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Tender

## **PS23385 - Legal Services for Innovate UK Loans - RFP**

UK Research & Innovation (UKRI)

F02: Contract notice

Notice identifier: 2023/S 000-031270

Procurement identifier (OCID): ocds-h6vhtk-040e68

Published 23 October 2023, 9:50pm

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

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

UK Research & Innovation (UKRI)

Polaris House, North Star Avenue

SWINDON

SN21UH

#### **Contact**

Kerry Hart

#### **Email**

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

#### **Country**

United Kingdom

#### **Region code**

UKK14 - Swindon

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

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

The contract is awarded by a central purchasing body

**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/>

Tenders or requests to participate must be submitted to the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Other activity

Research

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## **Section II: Object**

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

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

PS23385 - Legal Services for Innovate UK Loans - RFP

Reference number

PS23385

#### **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 Monday 27th November at 11:00

DO NOT APPLY DIRECTLY TO BUYER

Introduction

Innovation loans aim to provide flexible and patient capital to support business growth through innovation. These loans are delivered through Innovate UK Loans Ltd (IUKL), a wholly owned subsidiary of UK Research and Innovation. The loans are awarded through open competition and are available to micro, small and medium-sized businesses and can be used to fund the costs of a research & development project. A lending decision is made based on the quality of the project as well as on the suitability of the applicant for a loan. Innovation loans align with the mission of Innovate UK to broaden the range of innovation finance support available to businesses, so they can access funding at all stages of innovation. The amount of funding available to a business is dependent on the agreed parameters of the innovation loan competition however, in the most recent competitions, loans of between £100,000 and £2,000,000 have been offered to successful applicants

IUKL portfolio is expanding year on year, we currently have over 200 companies on our portfolio. Due to the increase, there is the need to access specialist legal services to meet product demand. Research carried out shows on average within one year, it is estimated Innovate UK Loans may need to access legal services approximately 20+ times per year.

In addition to accessing legal advice surrounding our portfolio, changes in the macro-economic climate have created the need to source legal guidance surrounding complex cases, in particular administration cases

Please ensure you review all attached information to ensure a full understanding of this requirement. All attachments can be found with the Supplier Attachments tab within the Jaggaer eSourcing Portal.

This contract will be awarded based on the evaluation criteria as set out in the RFP document.

### 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/>.

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 PS23385 or ITT\_1207

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

Value excluding VAT: £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

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

NUTS codes

- UK - United Kingdom

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

### **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, unless a system outage is experienced, to which the Contracting Authority will advise

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upon accordingly. 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 Legal Standing, 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 a matter solely for the commercial judgement of your organisation in doing so.

## About UK Shared Business Services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our contracting authorities to improve efficiency, generate savings and modernise.

Where UK SBS is not named as the Contracting Authority within the documentation, UK SBS will be acting as an agent on behalf of the Contracting Authority.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

For full details of our partner base please review the following link:

<http://www.ukpbs.co.uk/services/procure/contracts/Pages/default.aspx>

### **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

12

This contract is subject to renewal

Yes

Description of renewals

The Contract duration shall be for a period of 1 year with the option to extend for a further 2 years annually from the commencement of the Contract (1 +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.1.2) 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

27 November 2023

Local time

10:00am

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

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

Date

27 November 2023

Local time

11:00am

Place

Electronically

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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**

How to Apply

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

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

UK Shared Business Services Ltd

Swindon

Email

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

Country

United Kingdom

Internet address

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