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Tender

## **EC1035 Legal Services 2025**

University of Edinburgh

F02: Contract notice

Notice identifier: 2024/S 000-026545

Procurement identifier (OCID): ocds-h6vhtk-049242

Published 20 August 2024, 4:39pm

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

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

University of Edinburgh

9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Contact**

John Porter

#### **Email**

[john.porter@ed.ac.uk](mailto:john.porter@ed.ac.uk)

#### **Telephone**

+44 1316501000

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ed.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

EC1035 Legal Services 2025

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

- 79111000 - Legal advisory services

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

Services

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

The University of Edinburgh wishes to appoint a panel of up to 4 firms to a single lot framework for provision of external legal services to the University. Services in scope will range from ad-hoc advice and representation pertaining to individual casework/transactions, to complex legal advice on contractual, collective and corporate matters.

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

Value excluding VAT: £3,500,000

#### **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
- 79111000 - Legal advisory services
- 79110000 - Legal advisory and representation services
- 79140000 - Legal advisory and information services

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

NUTS codes

- UKM - Scotland
- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

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

The University of Edinburgh wishes to appoint a panel of up to 4 firms to a single lot framework for provision of external legal services to the University. Services in scope will range from ad-hoc advice and representation pertaining to individual casework/transactions, to complex legal advice on contractual, collective and corporate matters.

Information regarding the three key University stakeholders for this requirement can be found at:

- Legal Services: <https://www.ed.ac.uk/legal-services>
- Estates Department: <http://www.ed.ac.uk/schools-departments/estates-buildings>
- Human Resources: <http://www.ed.ac.uk/schools-departments/human-resources>

Full details of the scope of the service requirement, including that of the key stakeholders above, can be found in Schedule 3 of the ITT.

**\*\*Supplier Presentation / Interviews \*\***

As part of supplier responses to this ITT the University will requires suppliers to individually attend a presentation and Q&A session at the University on w/c 30th September. Invites will be sent out the week prior, following receipt of compliant bids.

Further information on this can also be found in the ITT document.

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

Quality criterion - Name: Technical Award Criteria / Weighting: 90

Price - Weighting: 10

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

Value excluding VAT: £3,500,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

12 month further extension option in contract

**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

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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

As per SPD:

- Suppliers must be able to confirm ability to provide legal advice in full spectrum of areas in the ITT document
- Suppliers must be able to provide legal advice across a range of international / non-UK jurisdictions, either through their own international offices or via international networks
- Suppliers must hold valid and up to date practising certificates in relation to Scots or English law, or Scots law where a Scots law practising certificate is required to advise on the relevant area.

#### **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

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

Date

23 September 2024

Local time

11:00am

**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: 4 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

23 September 2024

Local time

12:00pm

Place

Edinburgh

Information about authorised persons and opening procedure

Procurement Manager

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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 ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27354.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

The ITT Award Criteria features a community benefits question requiring suppliers to state how they would work with the University to deliver community benefit outcomes and detail any initiatives that their firm currently takes part in to achieve community benefits.

(SC Ref:775659)

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

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

Edinburgh Sheriff Court & Justice of the Peace Court

27 Chambers Street

Edinburgh

EH1 1LB



Email

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Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://scotcourts.gov.uk/the-courts/court-locations/edinburgh-sheriff-court-and-justice-of-the-peace-court>