevant quality questionnaires must be submitted separately

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

Value excluding VAT: £600,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The award of this contract will be based on 2 Lots:

Lot 1 - Administrative Services

Lot 2 - Legal Services

A maximum of 4 suppliers/consortium will be appointed for each Lot details above. Potential suppliers/consortia are invited to tender for one or more Lots. Suppliers/consortia for each Lot will be appointed on their own merit for all lots and responses to all relevant quality questionnaires must be submitted separately

## **II.2) Description**

### **II.2.1) Title**

Administrational Services

Lot No

1

### **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**

Lot 1 - Administrator

Having detailed the requirement above for IUKL to have a process in place by which they can appoint an administrator in accordance with the loan agreement if required there are some other key points to consider.

The requirement is for Innovate UK Loans Limited to have the ability to appoint their own administrator in cases where a company may be entering distress/default and solicitors

when legal work is required.

Due to nature of this work, it is difficult to determine the volumes of administration cases that will materialise in the coming months and years. This appointment needs to be made rapidly in a matter of days rather than weeks.

These key responsibilities and outputs included, but are not limited to:

- Administration, Planning and Statutory Matters
- Reviewing appointment and all statutory documents.
- Assessing the work needed for the particular case and ensuring that adequate resources are available and ensuring that the appropriate assistance from other professionals, is obtained.
- Preparing and issuing all progress reports, including receipts and payments accounts, and providing creditors with a suitable analysis of time costs accrued.
- Undertaking file reviews and ensuring compliance with statutory deadlines.
- Managing general administrative matters.
- Investigations
- Undertaking a review of the conduct of the director(s) and reporting thereon.
- Reviewing the affairs, trading and transactions of the company, In order to comply with the requirements laid on the Liquidator by statute and by the appropriate Statement of Insolvency Practice Issued by the Association of Business Recovery professionals.
- An examination of the company's records and transactions, particularly over the two-year period preceding liquidation.
- Raising enquiries with the director(s) in relation to transactions from the Company's bank account and seeking responses to those enquiries.
- Reviewing the Company's financial transactions, including those with associated parties.
- Investigating matters raised by creditors where appropriate. Considering whether any action can be taken under the provisions of the Insolvency Act.
- Realisation of Assets

- Appointing and Liaising with Agents in respect to the sale of the Company's intellectual property.
- Generally doing all things to dispose of the company's assets in order to maximise the position as regards creditors.
- Trading
- Post appointment trading (if required)
- Creditors
- Attending the meeting of creditors.
- Receiving and recording all creditor claims.
- Liaising with the redundancy payments office in respect of the claims of the employees and submitted forms RP.14 and RP 14a. Reviewing the claims of those employees and calculating any preferential distribution that may be due.
- Reviewing the terms of the Security lodged by Innovate UK Loans Limited. Updates with the creditor concerning and distribution that may be due under that security.
- Reviewing the realisations received in respect of any amounts which may become due under the prescribed part, where applicable.
- Adjudication of creditor claims should a distribution become payable to unsecured creditors.
- Reviewing realisations to date in comparison to creditor claims and the costs and expenses of the liquidation and issuing notice of no dividend/ notice of dividend to creditors.
- Dealing with all creditor correspondence via letter, fax, email and telephone.
- Case Specific Matters
- Dealing with statutory and regulatory matters.
- Preparing the final return and reporting to the Registrar.
- Ensuring the orderly closedown and dissolution of the Company after the distribution to creditors.

- Reviewing matters specific to this company which were identified post liquidation and dealing with those matters in an appropriate manner.

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

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

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial framework will be for 2 years with the option to extend on an annual basis (2+1+1)

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Legal Services

Lot No

2

### **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**

Lot 2 - Legal Services

At any time, Innovate UK may need to call on legal advice and assistance, on average within a year, it is likely that Innovate UK would need to use these services around 10 times for various things to do with the portfolio, which include, but not limited to, the following:

- drafting, review of loan documentation and (where necessary) registration of security documentation.
- drafting new legal documentation
- registration and release of security/ charges
- loan restructuring related actions and documentation
- general legal advice and guidance as and when required
- Advice on the establishment of special purpose investment vehicles
- Assurance on compliance with subsidy control regimes around the design and implementation of financial programmes for research and development funding activities

The portfolio is growing year by year and therefore it is likely that there would be an increase in the need for these services whether it be reviewing loan documents when a new competition is open or assisting with administration cases.

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

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

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The initial framework will be for 2 years with the option to extend on an annual basis (2+1+1)

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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

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

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Selection criteria as stated in the procurement documents

##### **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.2.2) Contract performance conditions**

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: No

### **IV.2) Administrative information**

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

Date

5 August 2022

Local time

1:00pm

#### **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

5 August 2022

Local time

2:00pm

Place

Electronic

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic invoicing will be accepted

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

How to Apply

UK Shared Business Services Ltd (UK SBS) will be using the Jaggaer eSourcing Portal for this procurement.

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If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

Once you are logged into the system you will be able to locate the Procurement you wish to leave a bid on by clicking the ITTs Open to All Suppliers and searching for the reference number CS22267

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

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

UK Shared Business Services Ltd

Polaris House

Swindon

SN2 1FL

Email

[policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Telephone

+44 1793867005

Country

United Kingdom

Internet address

[www.uksbs.co.uk](http://www.uksbs.co.uk)

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

UK Shared Business Services Ltd

Polaris House

Swindon

SN2 1FL

Email

[policy@uksbs.co.uk](mailto:policy@uksbs.co.uk)

Telephone

+44 1793867005

Country

United Kingdom

Internet address

[www.uksbs.co.uk](http://www.uksbs.co.uk)