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Tender

## **Legal Advice Services to the Trustees of the Parliamentary Contributory Pension Fund (PCPF)**

The Corporate Officer of the House of Commons and The Corporate Officer of the House of Lords (acting jointly)

F02: Contract notice

Notice identifier: 2024/S 000-032225

Procurement identifier (OCID): ocds-h6vhtk-04a6b2

Published 8 October 2024, 12:25pm

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

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

The Corporate Officer of the House of Commons and The Corporate Officer of the House of Lords (acting jointly)

Parliament Square

LONDON

SW1A 0AA

#### **Contact**

Parliamentary Commercial Directorate (PCD)

#### **Email**

[PCD@parliament.uk](mailto:PCD@parliament.uk)

#### **Country**

United Kingdom

**Region code**

UKI32 - Westminster

**National registration number**

210715608

**Internet address(es)**

Main address

<https://www.parliament.uk/>

Buyer's address

<https://www.parliament.uk/>

**I.3) Communication**

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

<https://atamis-ukparliament.my.site.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://atamis-ukparliament.my.site.com/s/Welcome>

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://atamis-ukparliament.my.site.com/s/Welcome>

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

Ministry or any other national or federal authority

**I.5) Main activity**

Other activity

Legal advisory services

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## **Section II: Object**

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

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

Legal Advice Services to the Trustees of the Parliamentary Contributory Pension Fund (PCPF)

Reference number

GSV3198

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

- 79111000 - Legal advisory services

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

Services

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

The successful Tenderer will be responsible for providing consistent legal advice and services to the Trustees of the Parliamentary Contributory Pension Fund (PCPF), ensuring the highest quality at all times to ensure the smooth operation of the Fund.

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

Value excluding VAT: £1,500,000

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

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79111000 - Legal advisory services

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

NUTS codes

- UKI32 - Westminster

Main site or place of performance

Westminster, London, SW1A 0AA

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

The Parliamentary Contributory Pension Fund (PCPF) invites applications from suitable organisations who wish to tender for a single supplier contract for the provision of Provision of Legal Advice to the Trustees of the PCPF.

The successful Tenderer will be responsible for providing consistent legal advice and services to the Trustees of the highest quality at all times to ensure the smooth operation of the Fund.

The contract will be for a period of 5 years with the option to extend for a further 5 years on the following basis 3+2. The full requirements are set out within the procurement documents which are downloadable free of charge from Atamis: <https://atamis-ukparliament.my.site.com/s/Welcome>

If your organisation is not already registered on the UK Parliament Atamis portal, please use the URL above and click on the 'Register here' button, registration is free. Guidance on how to register is available via a link beneath the registration button.

Once logged in, click on 'Find opportunities' and follow the on-screen instructions. Supplier guidance and support is available once logged in.

To ensure you receive email notifications from our system, please add the email domain '[notifications@atamis.co.uk](mailto:notifications@atamis.co.uk)' to your Safe Senders list.

The portal does not currently have the ability to generate alerts to registered suppliers when a new opportunity is published, therefore suppliers are encouraged to register as a supplier and subscribe to the notification service available in both Find a Tender and Contracts Finder to ensure they are notified immediately after publication of any new opportunities.

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

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

**II.2.6) Estimated value**

Value excluding VAT: £1,500,000

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

Duration in months

120

This contract is subject to renewal

No

**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.1.2) 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.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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

4 November 2024

Local time

12:00pm

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

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

Date

4 October 2024

Local time

2:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<http://judiciary.uk/highcourt>

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

The High Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

Internet address

<http://judiciary.uk/highcourt>



