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Contract

## **Awarded Contract for the Provision of Notary Services for Complex International Legal Transactions**

Foreign Commonwealth and Development Office

F03: Contract award notice

Notice identifier: 2024/S 000-029869

Procurement identifier (OCID): ocds-h6vhtk-042994

Published 18 September 2024, 2:57pm

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

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

Foreign Commonwealth and Development Office

King Charles Street

London

SW1A 2AH

#### **Email**

[mollie.giuffrida@fcdo.gov.uk](mailto:mollie.giuffrida@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>

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

The contract is awarded by a central purchasing body

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

Ministry or any other national or federal authority

## **I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Awarded Contract for the Provision of Notary Services for Complex International Legal Transactions

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

- 79130000 - Legal documentation and certification services

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

Services

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

Awarded contract for the provision of Notary Services, to assist with the facilitation of acquiring, executing, and managing the FCDO global estate. These services will support the authentication and drafting of legal documents for use in international contexts. The notary services for which the Tenderer was invited to tender for included but were not limited to, notarial services, powers of attorney, legalisation, acting and attesting within foreign languages and translation services.

The Notary Services tendered under this agreement will be used by the FCDO and other

Government Departments and arms-length bodies, including the British Council, the UK's leading culture and education institution.

The Contract will be for an initial 5 year period with an option to extend for up to a further 2 years.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £740,000

### **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.

To assist with the facilitation of acquiring, executing, and managing this estate, the Estates, Security and Network Directorate (ESND) of the FCDO, have appointed a Supplier to provide Notary Services. These services will support the authentication and drafting of legal documents for use in international contexts. The notary services for which the Tenderer were invited to tender for included but were not limited to, notarial services, powers of attorney, legalisation, acting and attesting within foreign languages and

translation services.

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 timely, wise, and effective management of the FCDO estate and that of its One HMG Partners (Other Government Departments and arms-length bodies) through the provision of notary services for complex international legal transactions.
- Establish a viable and resilient process that can deliver on the accurate and timely provision of notary services, ensuring no additional cost or time to the department.

The scope of services includes providing the following, in relation to the FCDO estate and those of its One HMG Partners; 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
- Advice and guidance on the intricacies and levels of complexity of each task
- Translation services for legal documentation
- Acting and advising in a Notary capacity in various languages and jurisdictions
- Knowledge of the relevant legal procedures and mechanisms
- Notarial, certification and legalization services
- Prompt and timely turnaround of all legal notarial documentation
- Arranging secure delivery of documents to UK and overseas addresses
- Other ad hoc advice/services as advised

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

Price

#### **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**

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

The requirement was procured via the Foreign, Commonwealth and Development Office's eprocurement portal: <https://fcdo.bravosolution.co.uk>. Suppliers, not currently registered on the portal, who were interested in being considered for this opportunity had to self-register on the site.

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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.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-016925](#)

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## **Section V. Award of contract**

### **Title**

Provision of Notary Services for Complex, International Legal Transactions

A contract/lot is awarded: Yes

## **V.2) Award of contract**

### **V.2.1) Date of conclusion of the contract**

28 August 2024

### **V.2.2) Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: No

### **V.2.3) Name and address of the contractor**

Saville Notaries LLP

11 Old Jewry

London

EC2R 8DU

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £740,000

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## **Section VI. Complementary information**

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

Important Information for all Potential Suppliers

In order to have participated and gained access to the Invitation To Tender pack, potential suppliers had to 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 itt\_6415 Provision of Notary Services for Complex International Legal Transactions.

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

London

Country

United Kingdom

Internet address

<https://www.cedr.com/>